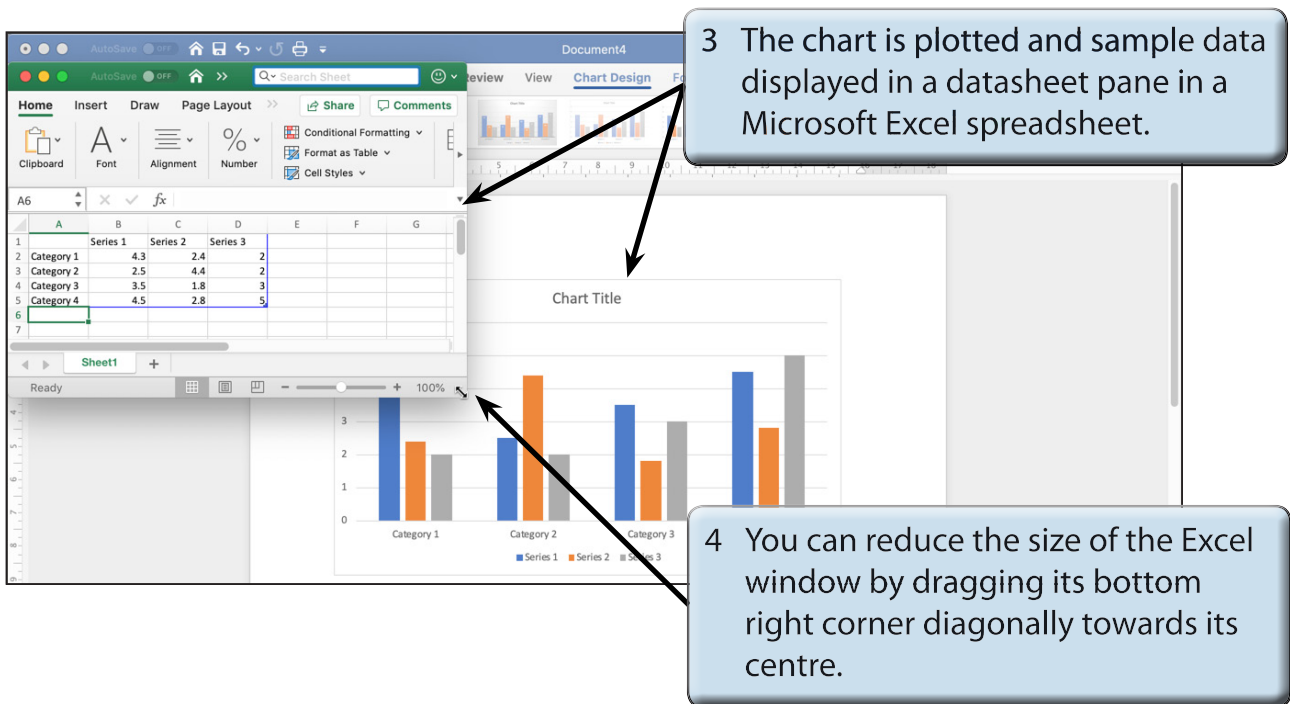
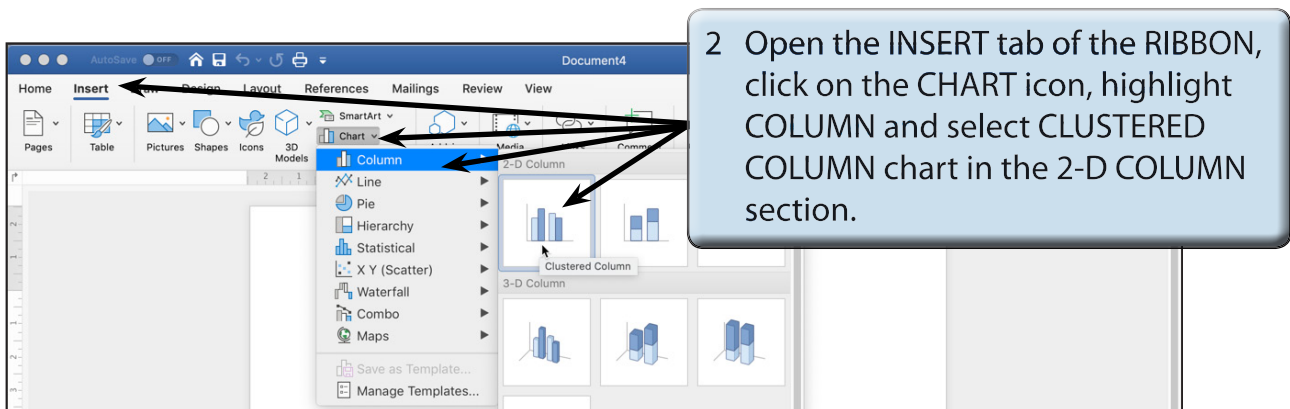


Adding Charts to Documents

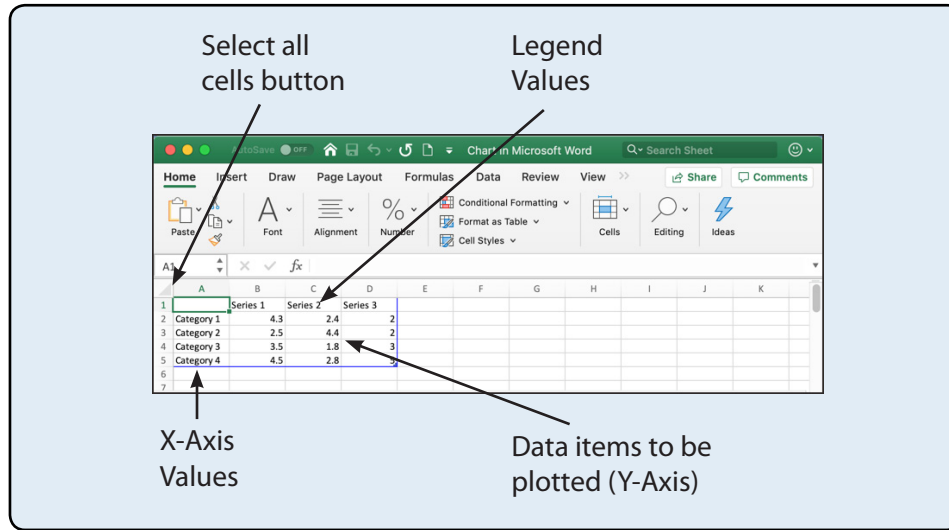
Microsoft Word has the ability to create charts for the use in documents. Its charting tools are very similar to those in Microsoft Excel. If you have used charts in Excel you should be able to easily create charts in Microsoft Word. You can also import charts drawn in Microsoft Excel directly into Microsoft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

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



The Datasheet Pane

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



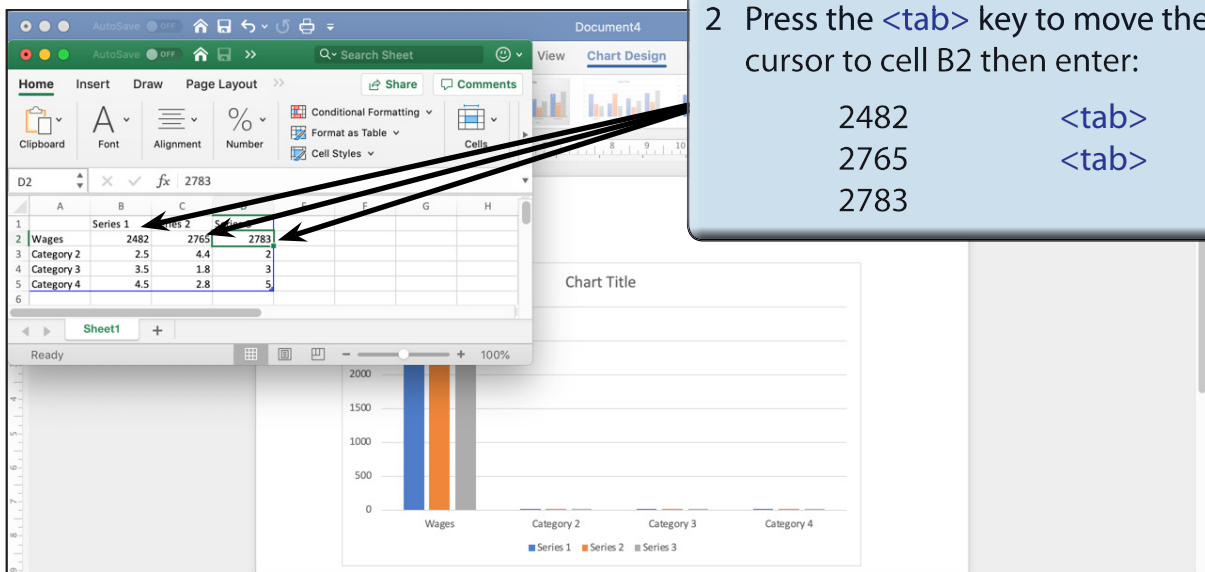
Entering the Chart Data

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

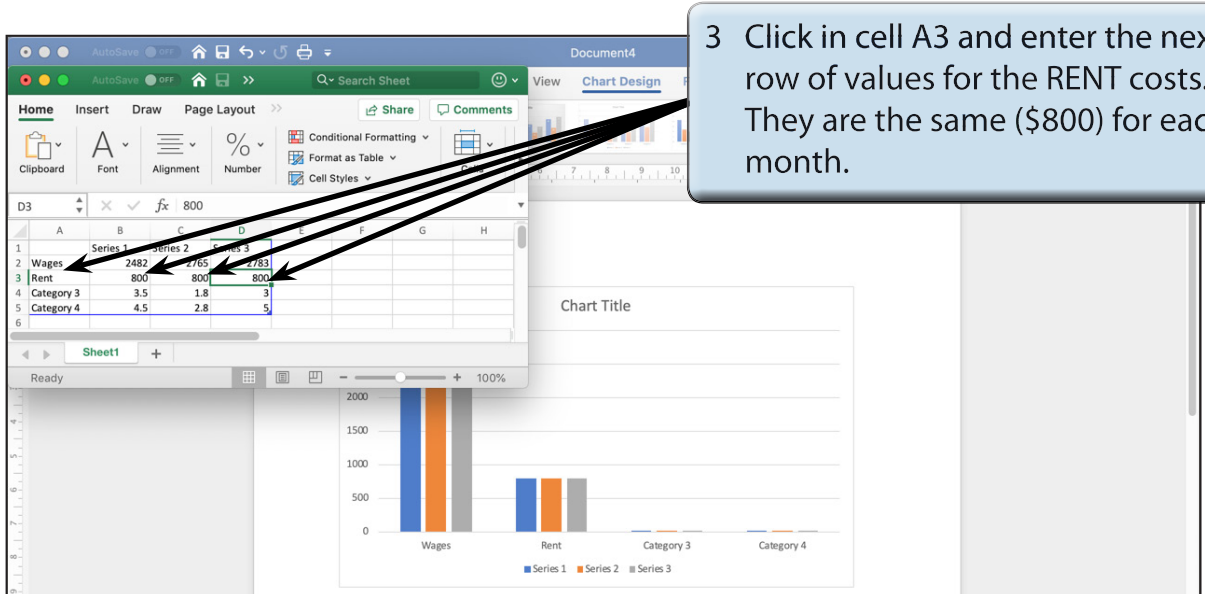
A Completing the Datasheet

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

	Series 1	Series 2	Series 3
Wages	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



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



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

The screenshot shows an Excel spreadsheet with a bar chart. The chart has four categories on the x-axis: Wages, Rent, Power, and Category 4. Each category has three bars representing Series 1 (blue), Series 2 (orange), and Series 3 (grey). The y-axis ranges from 0 to 2000. A callout box points to the 'Power' row in the spreadsheet, specifically to the values 1275, 1141, and 1738.

5 Enter the month names for the values you just entered in cells B1, C1 and D1 (May, June, July), then press <return> to accept the labels. 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

The screenshot shows the same Excel spreadsheet as above, but now the first row of the data table contains the month names: May, June, and July. The callout box points to these cells. The legend in the chart below has been updated to show May (blue), June (orange), and July (grey).