

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.

2 Open the INSERT tab of the RIBBON and click on the CHART icon to open the INSERT CHART dialogue box.

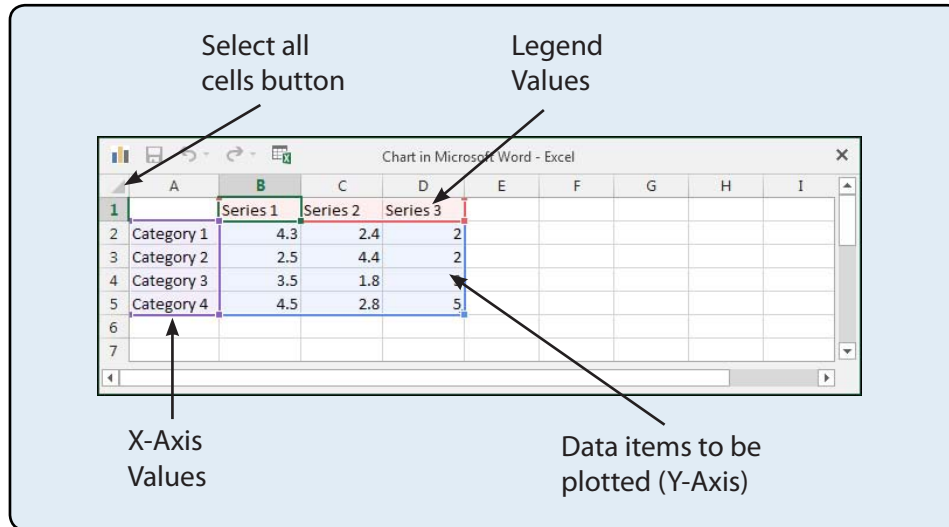
3 The chart types are listed at the left, select COLUMN, click on the CLUSTERED COLUMN chart and select OK.

4 The chart is plotted and sample data displayed in an Excel datasheet.

	Series 1	Series 2	Series 3
Category 1	4.3	2.4	2
Category 2	2.5	4.4	2
Category 3	3.5	1.8	3
Category 4	4.5	2.8	5

The Excel Datasheet

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

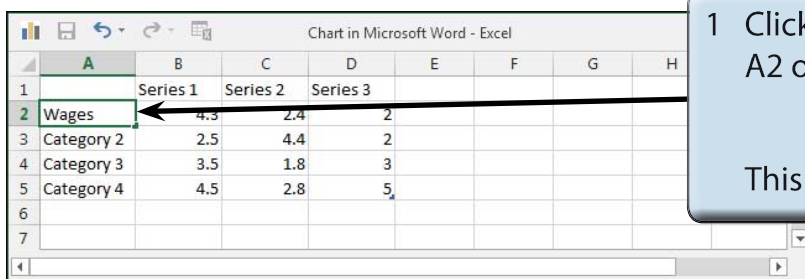


Entering the Chart Data

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 datasheet and Microsoft Word will plot the chart for us.



1 Click on the CATEGORY 1 label in cell A2 of the datasheet 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	

The screenshot shows a bar chart titled 'Chart Title' with three bars representing 'Wages', 'Category 2', and 'Category 3'. The y-axis ranges from 0 to 3000. Below the chart is an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1		Series 1	Series 2	Series 3			
2	Wages	2482	2765	2783			
3	Category 2	2.5	4.4	2			
4	Category 3	3.5	1.8	3			
5	Category 4	4.5	2.8	5			

NOTE: The chart 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 the RENT costs. They are the same (\$800) for each month.

The screenshot shows the bar chart updated with a fourth bar for 'Rent'. The y-axis ranges from 0 to 3000. Below the chart is an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1		Series 1	Series 2	Series 3			
2	Wages	2482	2765	2783			
3	Rent	800	800	800			
4	Category 3	3.5	1.8	3			
5	Category 4	4.5	2.8	5			

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

	Series 1	Series 2	Series 3
Wages	2482	2765	2783
Rent	800	800	800
Power	1275	1141	1738
Category 4	4.5	2.8	5

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

	May	June	July
Wages	2482	2765	2783
Rent	800	800	800
Power	1275	1141	1738
Category 4	4.5	2.8	5