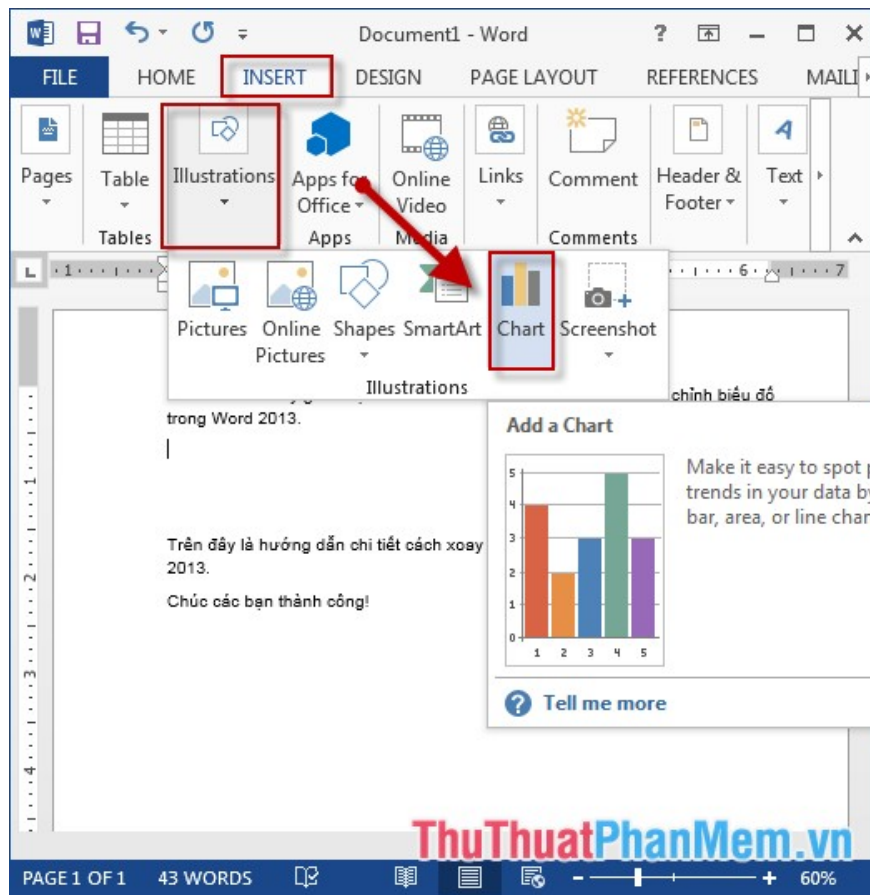


Insert and edit charts in Word

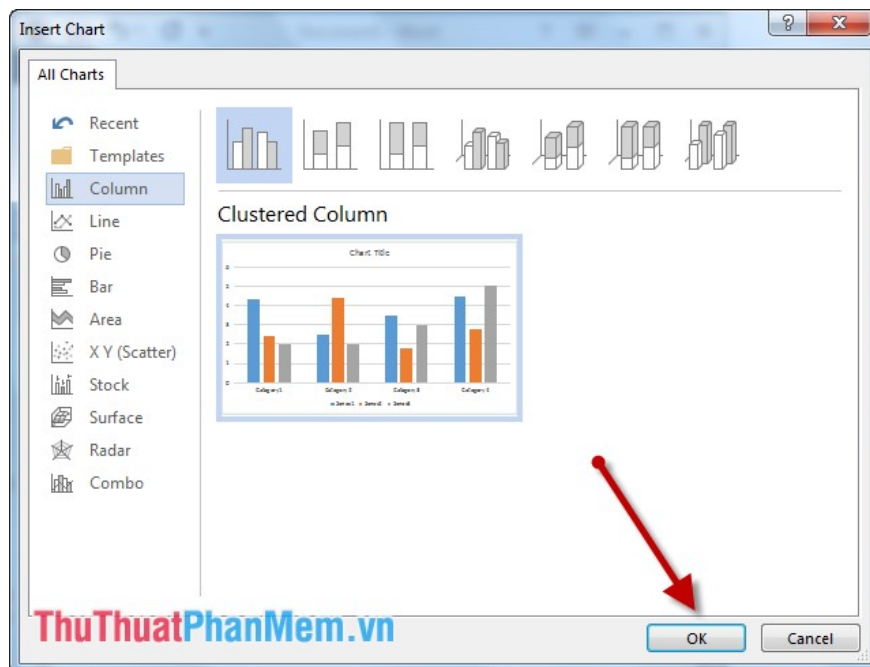
Introduce how to insert and edit charts in Word. Step 1: Go to the Insert tab - illustrate - Chart: Step 2: The Insert Chart dialog box appears, select the type of chart you want to draw - click OK.

The following article introduces you to how to insert and edit charts in Word.

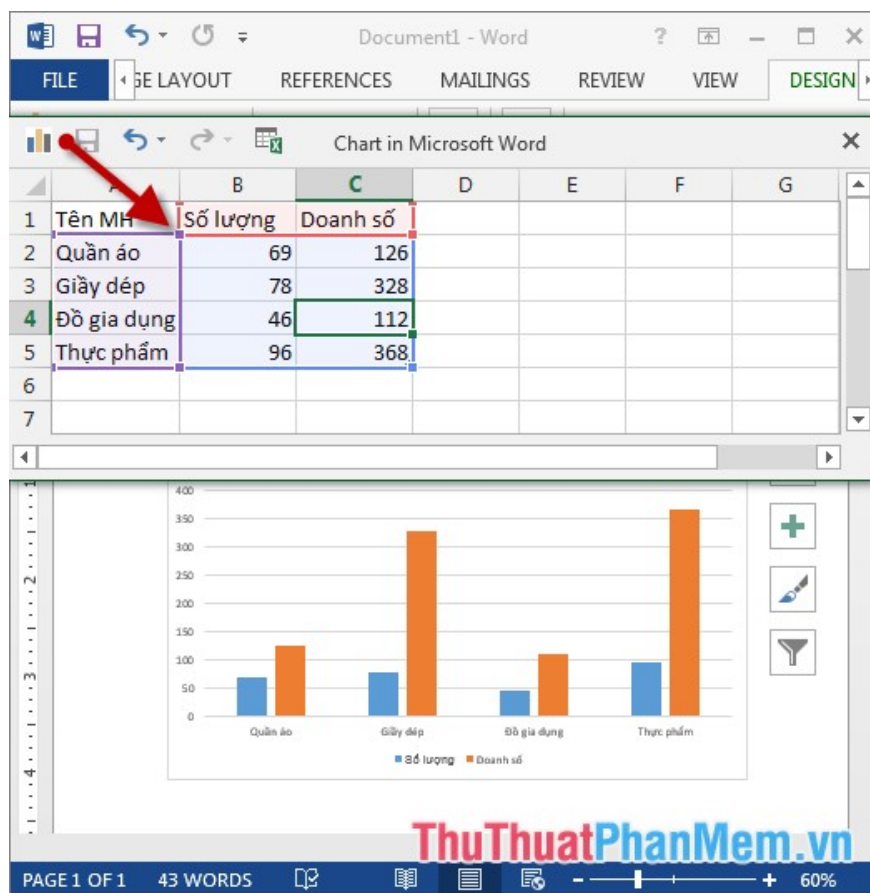
Step 1: Go to the Insert tab -> illustration -> Chart:



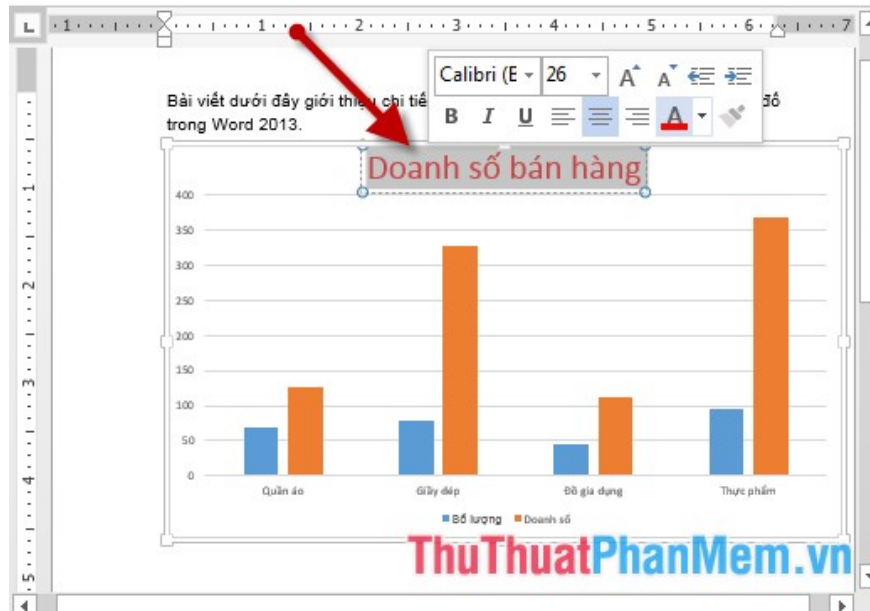
Step 2: The Insert Chart dialog box appears, select the type of chart you want to draw -> click OK:



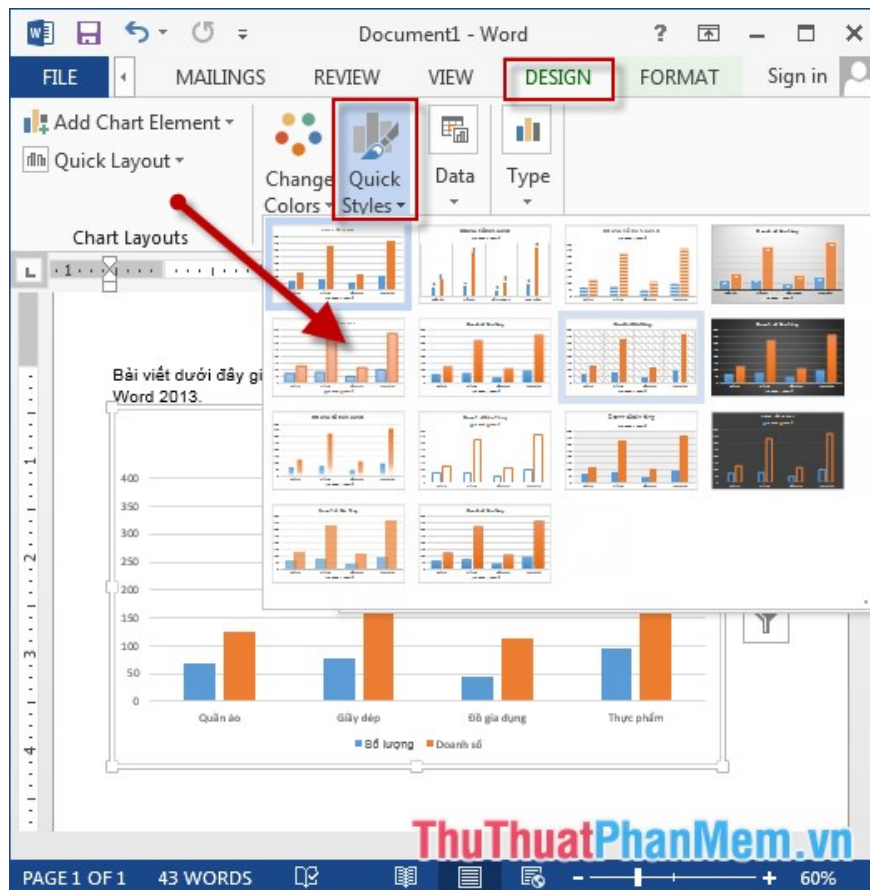
Step 3: Enter data for the data sheet used to draw the chart, you can customize the data fields:



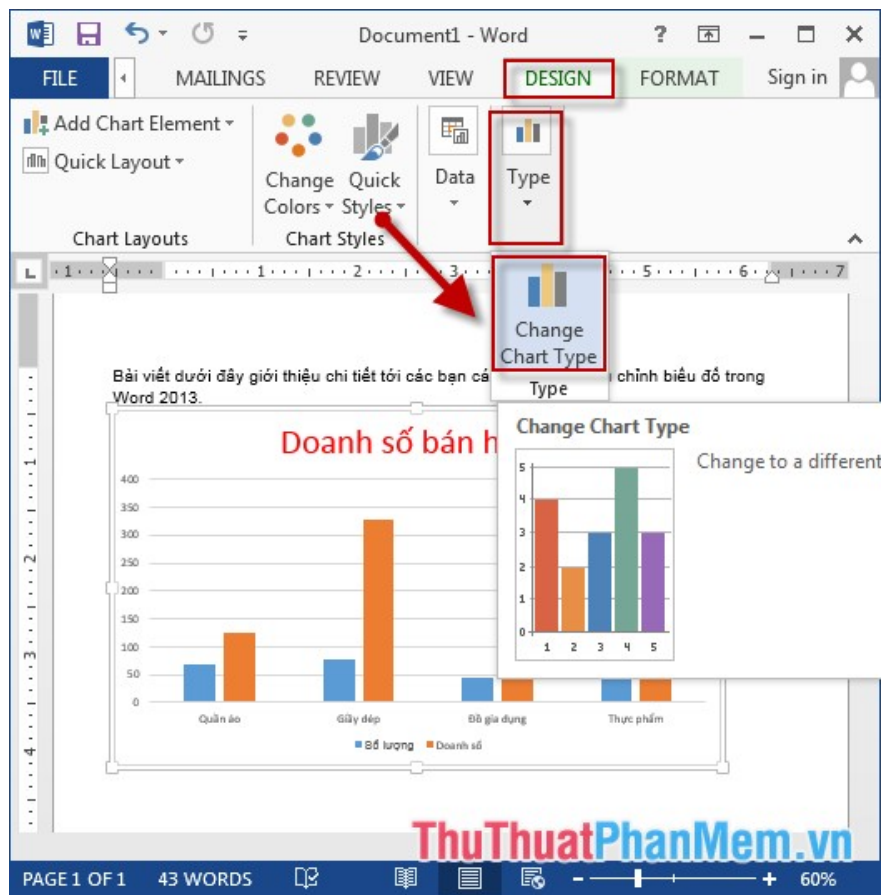
Step 4: After entering data, the chart has been drawn, editing the title for the chart:



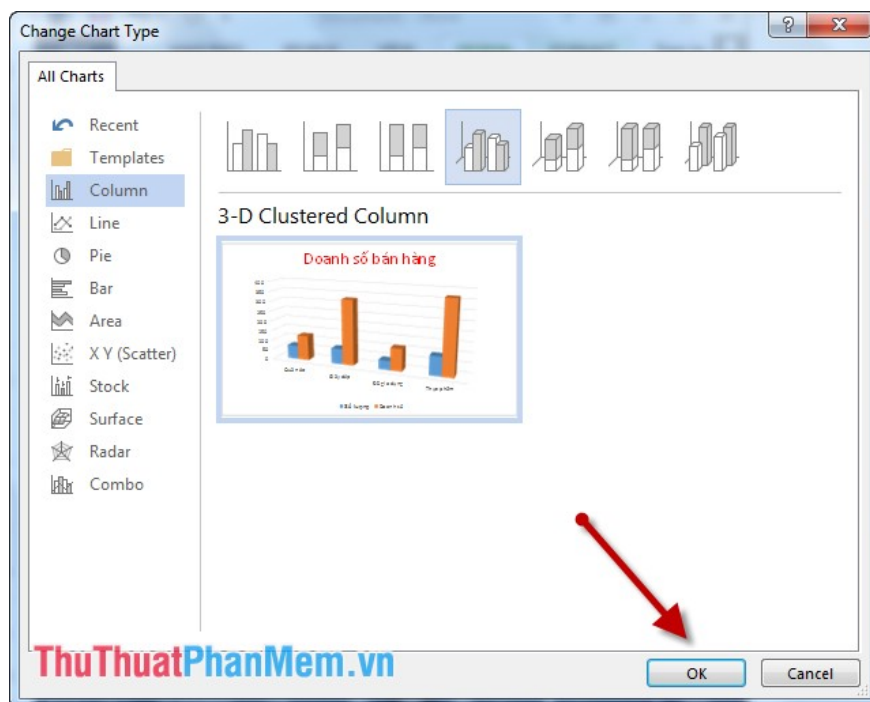
Step 5: Click on the chart, select **Design** -> **Quick Styles** to quickly select the styles for the chart:



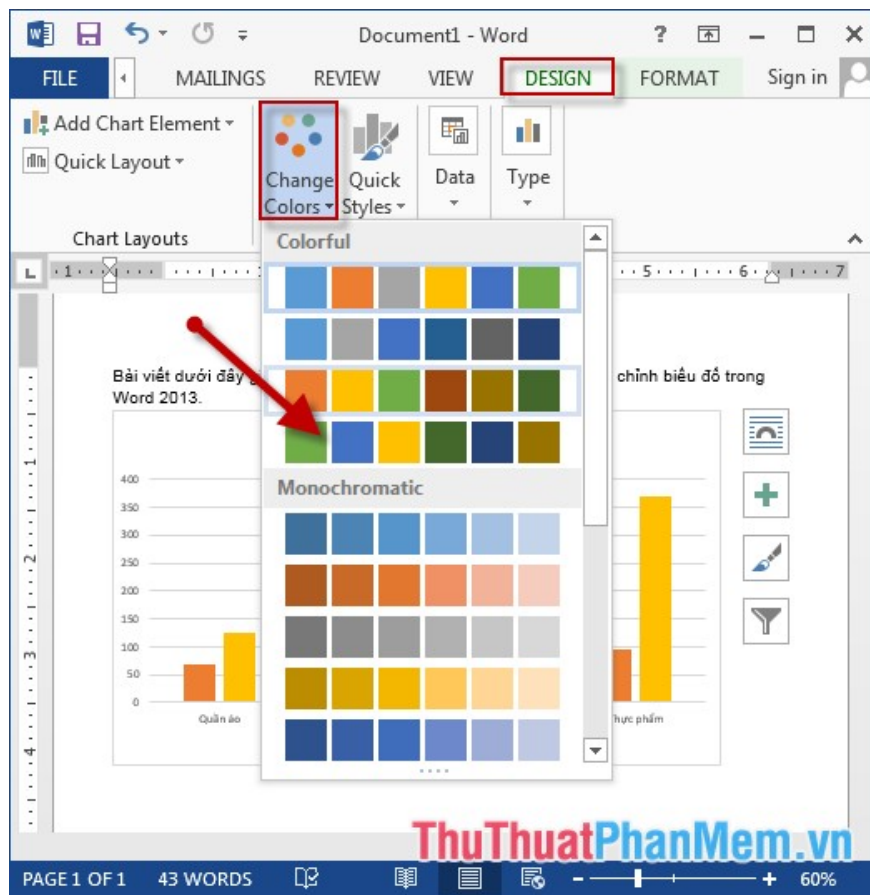
Step 6: Or click on **Type** -> **Change Chart Type** to change the chart type:



Step 7: A dialog box appears -> select the type of chart you want to replace -> click **OK**:

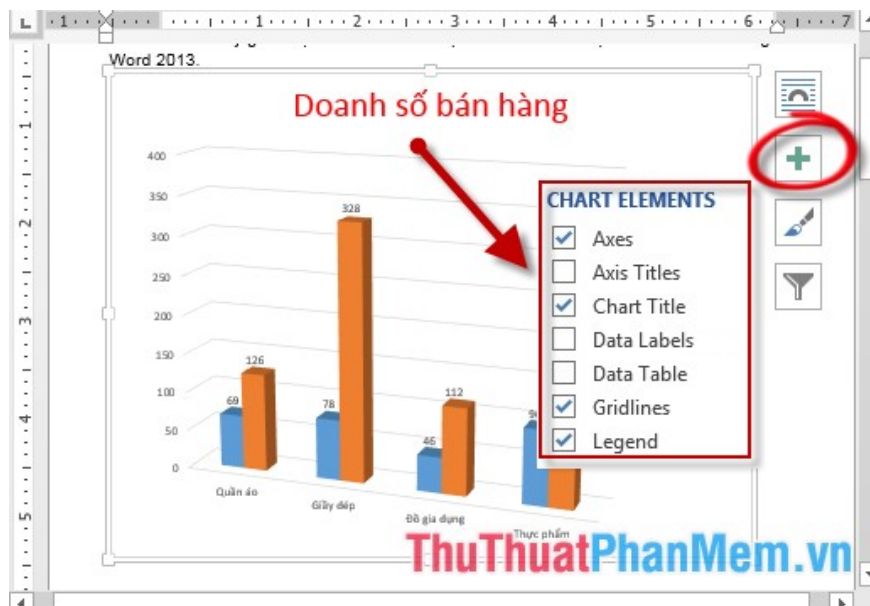


Step 8: Change the color for the chart -> click **Change Color** -> select the color you want to change:

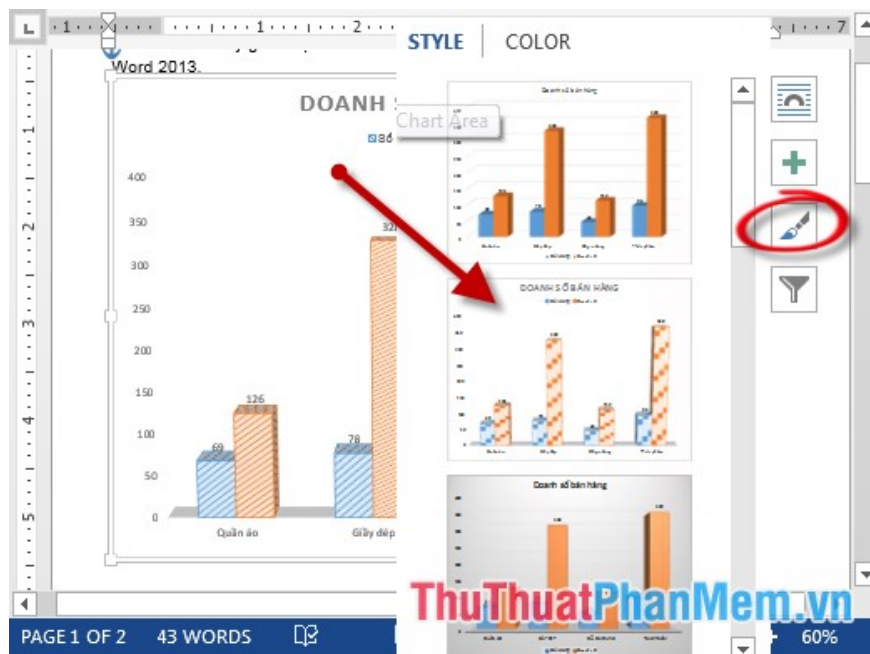


In addition, you can edit the chart using the available tool:

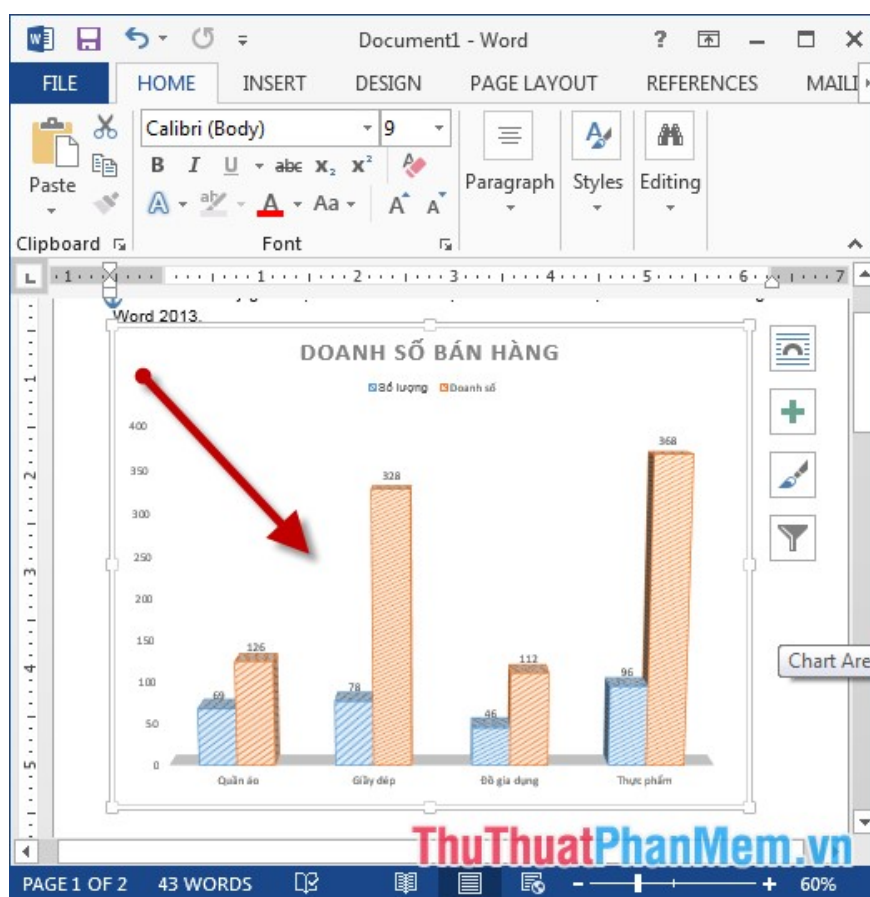
- Click on the chart -> select the **Chart Element** icon -> select the elements that you want to display more on the chart, for example, select **Data Labels** -> numeric values ??displayed on the columns:



- Click the **Style** icon to re-select the style and color for the chart:



- The results have been plotted showing figures:



The above is a detailed guide on how to insert and edit charts in Word.

Good luck!

You finished reading the article "**Insert and edit charts in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
