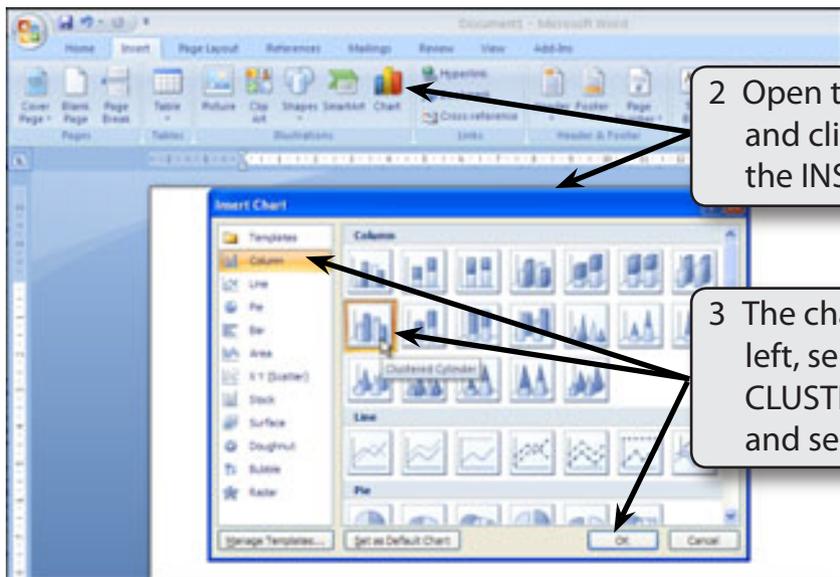


Adding Charts to Documents

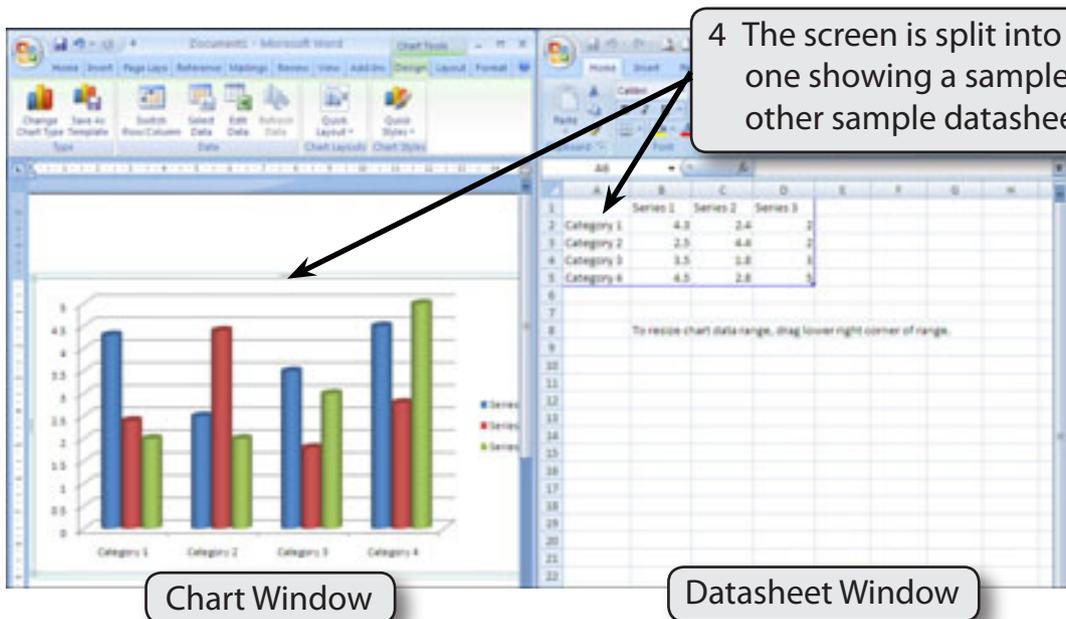
Microsoft Word has the ability to create charts for the use in documents. Its charting tools are very similar to those in Microsoft Excel. If you have used charts in Excel you should be able to easily create charts in Microsoft Word. You can also import charts or spreadsheets drawn in Microsoft Excel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



4 The screen is split into 2 windows, one showing a sample chart and the other sample datasheet values.

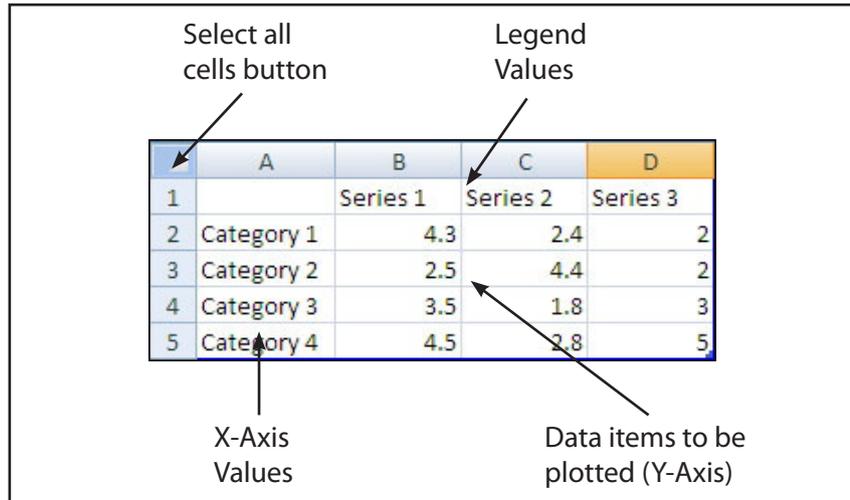
Chart Window

Datasheet Window

	Series 1	Series 2	Series 3
1			
2	Category 1	4.3	2.4
3	Category 2	2.5	4.6
4	Category 3	3.5	1.8
5	Category 4	4.5	2.8
6			
7			
8	To resize chart data range, drag lower right corner of range.		
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			

The Datasheet Table

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

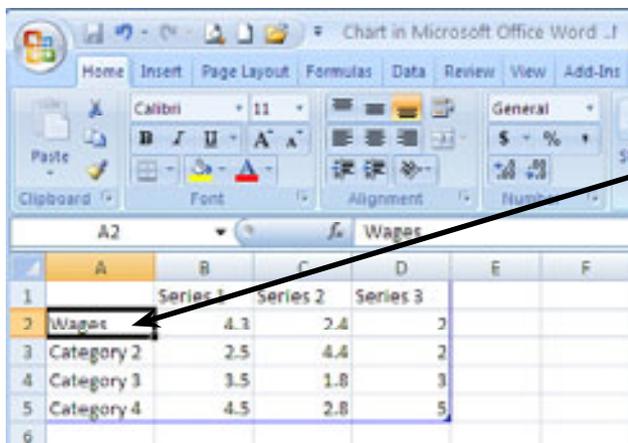


Entering the Chart Data

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 datasheet and Microsoft Word will draw the chart for us.



1 Click on the CATEGORY 1 label in cell A1 of the datasheet and enter:
 Wages
 This is the first X-Axis label.

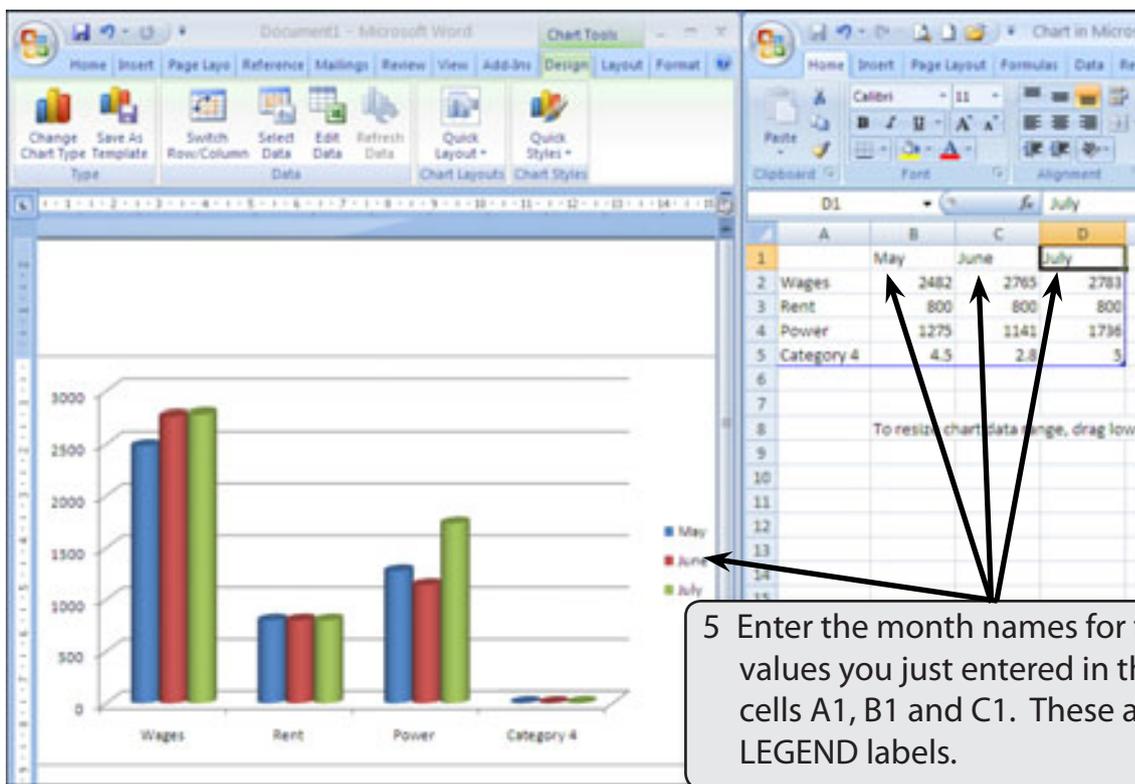
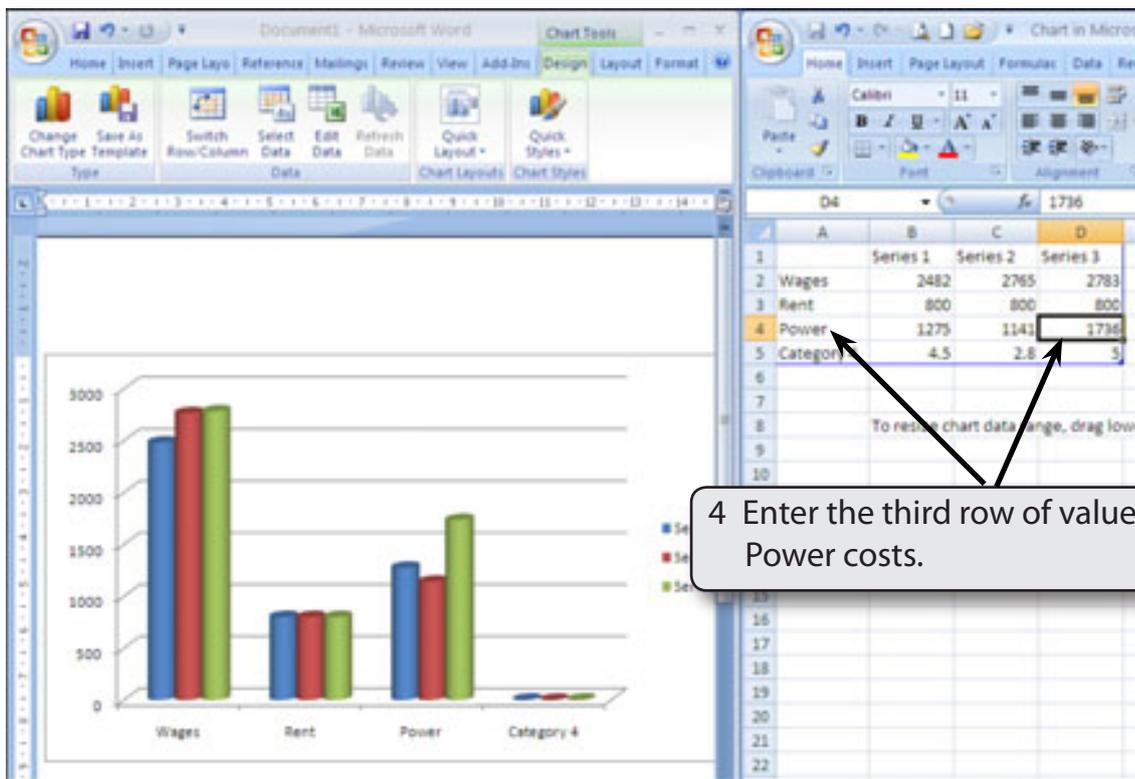
2 Press the <tab> key to move the cursor to cell B1 then enter:

```

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

NOTE: The chart in the CHART window should adjust as you enter each value, which is plotted in a different colour.

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



6 Highlight cells A5 to D5 then click on the CELLS icon in the RIBBON, highlight DELETE and select DELETE CELLS to remove the cell contents.

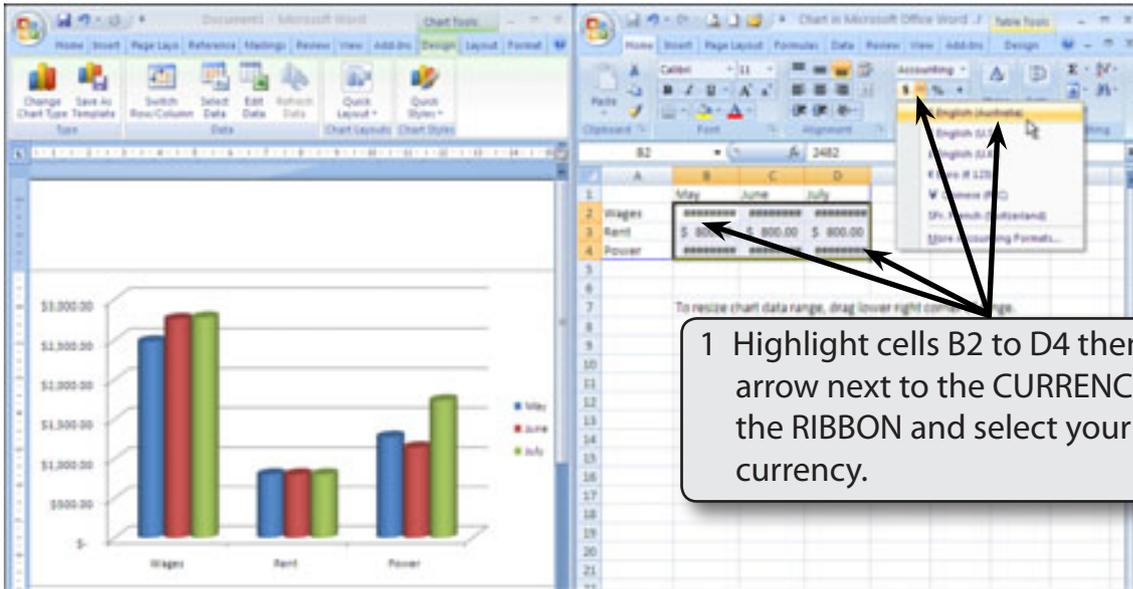
	May	June	July
Wages	2482	2765	2763
Rent	800	800	800
Power	1275	1141	1736
Category 4	4.3	2.8	0

7 The chart is adjusted to just plot the values entered into the datasheet.

	May	June	July
Wages	2482	2765	2763
Rent	800	800	800
Power	1275	1141	1736
Category 4	4.3	2.8	0

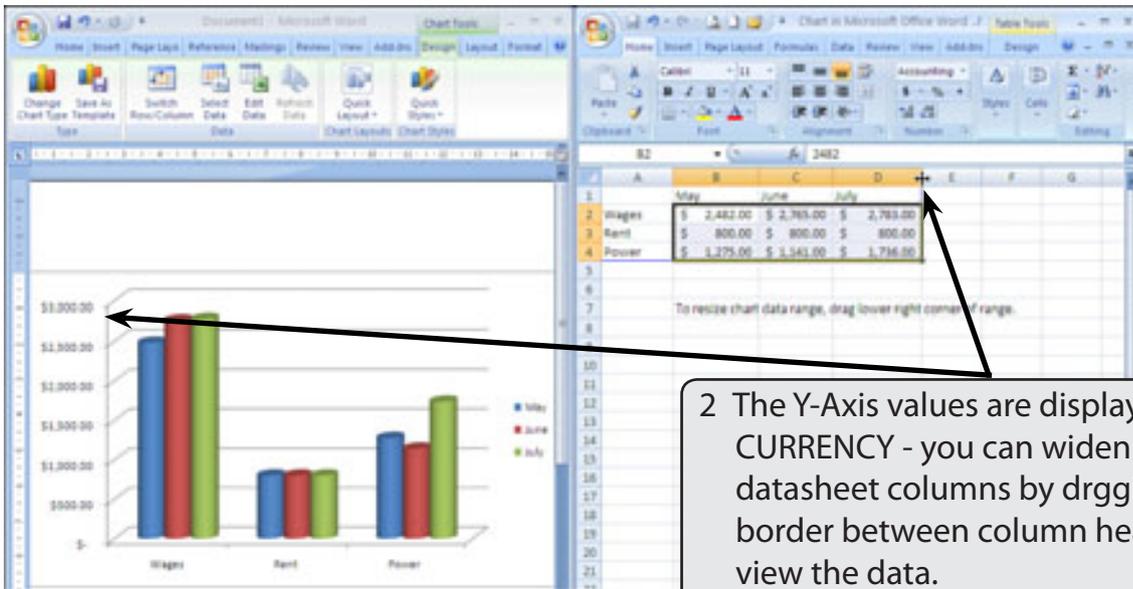
B Formatting the Datasheet Values

The values in the DATASHEET table need to be formatted to CURRENCY. Any formatting that you do in the table will be updated in the chart.



1 Highlight cells B2 to D4 then click on arrow next to the CURRENCY icon in the RIBBON and select your country's currency.

NOTE: You can also click on cell B2, hold down the SHIFT key and click on cell D4 to highlight the cells.



2 The Y-Axis values are displayed in CURRENCY - you can widen the datasheet columns by drgging the border between column headings to view the data.