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## Inserting Charts in MS Word

### Microsoft Word

### Module 29 - Inserting Charts in MS Word

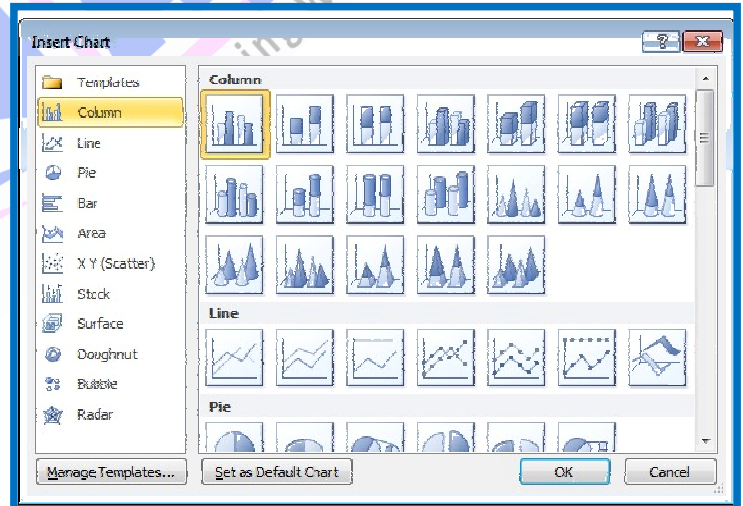
Charts are visual representations of data, used to display information in a way that is easy to understand. They help to transform complex data sets into simple, readable visuals, such as graphs or diagrams.

There are various types of charts, and each one is suited for different types of data:

- **Bar Chart:** Displays data as rectangular bars, used for comparing categories.
- **Line Chart:** Shows data points connected by lines, often used to track changes over time.
- **Pie Chart:** Represents data as slices of a circle, useful for showing proportions of a whole.
- **Column Chart:** Similar to bar charts, but with vertical bars; good for comparing data across categories.
- **Area Chart:** Similar to a line chart, but the area under the line is filled with color to show volume.
- **Scatter Chart:** Uses dots to represent values, typically to show relationships between two variables.
- **Radar Chart:** Displays data in a circular format, often used for comparing multiple variables.

We use charts in MS Word to visually represent data and make it easier to understand and interpret. Here's why charts are helpful in Word:

- **Simplify Complex Data:** Charts break down complicated numbers into clear, visual formats, making it easier for readers to grasp trends, comparisons, and relationships quickly.
- **Enhance Presentations:** Charts add a professional touch to documents, reports, or presentations, helping to engage the audience and emphasize key points.
- **Compare Information:** Charts like bar, column, or pie charts help compare different sets of data, allowing you to spot differences or trends at a glance.



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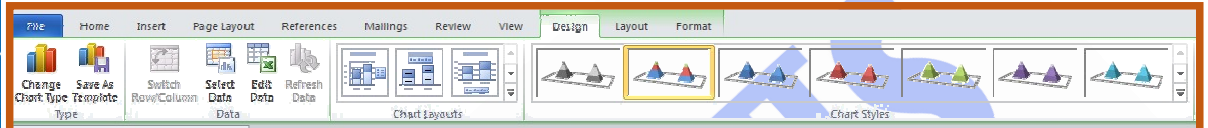
• **Highlight Trends:** Line charts or area charts are perfect for showing changes over time, helping to highlight growth, decline, or patterns.

**Helping Tool of Charts**

- Design Tab
- Layout Tab
- Format Tab

**Design Menu Helping Tool of Chart**

Microsoft Word 2010, the Design Tab under the Chart Tools menu appears when you select a chart in your document. This tab provides various tools and options for customizing the overall design and structure of your chart.



**There are 4 Groups in Design Menu**

- Type
- Data
- Chart Layouts
- Chart Styles

**Type Group (Design Menu)**

- **Change Chart Type-** In Microsoft Word 2010, the "Change Chart Type" option under the Design Tab in Chart Tools allows you to switch between different types of charts to better represent your data. This is useful if you want to change the chart's visual representation without modifying the data itself.
- **Save As Template-** In Microsoft Word 2010, the "Save as Template" feature allows you to save a chart with a custom design, style, and layout for future use. This way, you can apply the same formatting and settings to other charts without having to recreate them from scratch. It's especially useful if you've customized a chart in a particular way (e.g., colors, styles, or layout) and want to reuse the design in other documents.

**How to save a chart as a template in MS Word**

1. Insert a chart
  - Go to Insert → Chart
  - Choose any chart type and click OK
2. Format the chart

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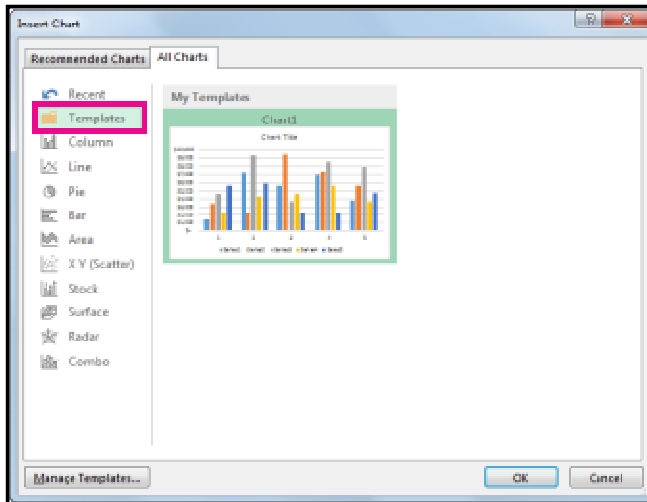
**Inserting Charts in MS Word**

- Change colors, fonts, layout, labels, etc., the way you want
- 3. Save the chart as a template
  - Click on the chart to select it
  - Go to Chart Design tab
  - Click "Save as Template" - Go to "Type" group.
  - Give the template a name and click Save
  - Click Save Template

**How to use the saved chart template**

1. Go to Insert → Chart
2. Click Templates
3. Select your saved chart template
4. Click OK

Your chart will appear with the same formatting you saved.



**Data Group (Design Menu)**

- **Switch Row& Column**-The "Switch Row/Column" option in Microsoft Word 2010 swaps the data displayed on the X-axis and Y-axis in your chart, changing how the categories and data series are plotted.
- **Select Data**-The "Select Data" option in Microsoft Word 2010 allows you to modify the data range, add or remove data series, and rearrange the categories in your chart.
- **Edit data**-The "Edit Data" option in Microsoft Word 2010 opens a spreadsheet where you can directly modify the data that the chart is based on.
- **Refresh Data**-The "Refresh Data" option in Microsoft Word 2010 updates the chart to reflect any changes made



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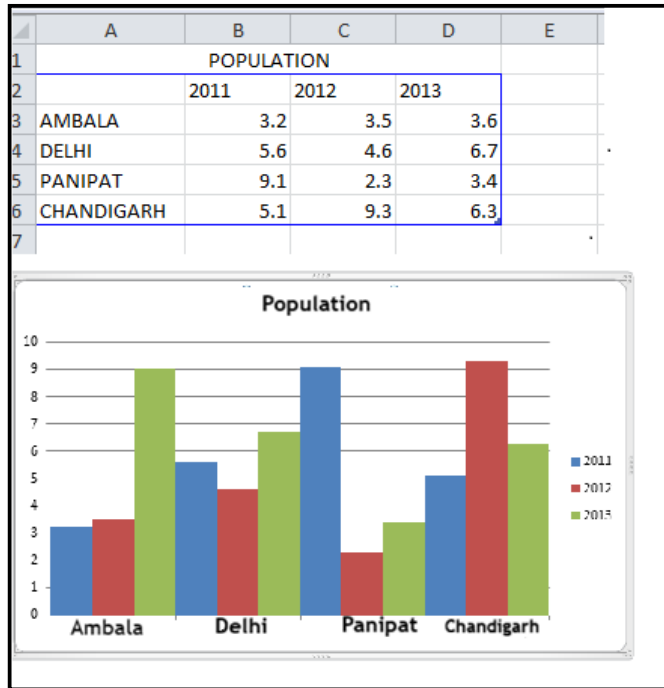
**Inserting Charts in MS Word**

to the linked data source, ensuring the chart displays the most current information.

**Chart Layouts**-Chart Layouts in Microsoft Word 2010 offer predefined arrangements for chart elements (such as titles, labels, and legends) to quickly change the chart's structure and presentation for better clarity or style.

**Chart Styles**-Chart Styles in Microsoft Word 2010 provide predefined visual designs that apply different color schemes, effects, and formatting to your chart, helping you enhance its appearance with just a few clicks.

**Solved Example:** Make the following chart



**Steps to create the above chart in MS Word**

1. Open MS Word
2. Go to Insert → Chart
3. Select Column Chart
4. Choose Clustered Column
5. Click OK

**Enter the data**

6. An Excel sheet will open
7. Enter the data like this:
  - **Cities** in the first column (Ambala, Delhi, Panipat, Chandigarh)
  - **Years (2011, 2012, 2013)** in the top row
  - Enter the population values under each year

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8. Close the Excel sheet
9. Click on any bar in the chart
10. Right-click and choose **Format Data Series**
11. In the pane, go to **Series Options**
12. Reduce **Gap Width** to 0% for a histogram.

Difference between Bar/Column Chart and Histogram:

• **Bar / Column Chart**

- Used to compare **different categories** (like cities, names, subjects)
- Bars are **separated with gaps**

• **Histogram**

- Used to show the **distribution of numerical data**
- Bars **touch each other** (no gaps)



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