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In the case of complicated data, the use of charts can provide assistance in clarifying and simplifying the information being presented. A chart is a significant tool in enhancing visual presentation of data. It allows the information to be consumed by a wider audience, breaking down sophisticated information into simpler fragments. Its purpose is to enable trends to be displayed, data and information to be compared or proportions to be visually displayed. In addition, these charts visually capture the most important aspects of the data including the relationships, patterns, and unusually high or low numbers that may go unnoticed in a spreadsheet. This infographic was created using Grafico. The use of visuals can improve the ease of understanding data, but they can also be beneficial in adding professionalism to word documents. It shows that the user has put effort into interpreting and designing the overall presentation. When used appropriately, visuals can improve a document's impact for any purpose, whether it is to inform, influence, or teach. In addition, visuals can enhance memory retention to a greater degree than text or numbers. Getting Started with Charts in Word As with all things in life, before jumping into creating a chart, it is wise to consider what you want to communicate. Additionally, ensure that you have the data at hand. Word offers multiple types of charts from line and bar, to pie and other more advanced forms. Each serves a distinct purpose such as showing distributions or trends within data, and thus everything hinges on which type of information you are trying to communicate. How to Insert a Chart in Word Open Your Document: Updating and charting information on a pre-existing document can save time. Make sure the document to be updated is properly formatted, ensuring there exists a section within the document where the chart can fit seamlessly. Position Your Cursor: For the document to properly display the chart, it must be within a specific place in the text. In respect to this and the instructions given in step 1, your anchor should be where logically flows within the document. This step is crucial as the chart will appear where the cursor blinks. Access the Insert Menu: Click the "Insert" tab on the Word Ribbon On the Top of Word. This tab allows you to insert different elements such as charts, tables, and images to improve your document. Select Chart: Hit "Chart" in the Illustrations group. This action will bring up the Insert Chart dialog box which contains various charts you can choose from to suit your data needs. Choose Chart Type: In the dialog box, take note of the suggested charts, and choose the chart you would like to use. These include Column, Line, Pie, Bar, Area and others. Keep in mind your data and how you want to portray it when choosing the chart type. Insert the Chart: After selection, click "OK" and a chart will be added to your document. An Excel Spreadsheet containing sample data will also load. You can replace the data in the spreadsheet, and it will reflect automatically in your Word document. How to Make a Line Chart in Word Above, we have seen how over time, a line graph represents data trends. It is a great way to showcase your data, which showcases improvements or other changes over time. Simply choose "Line" under chart options to create one. Enter Your Data: Replace the sample information in the spreadsheet that opens with your own data. Make sure to organize data properly: the first column has the categories, such as months, and subsequent columns have data series. Following the right data organization helps ensure your line chart will reflect the data trends accurately throughout all stages. Close Excel: After inputting your data, simply close the Excel window and proceed to Word. Your chart would have already updated with all the changes made in the cells. Thanks to this feature, there is no hassle while changing the chart excel deeper analysis and relationships. Customizing Your Chart You can edit the chart according to your requirements after it has been added to Word. Editing the chart improves its looks, and it may also be useful to focus on significant values of data. Changing Chart Style Select the Chart: Clicking on the chart will enable access to the Chart Tools. This gives you additional options that are dedicated to editing the chart. Design Tab: Go to the "Design" tab which is located on the Chart Tools ribbon, it contains a number of features which can help change the overall appearance of your chart to best fit your document. Select a Style: From the chart styles group, pick one style from the list of displayed styles. Your chart will have its colors and decoration changed. The appearance of your chart is very important as it can either help or hinder highlighting important metrics of your document. Modifying Chart Layout Layout Options: Now we move onto the apply named "Layout" section in Chart tool which has a lot of options to tighten the structural parts of your chart like axes, gridlines with labels, and of course, data. Add or Remove Elements: Using these options will allow you to change and adjust to remove or add portions of a chart including set labels, legends and titles. You can also place those components to a position where they provide good balance which in turn makes reading the graphs easy. Modifying these elements will enhance the visibility and understandability of the data that is being provided. Formatting Chart Elements Right-click Elements: Right-click on any chart element like an axis or data series and click "Format" to open the formatting pane. This pane allows you to set various details for each part of the chart. Customize Appearance: You can select the color, use a different font, and change other graphic elements. Modifying the visual design helps to maintain harmony between the chart and the rest of the your document and improves visualization of the data. How to Add a Graph in Word Though often used interchangeably, graphs and charts have different meanings. Graphs are a specific type of chart that display numerical data on axes, while charts can be any graphical representation of information. Knowing this distinction assists in the right choice of tools during data presentation. To add a graph: Select Graph Type: Follow the same steps as for inserting a chart, but select a graph type - Scatter graphs for example. This type of graph is particularly useful for displaying relationships between factors or variables. Input Data: Enter all your numerical data in the appropriate cells within the excel sheet. Ensure the data is arranged in such a way that the relationships you wish to be depicted in the graph are clearly represented. Customize: Using the Chart Tools, you can modify your graph as per your customization needs. Improving some details such as axis titles or data point labels can make your graph more effective and easy to understand. Advanced Tips for Making Charts in Word Using Templates Word has chart templates that can be useful. These can be found by clicking on "Recommended Charts" when you are about to insert a chart. These templates are tailored to your data and they automatically enhance the appearance of your graph by making it more professional. Using templates can be beneficial during a time crunch or when you need to have a polished look. Linking Excel Data If your data is dynamic and frequently changing, consider linking your chart with an Excel workbook. In this case, any updates made to the Excel file will be automatically updated in your Word document. Such linking reduces the need for manual changes ensuring your document always displays the most up-to-date information. Link to Excel: When you are inserting the chart, select "Use Excel Data". This allows for flexibility and streamlines inter-document changes. Creating Interactive Charts Though Word cannot offer the appearance of interactive charts like Excel, you can synthesize by making several charts and navigating through them via bookmarks or hyperlinks. This comes in handy with presentations where elements designed to capture the attention of the audience are essential to create and shape the narrative around the data. This infographic was created using Grafico. Conclusion Making and modifying documents in Microsoft Word offers a unique opportunity to sharpen one's skill set pertaining to the construction, presentation and refinement of documents. Everyone from students to professionals can benefit from learning document construction because it enables them to better articulate their insights. As you prepare your reports or analyses, you will notice that mastering the Word program to prepare visuals requires a pitched learning curve. Without a doubt, easers, graphs and other visual tools enhance the document comprehension and increase the effectiveness of audience engagement. In no time, you will realize how enjoyable and effortless crafting documents in Word is once you learn the basic skills of preparing documents. You will be able to prepare well organized reports overflowing with essential information aided by ease of reading using visuals. Place your mouse where you want to insert the graph into the document. Open the Insert tab and click Chart. Add data to the graph by filling the pop-up Excel window with the appropriate info. 1 Open a Microsoft Word document. To do so, you can double-click an existing Word document, or you can open Microsoft Word and select your document from the Recent section. If you're opening a new document, simply open the Microsoft Word program and click Blank document instead. 2 Click in the document where you want to insert your graph. Doing so will place the blinking cursor where you clicked; this is where your graph will appear when you add it. For example, clicking below a paragraph of text will set that location as the place to insert your graph. Advertisement 3 Click the Insert tab. It's at the top of the Word page, to the right of the Home tab. 4 Click Chart. You'll see this option below and to the right of the Insert tab. Its icon resembles several different-colored bars. 5 Click a chart format. These are listed on the left side of the Chart pop-up window. A few common chart formats are Line, Column, and Pie. You can customize your chart's format by clicking an appearance option at the top of your format's window. 6 Click OK. Doing so will insert your chart into your document. You'll also see a small Excel window with cells appear--this is where you'll input your data. Advertisement 1 Click a cell in the Excel window. Doing so will select it, which will allow you to add a point of data to that cell. The values in the "A" column dictate the X-axis data of your graph. The values in the "1" row each pertain to a different line or bar (e.g., "B1" is a line or bar, "C1" is a different line or bar, and so on). Numerical values outside of the "A" column or the "1" row represent different points of data on the Y-axis. Anything written in an Excel cell can be re-written to reflect your data. 2 Type in a number or name. 3 Press ↵ Enter or ↵ Return. Doing so will enter your data into the cell, allowing you to move on to another cell. 4 Repeat this process for every point of data you need. As you enter data, your graph will change to display it. 5 Click X in the top right corner of the Excel window. Doing so will close the window and save your graph changes. You can re-open the Excel window at any time by clicking on your chart. Advertisement Add New Question Question How do I label the axes in a line graph? The "Chart Tools" menu. Click on the tab entitled "Layout" in the Chart Tools menu. Click on "Axis Titles" from within the "Labels" group. Click on "Primary Horizontal Axis Title" or "Secondary Horizontal Axis Title" to add a horizontal axis text box to your chart. Question How do I make a table around existing text in my document? You need to click "Insert" and then click "Smartapp." Then click on "Relationships" on the left hand side and pick your table. Question How do I change the title if I update entries? You can just click on your title and type in the updated title when you're ready. See more answers Ask a Question Advertisement Thanks Advertisement Thanks Advertisement Written by: wikiHow Technology Writer This article was co-authored by wikiHow staff writer, Jack Lloyd. Jack Lloyd is a Technology Writer and Editor for wikiHow. He has over two years of experience writing and editing technology-related articles. He is technology enthusiast and an English teacher. This article has been viewed 663,718 times. Co-authors: 22 Updated: May 19, 2023 Views: 663,718 Categories: Microsoft Word | Graphs Print Send an email to authors Thanks to all authors for creating a page that has been read 663,718 times. You can add charts to your documents to help present information graphically. Using them instead of, or in addition to, tables of data can make it easier for readers to understand. Click where you want to insert the chart. Click the Insert tab. Click the Chart button in the Illustrations group. The Insert Chart dialog box lets you choose from a variety of chart types. Some chart types will be better at displaying certain data than others. The most common types of charts are Column, Line, and Pie. Column and Bar charts work well to compare different sets of data against each other. Line and Area charts are great for showing trends over time. Pie charts show different categories as parts of a whole. Select a chart type. Each chart type has a few styles to choose from, presenting the data differently. Select a chart style. Click OK. A blank chart is inserted, along with a spreadsheet full of placeholder data. When a chart is inserted, its spreadsheet will be full of placeholder data that you can replace with your own content. Enter your chart data. As you add rows and columns, the row headers, column headers, and data are highlighted by borders. To add or remove sections of the data, click and drag any of the selection handles in the spreadsheet and what's included in the chart will change. Click the spreadsheet window's Close button when you're done. To reopen the spreadsheet, select the chart, click the Design tab in the Chart Tools ribbon group, and click the Edit Databutton. You can quickly adjust a chart's layout at any point after you've inserted it. Layouts will affect the position of chart elements like the title, legend, and data labels. With the chart selected, click the Design tab in the Chart Tools ribbon group. Click the Quick Layout button. A gallery of available layouts appears, based on the chart's type. Select a layout. The layout is applied. If you want to change the color or style, use the options in the Chart Styles group. Another way to change the chart layout is to use the chart tool shortcuts to edit the active chart elements. With the chart selected, click the Chart Elements button. Different chart types contain different chart elements. Depending on the chart type, you may be able to adjust gridlines, titles, legends, and data or axis labels. Click the check box next to the element you want to toggle on or off. Each element can also be customized further. You can set the position of elements such as the title or legend, or toggle subsets of specific elements, such as horizontal or vertical gridlines. Click the list arrow next to a chart element and select an option. You can continue to set up chart elements in this way until the chart appears exactly how you want it. You can also insert or modify chart elements by clicking the Design tab in the Chart Tools ribbon group, then clicking Add Chart Element. Working with documents often requires the integration of various different types of files and formats. One of the most common tasks is embedding an Excel file into a Word document. It helps ensure that data is maintained in its original format and is easily accessible for reuse. But if you're not familiar with the process, it can be difficult to know where to begin. This blog post will provide a step-by-step guide on how to embed an Excel file in Word. From there, you can easily make changes to the spreadsheet and view the results in the Word document. With this guide, you'll be able to save time and create professional documents quickly. Link or embed an Excel worksheet in Word Go to Insert > Text > Object. Go to Create from file > Browse, and locate the file you want to insert in the Word document. Choose one of the following: To add the file as a linked object, select Link to file, and then select OK. How to embed Excel files in Word The steps to embed an Excel file in Word are as follows: Keep in mind that only if you linked the embedded object will your Word document automatically update if you make changes to the data in the original spreadsheet. If you don't link the embedded object to the source file, the information won't automatically update. To link the original file to the embedded object in Word, follow these steps: Benefits of embedding an Excel file in Word It's simple to incorporate data sets and graphs into written reports by inserting Excel files into Word documents. To store, track, and forecast budgetary data that you want to include in a quarterly report, for instance, if you work in financial analysis, you might use a spreadsheet program. Transferring data into written reports is simple and effective when you know how to display information from an Excel file in a Word document. This information can be found and reviewed by stakeholders and managers without having to switch between different programs by being compiled in your document. Additionally, you can select only the most pertinent data to include when transferring data from a spreadsheet file to a word processing document. The word processing software might also give you more options for displaying the information, enabling you to produce eye-catching visuals that will aid the reader in understanding the content. You can give context for the values and use the data as evidence to support your written analysis by combining tables and graphs with textual explanations of the data. This enables you to produce thorough reports that incorporate unprocessed data, visualizations, analyses, and descriptive text. Tips for working with embedded files in Word You have a variety of options for working with the inserted information after inserting an object in Word. Here are some pointers for interacting with program-embedded objects: Use "Table Tools" to improve table design The "Table Tools" feature in word processing allows you to modify your designs when working with tables. Click on an existing table that is integrated into the document to activate this feature. The toolbar's "Table Tools" menu becomes accessible after choosing a table. You can access the "Design" and "Layout" tabs in this menu, each of which contains options that let you customize the table to your preferences for design. You can alter the appearance of your table by using the "Design" tab, such as by changing the background colors, borders, and table styles. There are options to alter the dynamics between cells, rows, and columns when you select the "Layout" tab. For instance, by adjusting the text alignment, you can change the location of the data within specific cells. You can decide to have some data centered in a cell and other data aligned to the right or left. Use "Chart Tools" to work with charts and graphs You can create charts and graphs with your embedded objects using the "Chart Tools" option, which functions similarly to the "Table Tools" menu. Click on the chart you want to work with in order to use these tools. By doing so, you can access the "Design," "Layout," and "Format" tabs from the "Chart Tools" menu. These tabs offer menus of choices so you can customize the chart to suit your requirements and taste. For instance, you can alter the color scheme and design of the charts in the "Design" tab to make them more appealing. You can reposition the graph and change how the text in the document wraps around the object using the layout tab. For instance, you can alter the layout so that the text automatically wraps around the object in the document. You can alter the chart's font colors, axis labels, and number displays in the format tab. Adjust text wrapping to improve page layout Text wrapping refers to how text flows around embedded objects. Depending on the layout option you've chosen, the text automatically repositions itself when an object is moved in a document. Right-click and select "Layout" from the context menu to access the "Layout" dialog box to alter the text wrapping of an embedded object. Select the "Layout" tab in the dialog box to view the available text wrapping options. Select the alternative that most closely matches the document's layout style. Think about whether you prefer the text to flow around the image in columns or appear in line with it, for instance. Please note that Indeed is not affiliated with any of the businesses mentioned in this article. How to embed an Excel file into Word FAQ How do you embed an Excel document into Word? In Word, select the Insert tab. ... Click the Object command in the Text group. ... A dialog box will appear. ... Locate and select the desired Excel chart, then click Insert. If you want to link the data to the Excel chart, select the checkbox next to Link to file. Click OK. How do you embed documents in Word? Embed or link to a file in Word Go to Insert > Object. Select Create from File. Select Browse and choose the file you want to use. Select Insert. To embed, select Display as icon; to create a link, select Link to file. Select OK. Can I link an Excel cell to a Word document? Yes. Step 1: Copy the excel cell. Step 2: Navigate to your word document and paste the reference there. Step 4: Choose "link with source formatting" or "link and merge formatting" from the paste options. Drawing a graph in MS Word is a straightforward process that involves inserting a chart, choosing the appropriate graph type, and inputting the data you want to visualize. By following a series of simple steps, you'll be able to create a visual representation of your data directly in your Word document. After you complete the action of drawing a graph, you'll have a visual aid that can enhance your document's presentation, making complex data more accessible and easier to understand for readers. Graphs and charts are powerful tools that turn numbers into visual stories, making complex data easier to digest. In the professional world, graphs are crucial for reports, presentations, and data analysis. Students also use graphs for projects and assignments to showcase research findings. Whether you're in the corporate world, academia, or just need to make a personal budget more understandable, knowing how to create a graph in MS Word is a skill worth having. MS Word is known primarily as a word processing software, but it has robust graphing capabilities that many users overlook. With MS Word, you can create a variety of graphs, including bar charts, line graphs, pie charts, and more. This functionality is particularly convenient because it allows you to present your data visually without having to switch between different software. It's a skill that can save time and add a professional touch to your documents. Let's dive into the step-by-step process of drawing a graph in MS Word. Before we start, make sure you have your data ready. Knowing what kind of graph you need is also helpful. Open your MS Word document and click on the 'Insert' tab in the ribbon. In this tab, you will find various options to add different elements to your document. Look for the 'Chart' option, which is what we'll use to insert a graph. Click on the 'Chart' button, and a dialog box will appear with various graph types. Choose the graph that best represents the data you want to visualize. For example, use a pie chart for showing percentages, a bar chart for comparisons, etc. Select the specific graph type from the list and click 'OK.' Once you've chosen the graph type, a generic graph will appear on your document, along with an Excel spreadsheet where you can input your data. Enter your data into the Excel spreadsheet that popped up. This data will automatically reflect in the graph on your Word document. If you need more series or categories, you can add them in the spreadsheet. Customize your graph by right-clicking on different elements of the graph and selecting the appropriate formatting options. You can change the graph's design, layout, and format using the tools available under the 'Chart Tools' section in the ribbon, which appears when the graph is selected. BenefitExplanationEasy to UseMS Word provides a user-friendly interface for creating graphs. The process is intuitive, and you can quickly insert a graph with just a few clicks.CustomizableThere's a wide range of customization options available. You can format your graph to match your document's aesthetics, making it look professional and coherent.ConvenientSince most people are already familiar with MS Word, being able to create graphs within the software is very convenient. It eliminates the need to use separate graphing software.DrawbackExplanationLimited OptionsWhile MS Word offers a variety of graph types, it might not have the same breadth of options as specialized graphing software.Less PrecisionFor advanced data analysis, MS Word may not provide the precision and tools available in dedicated programs like Excel.Potential Compatibility IssuesThere might be compatibility issues when sharing documents, as the graphs may not appear the same on different devices or Word versions. When you draw a graph in MS Word, it's important to ensure that it serves its purpose - to make data more understandable. Always keep your audience in mind. Will they get the intended message from your graph? Avoid clutter and unnecessary information that could confuse the reader. Also, familiarize yourself with different graph types and their uses. A misused graph can misrepresent data and lead to misinterpretation. Another tip is to use the 'Edit Data' option if you need to update your graph after closing Excel. This will reopen the spreadsheet for you to make changes. Remember, practice makes perfect. The more you play around with MS Word's graphing features, the better you'll become at creating visually appealing and accurate graphs. And don't forget, your graph should complement the text in your document, not replace it. Use it to reinforce what you're saying in your narrative. Open MS Word and navigate to the 'Insert' tab. Click on the 'Chart' option. Select the type of graph. Input your data in the Excel spreadsheet. Customize your graph. Yes, you can copy and paste data from another program into the Excel spreadsheet that appears when inserting a graph in MS Word. Absolutely, you can save your graph as an image by right-clicking on it and selecting 'Save as Picture.' Yes, you can add legends, data labels, and other elements by using the 'Chart Elements' button that appears when you select the graph. You can change the color of your graph by selecting it and then choosing from the color options under the 'Design' tab in 'Chart Tools.' Yes, there are 3D options available for certain graph types, which you can select when choosing the graph style. Drawing a graph in MS Word is a skill that can significantly enhance the way you present data in your documents. Whether you're a student, professional, or just someone who loves organizing data, knowing how to create a graph in this widely-used word processor is incredibly beneficial. It's a simple process that, when done right, can communicate your message effectively and leave a lasting impression. As we wrap up, remember that a good graph in MS Word is more than just numbers and lines or bars—it's a storytelling tool. Use it to highlight key insights and support your content. Keep experimenting with different types and styles, and you'll soon be able to turn even the most complex data into compelling visuals. Now, go ahead and give it a try - your documents will thank you for it! Matthew Burtleigh has been writing tech tutorials since 2008. His writing has appeared on dozens of different websites and been read over 50 million times. After receiving his Bachelor's and Master's degrees in Computer Science he spent several years working in IT management for small businesses. However, he now works full time writing content online and creating websites. His main writing topics include iPhones, Microsoft Office, Google Apps, Android, and Photoshop, but he has also written about many other tech topics as well. Read his full bio here.