

**Course
&
Test Series**

Converting Table into Graphs in MS Word

Microsoft Word

Module 27 - Converting Table into Graphs in MS Word

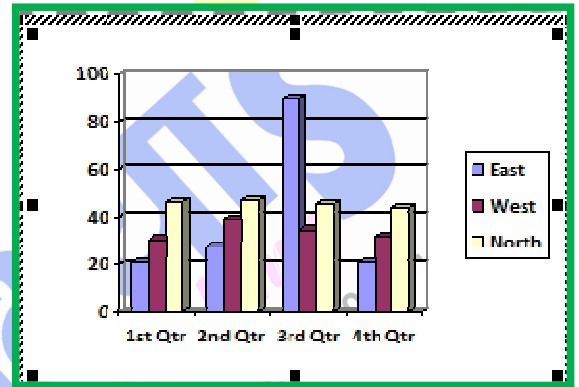
Helping Tool of Table Layout Menu

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):

To convert a table into a graph (chart) in Microsoft Word, select the table, go to the Insert tab, and then click on Object in the Text group. In the dialog box, choose Microsoft Graph Chart and click OK. Word will then generate a chart based on your table data. You can customize the chart type, appearance, and data display within the chart editor.

More detailed breakdown:

1. **Select the Table:** Highlight the entire table you want to convert.
2. **Insert Tab:** Navigate to the Insert tab on the Word ribbon.
3. **Object:** In the Text group, locate and click on the Object button.
4. **Microsoft Graph Chart:** In the Object dialog box, choose Microsoft Graph Chart from the list of object types.
5. **OK:** Click the OK button to create the chart.

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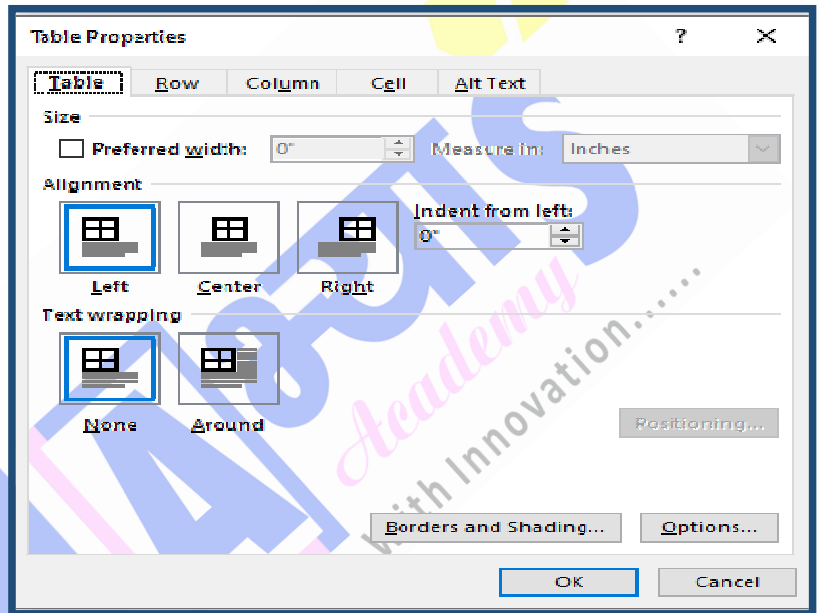
6. **Chart Editor:** Word will insert a chart based on your table data. You can then edit the chart within the Word document, including changing the chart type, adding titles, adjusting data series, and more.

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.

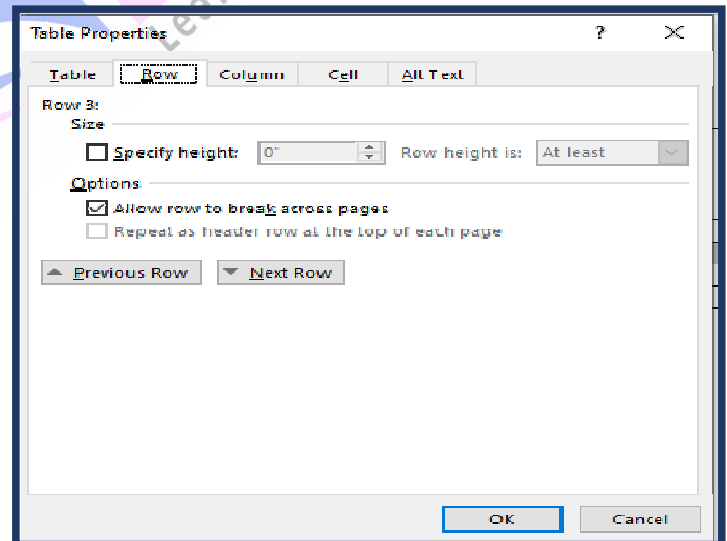
Table Properties

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.



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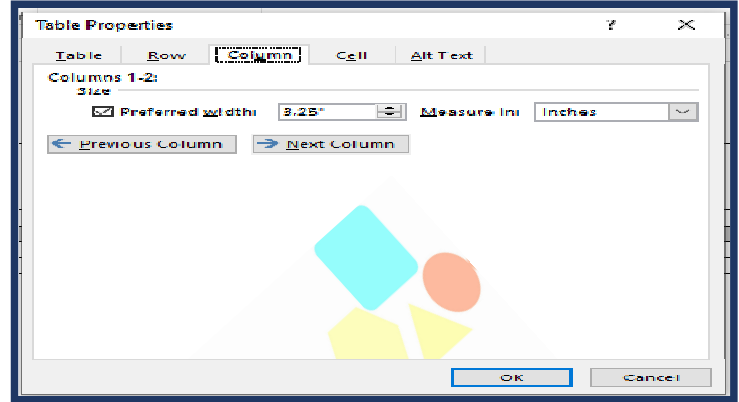
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Previous & Next Row

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.

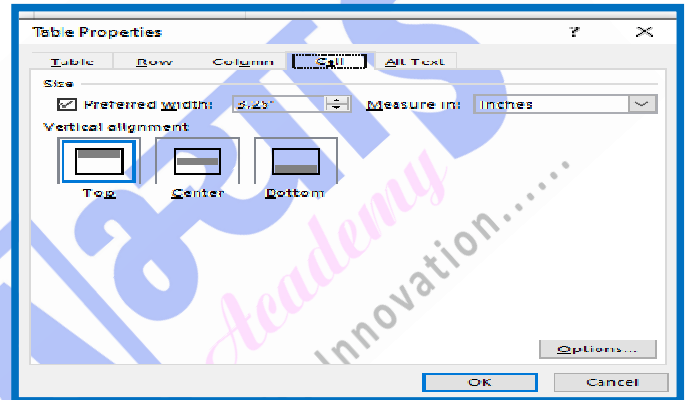
Column Properties

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.



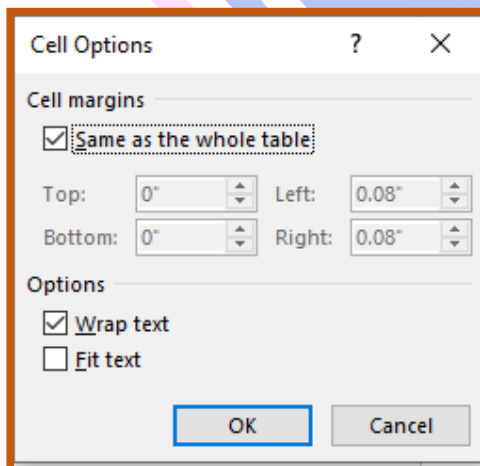
Cell Properties

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.



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.



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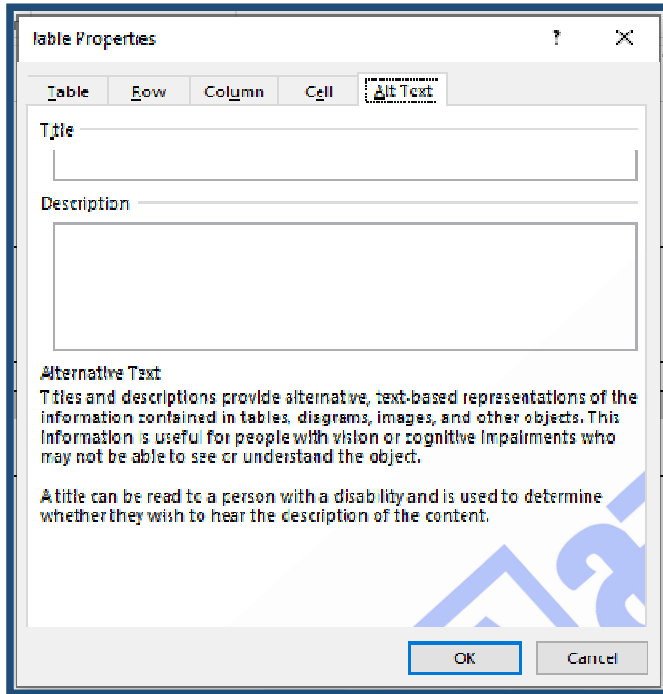
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Alt Text

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).



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.