

**Course & Test Series**

**CBSE**

**ICSE**

**NTSE**

**Banking & Insurance**

**Central Govt. Service**

**State Govt. Services**

**LAW Entrance**

**MBA Entrance**

**Railways & Metro Services**

**...many more**

**abhyasonline.in**

## Converting Table into Graphs in MS Word

### Microsoft Word

#### Module 27 - Converting Table into Graphs in MS Word

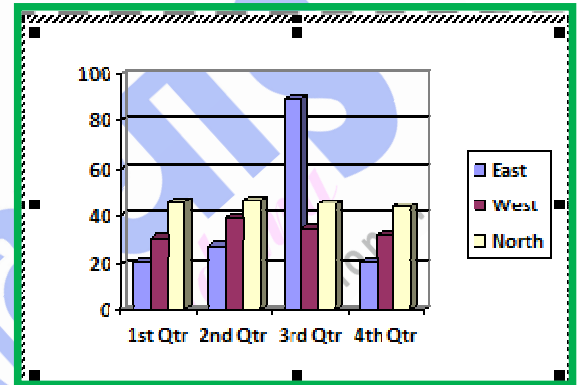
#### Helping Tool of Table Layout Menu

#### Convert Table into Graphs

Converting a table into a graph refers to the process of taking the data from a table (such as numbers or text in rows and columns) and presenting it visually in the form of a graph or chart, such as a bar graph, line chart, pie chart, etc. This is often done to make the data easier to understand and analyze by visualizing trends, comparisons, or patterns that might not be immediately obvious in a table.

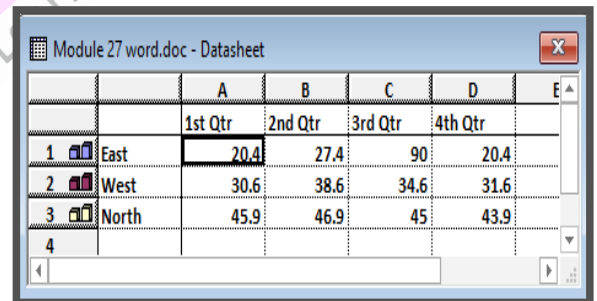
#### Why Convert a Table into a Graph?

- **Visual Representation:** Graphs provide a clearer, more immediate understanding of data compared to tables.
- **Easy Comparison:** Graphs make it easier to compare values at a glance.
- **Highlight Trends:** Graphs can highlight trends over time or show relationships between variables.
- **Professional Presentation:** Graphs can make documents or reports look more polished and professional.



#### How to Convert a Table into a Graph (in Word or Excel):

In Microsoft Word, you can insert a chart (graph) based on the data in a table. However, you generally need to use Excel for more detailed data manipulation. Below is a basic guide to convert a table into a graph in Microsoft Word.



		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

#### Types of Graphs You Can Create:

- **Bar Chart:** Used to compare quantities across categories.
- **Line Chart:** Good for showing trends over time (e.g., monthly sales).
- **Pie Chart:** Shows proportions of a whole (e.g., market share).
- **Column Chart:** Similar to bar charts but uses vertical columns.
- **Area Chart:** Used to represent cumulative totals over time.

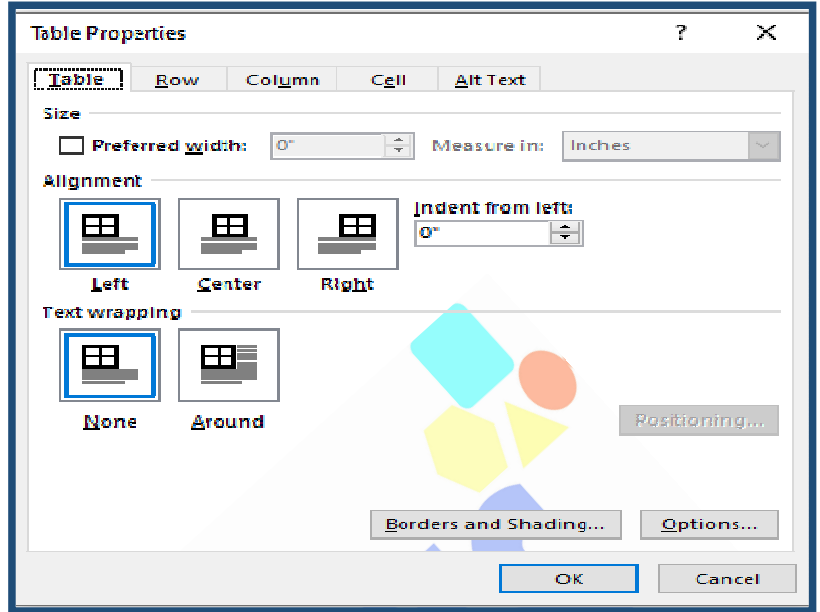
**Converting Table into Graphs in MS Word**

**Course & Test Series**

44  
45  
46  
47  
48  
49  **CBSE**  
50  
51  
52  
53  **ICSE**  
54  
55  
56  
57  **NTSE**  
58  
59  
60  
61  
62  **Banking & Insurance**  
63  
64  
65  
66  **Central Govt. Service**  
67  
68  
69  
70  
71  **State Govt. Services**  
72  
73  
74  
75  **LAW Entrance**  
76  
77  
78  
79  
80  **MBA Entrance**  
81  
 **Railways & Metro Services**  
**...many more**  
**abhyasonline.in**

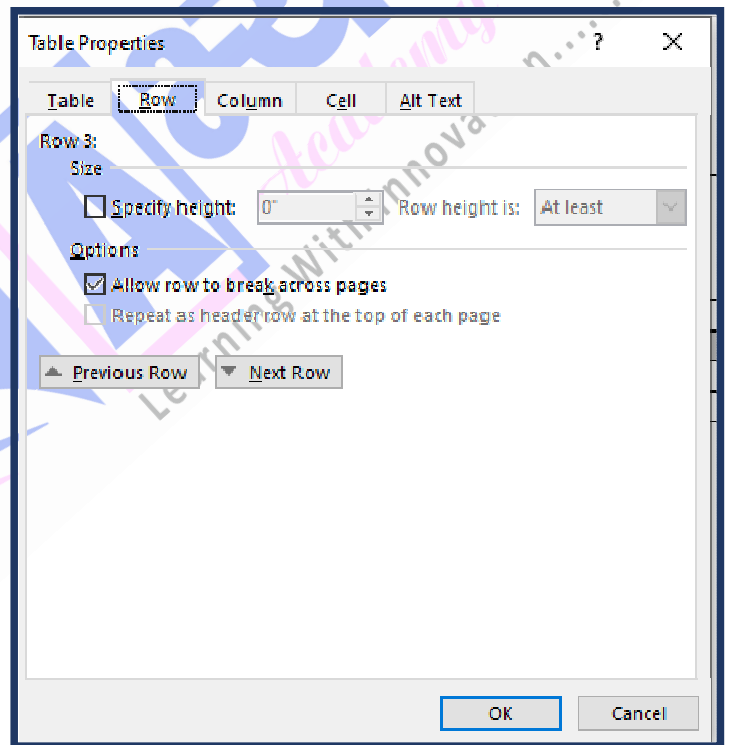
**Table Properties**

In Microsoft Word, Table Properties are a set of options that allow you to customize the layout, appearance, and behavior of a table. You can adjust settings such as cell size, alignment, borders, text wrapping, and more. These settings help you control how the table looks and how it interacts with the rest of the document.



**Row Properties**

Row Properties in Microsoft Word are the settings you can adjust for individual rows within a table. These properties allow you to control aspects like row height, text alignment, and whether rows can break across pages when the table is too large for one page. Adjusting the row properties is useful for customizing how a table behaves, especially when you want to control its appearance or layout within the document.



**Course & Test Series**

82

83

84

85

86  **CBSE**

87

88

89

90

91  **ICSE**

92

93

94

95  **NTSE**

96

97

98

99

100  **Banking & Insurance**

101

102

103

104  **Central Govt. Service**

105

 **State Govt. Services**

 **LAW Entrance**

 **MBA Entrance**

 **Railways & Metro Services**

**...many more**

**abhyasonline.in**

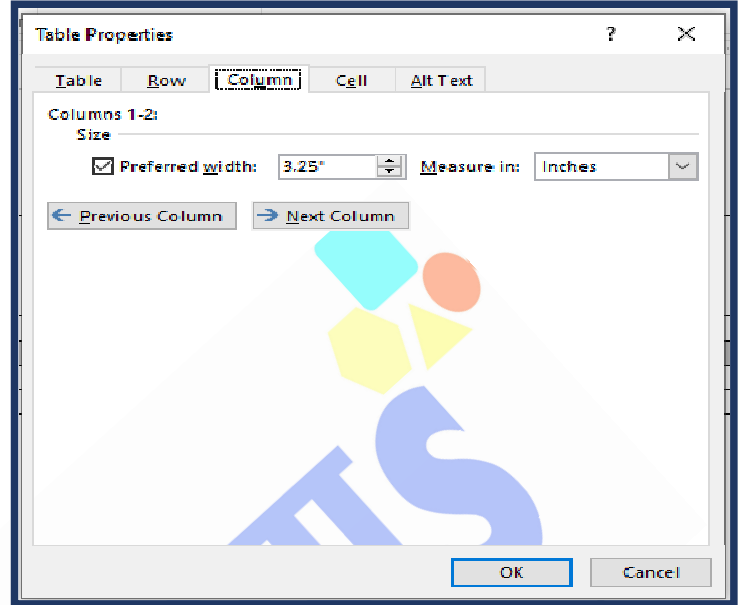
## Converting Table into Graphs in MS Word

### Previous & Next Row

In Microsoft Word, "previous row" refers to the row above the current one in a table, while "next row" refers to the row below the current one.

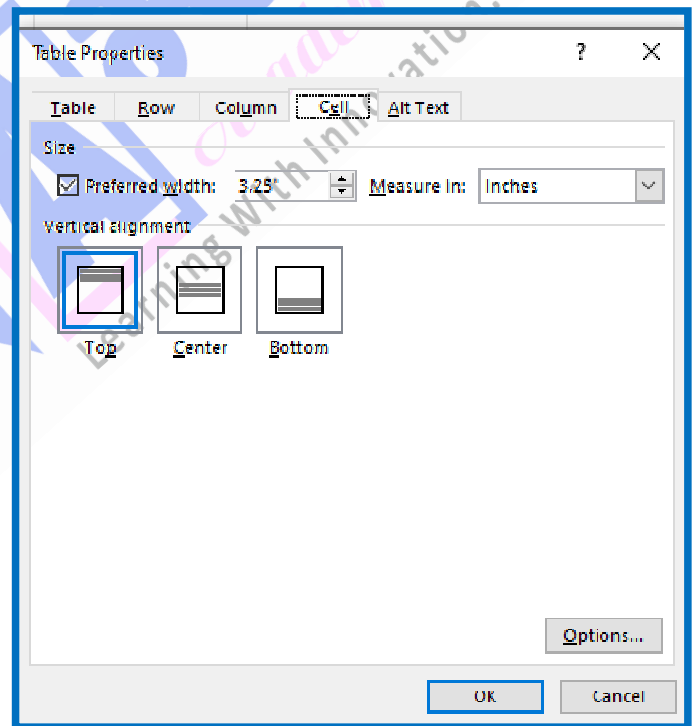
### Column Properties

Column properties in a table refer to the settings that define the appearance and behavior of a column, such as its width, alignment, spacing, and text formatting.



### Cell Properties

Cell properties in a table refer to the settings that control the appearance and behavior of an individual cell, such as its size, text alignment, borders, shading, and text formatting.



**Converting Table into Graphs in MS Word**

**Course & Test Series**

**CBSE**

**ICSE**

**NTSE**

**Banking & Insurance**

**Central Govt. Service**

**State Govt. Services**

**LAW Entrance**

**MBA Entrance**

**Railways & Metro Services**

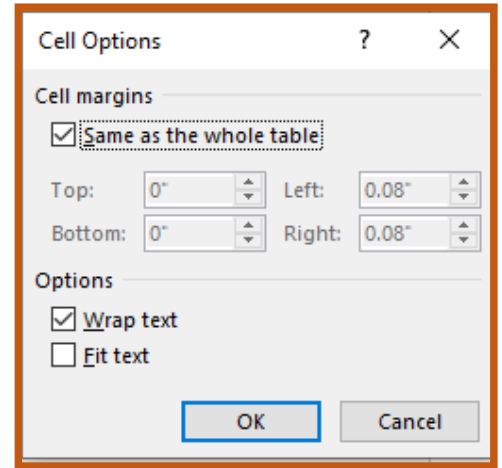
**...many more**

**abhyasonline.in**

106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135

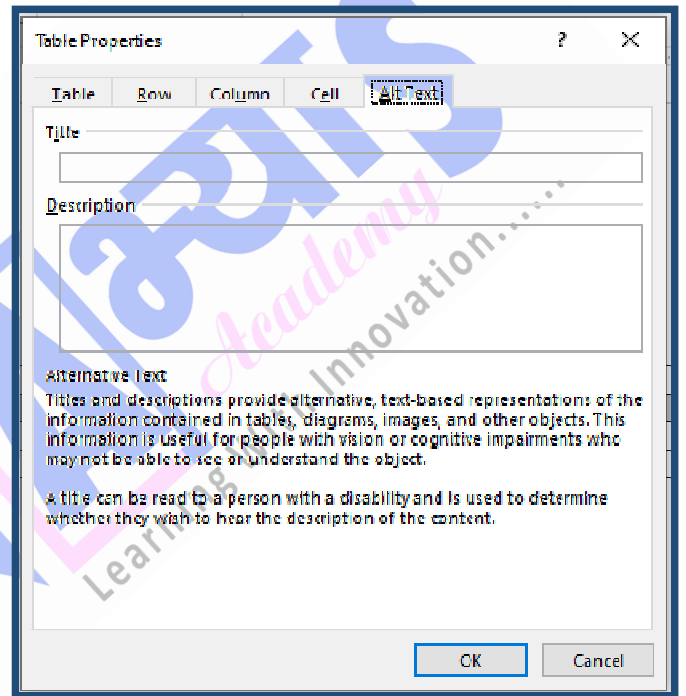
**Cell Options**

Cell options in a table refer to the settings that allow you to customize the behavior and appearance of a cell, including its text alignment, cell margins, padding, vertical alignment, and whether the cell content should wrap or overflow.



**Alt Text**

Alt text (alternative text) in the context of a table refers to a textual description that conveys the meaning or purpose of the table to individuals who may not be able to view it. This is especially important for people who rely on screen readers due to visual impairments, or for situations where the table's content may not load properly (e.g., in low-bandwidth scenarios).



**Converting Table into Graphs in MS Word**

136 **Course & Test Series**

137

138

139

140

141 **CBSE**

142

143

144

145 **ICSE**

146

147

148

149 **NTSE**

**Banking & Insurance**

**Central Govt. Service**

**State Govt. Services**

**LAW Entrance**

**MBA Entrance**

**Railways & Metro Services**

**...many more**

**abhyasonline.in**

**Purpose of Alt Text for Tables:**

- **Accessibility:** It ensures that people with disabilities can understand the content of a table. Screen readers will read out the alt text, providing users with a summary of the table's content.
- **Context:** Alt text can also provide context if the table is complex. A simple alt description might explain the general purpose of the table (e.g., a comparison of products, yearly sales data, etc.).
- **Search Engine Optimization (SEO):** Including alt text can help search engines understand the context of the table content, improving discoverability.

**Assignment**  
**Make this Following Chart in MS Word**

