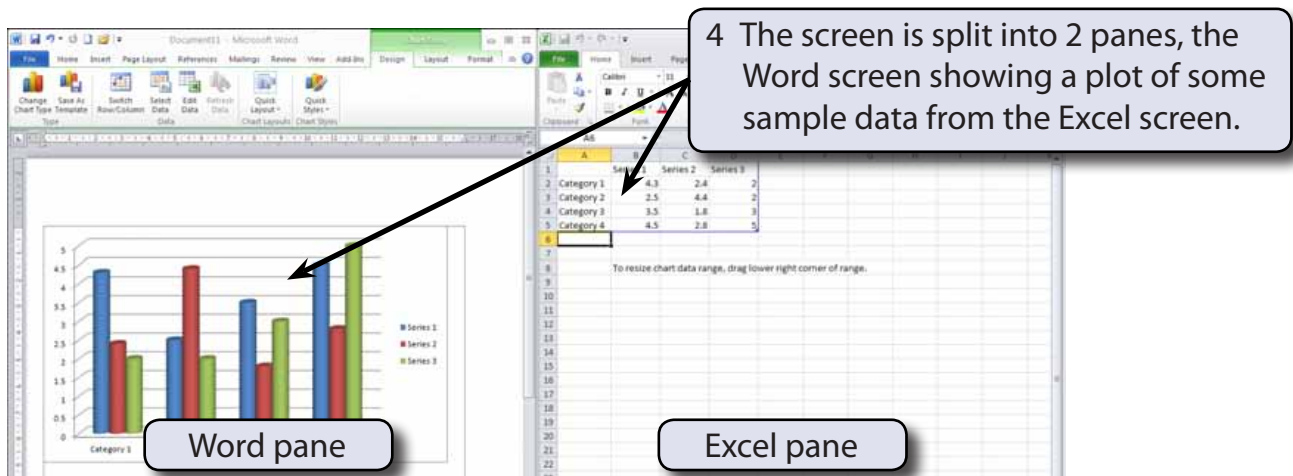
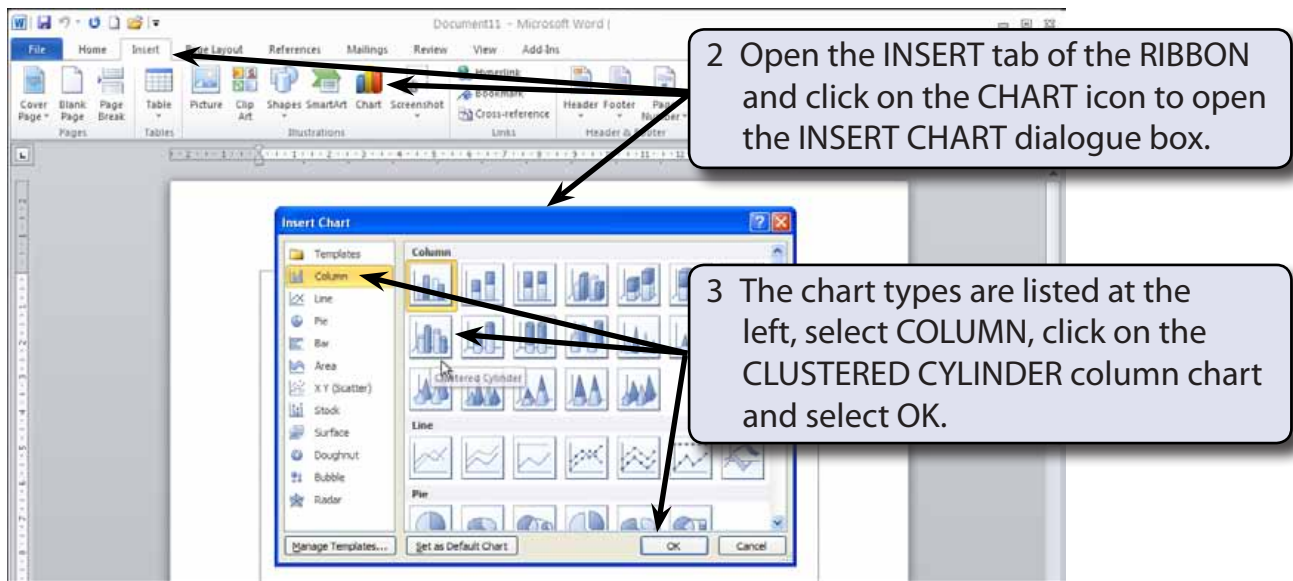


# Adding Charts to Documents

Microsoft Word has the ability to create charts for the use in documents. Its charting tools are very similar to those in Microsoft Excel. If you have used charts in Excel you should be able to easily create charts in Microsoft Word. You can also import charts or spreadsheets drawn in Microsoft Excel directly into Microsoft Word.

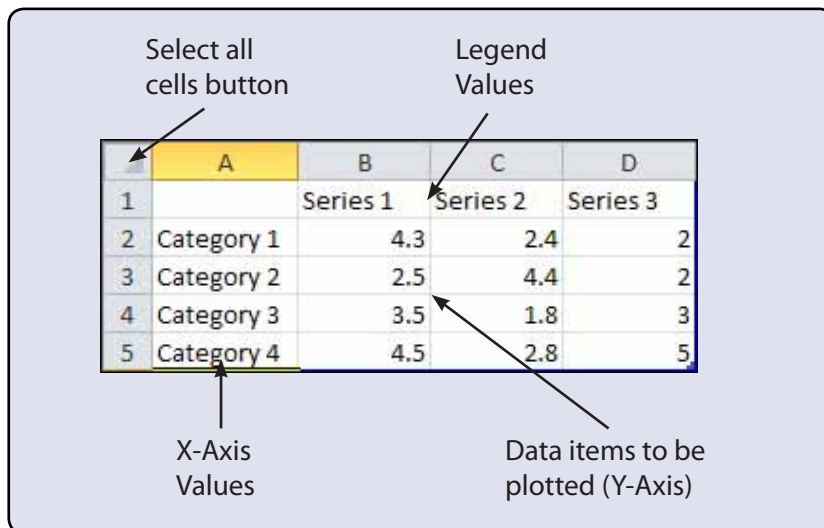
- 1 Load Microsoft Word or close the current files and start a NEW BLANK DOCUMENT.



**NOTE:** If your screen is not split into 2 even panes, adjust the size of the Excel pane so that you can see the chart in the Word pane.

## The Excel Table

The data to be plotted is entered into the Excel pane. When data is plotted by ROWS the following diagram indicates where the sections of the DATASHEET are placed on the graph.

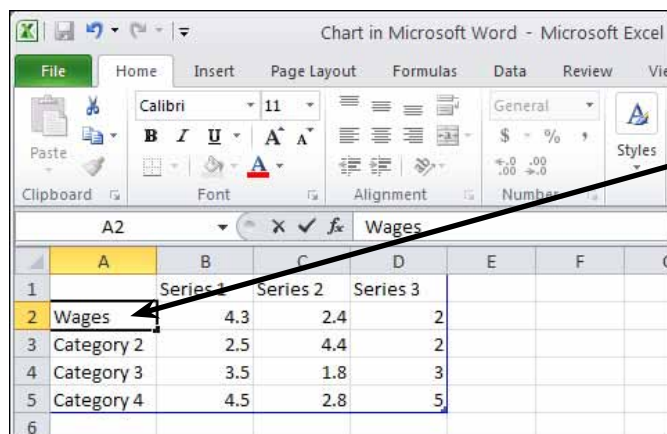


## Entering the Chart Data

We will create a simple column chart of the office expenses incurred by a business over a three month period.

### A Completing the Datasheet

Labels and values are entered into the Excel pane and Microsoft Word will plot the chart for us.



1 Click on the CATEGORY 1 label in cell A2 of the Excel pane and enter:  
**Wages**  
 This is the first X-Axis label.

2 Press the <tab> key to move the cursor to cell B2 then enter:

```

2482      <tab>
2765      <tab>
2783
    
```

**NOTE:** The chart in the Word pane should adjust as you enter each value. The values are plotted in different colours.

3 Click in cell A3 and enter the next row of values for RENT costs. They are the same (\$800) for each month.

Document11 - Microsoft Word

Chart in Microsoft Word - Microsoft Excel

	Series 1	Series 2	Series 3
1			
2	Wages	2482	2765
3	Rent	800	800
4	Power	1275	1141
5	Category 4	4.5	5

4 Enter the third row of values for Power costs (1275, 1141, 1738).

Document11 - Microsoft Word

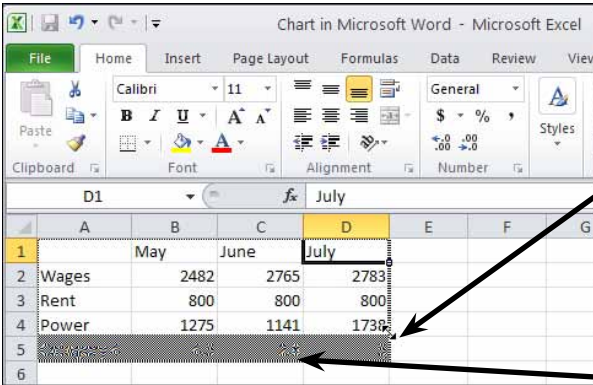
Chart in Microsoft Word - Microsoft Excel

	May	June	July
1			
2	Wages	2482	2765
3	Rent	800	800
4	Power	1275	1141
5	Category 4	4.5	5

5 Enter the month names for the values you just entered in the cells B1, C1 and D1 (May, June, July). These are the LEGEND labels.

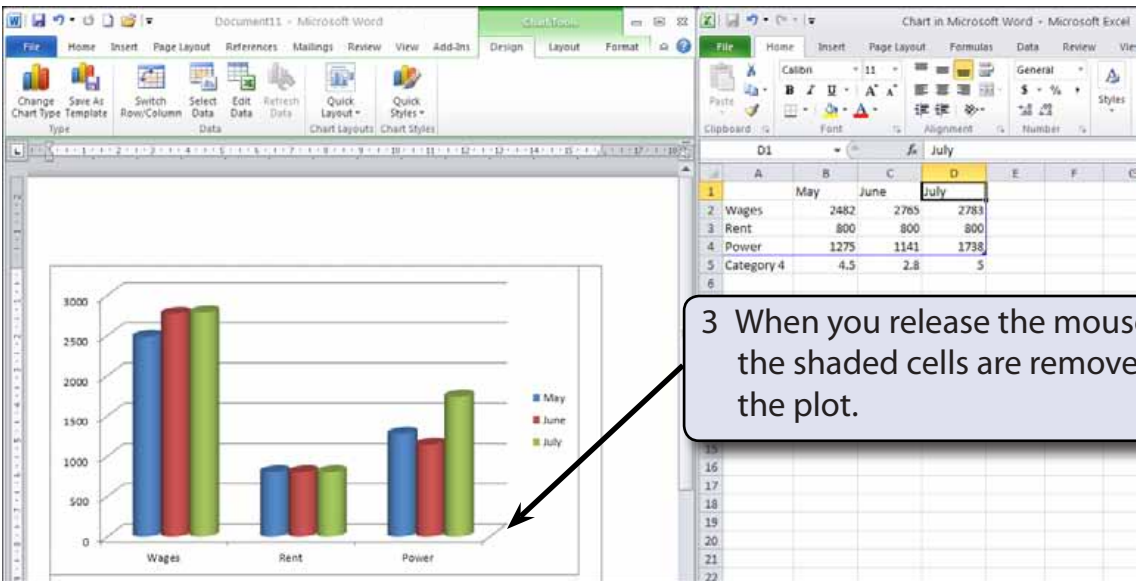
## B Removing Unused Cells

Cells in the sample data that are not needed in the plot can be easily removed.



1 Move the pointer over the small icon at the bottom right of the sample data (in cell D5) until the pointer changes to a diagonal arrowed line and drag the icon straight up to the base of cell D4.

2 The unwanted sample data cells are highlighted.



3 When you release the mouse button the shaded cells are removed from the plot.

**NOTE:**

- i If more rows are needed in the plot, the small icon is dragged down the required number of rows.
- ii If the number of columns needs adjusting, the small icon is dragged to the left or right.