

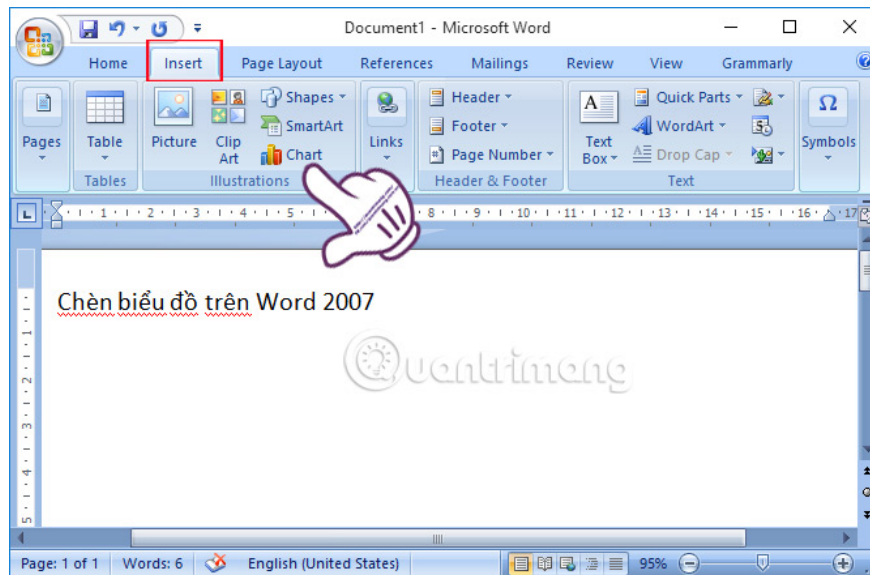
Instructions for inserting, drawing and creating charts in Word 2007

In addition to the fact that we often work and create charts on Excel, sometimes you will have to conduct charting in Word content.

In the process of processing content in Word versions, sometimes we also need to create a variety of charts to serve the content in the lesson. So how to create and insert charts on Word is different when we do it like on Excel? In the following article, we will show you how to create and draw charts on Word 2007.

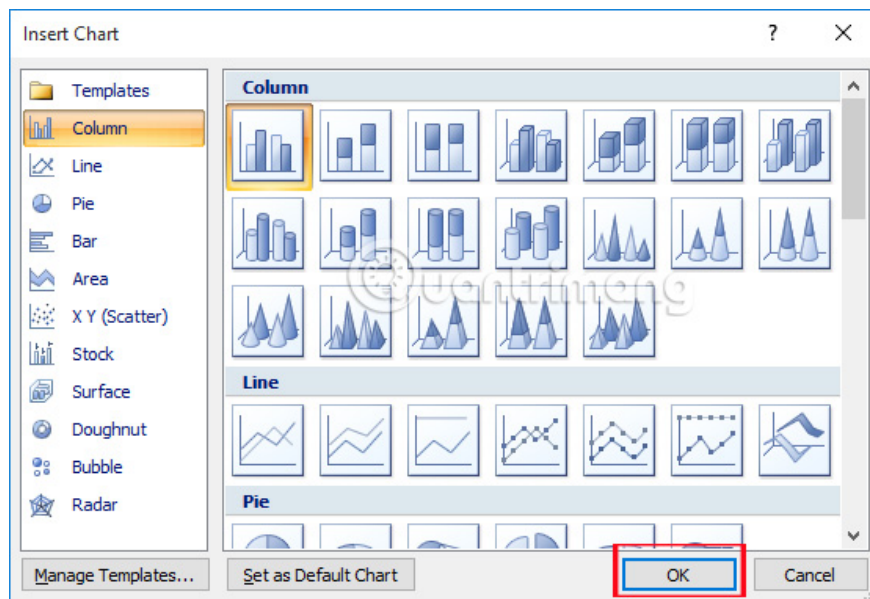
Step 1:

First of all, in the Word text, click **the Insert item** in the Ribbon and select **Chart** .



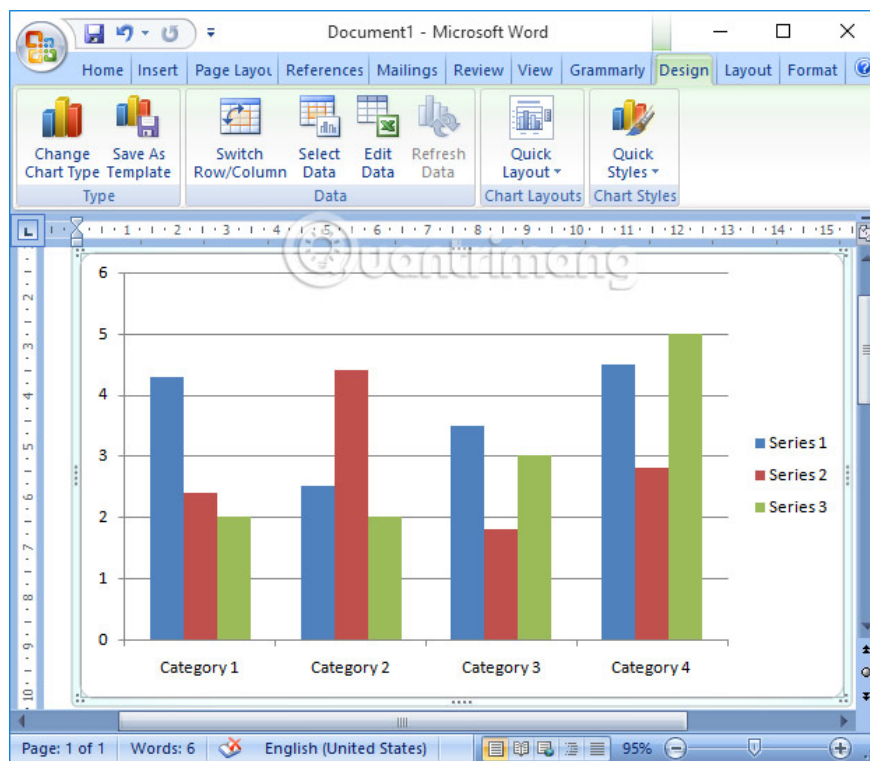
Step 2:

The **Insert Chart** interface appears. Here, we will **select the type of chart** you want to use in Word content. Click **OK** to use that chart.

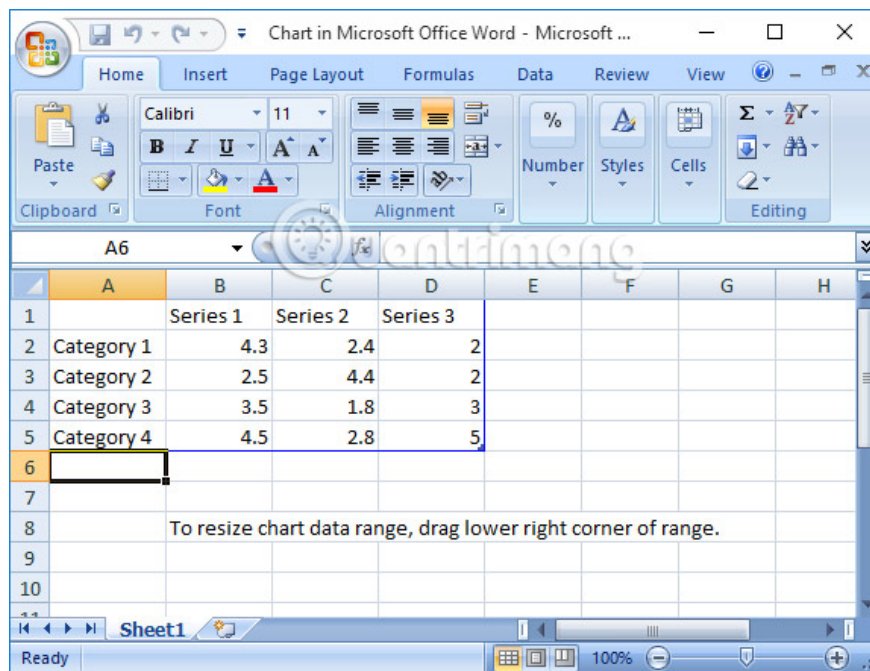


Step 3:

Shortly thereafter, on the content Word will appear the general chart that we selected.

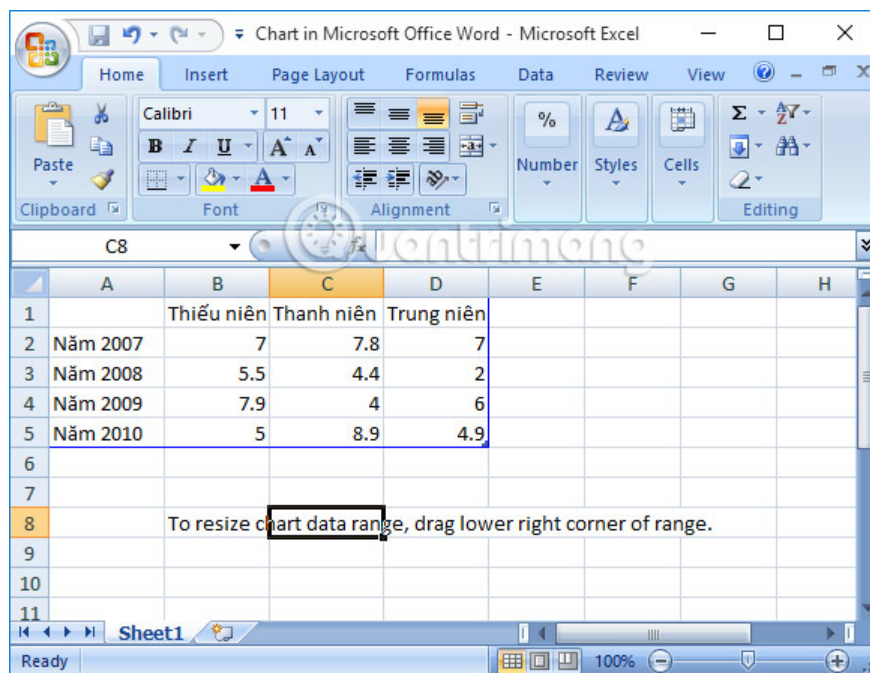


At the same time, the data sheet appears in Excel.

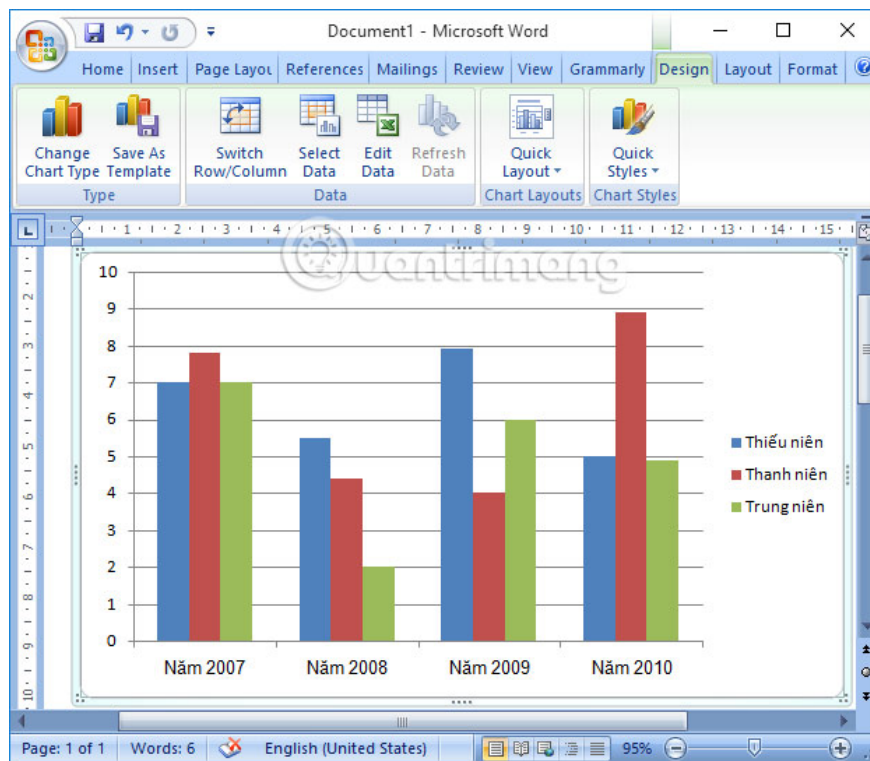


Step 4:

The next thing is that we will rely on the chart on Word and **fill the data into the data sheet in Excel** .

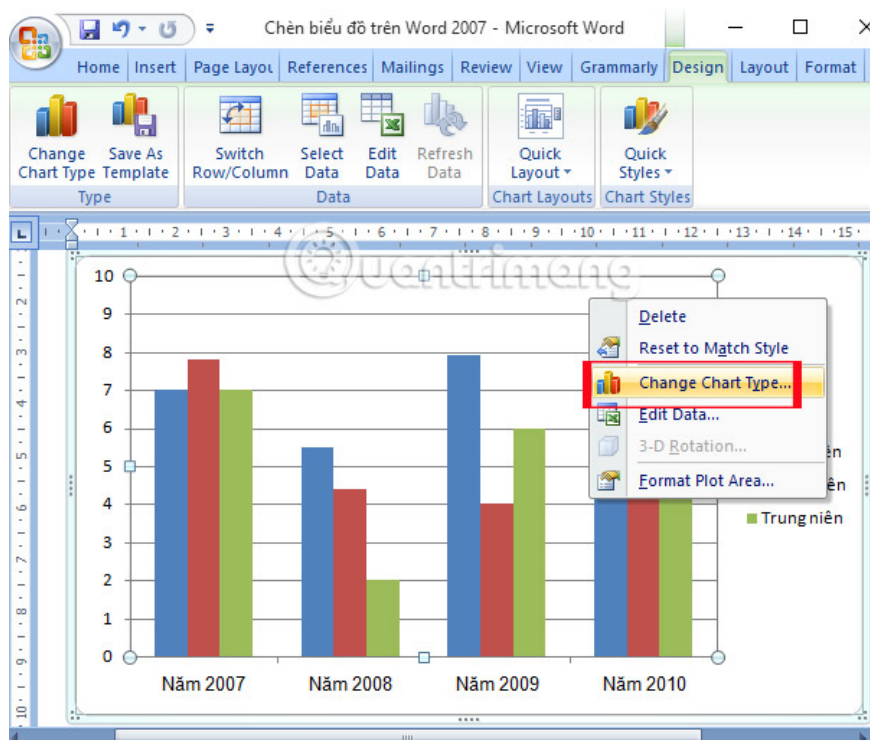


Soon, you will get the complete chart on Word with the data that we have filled in Excel.



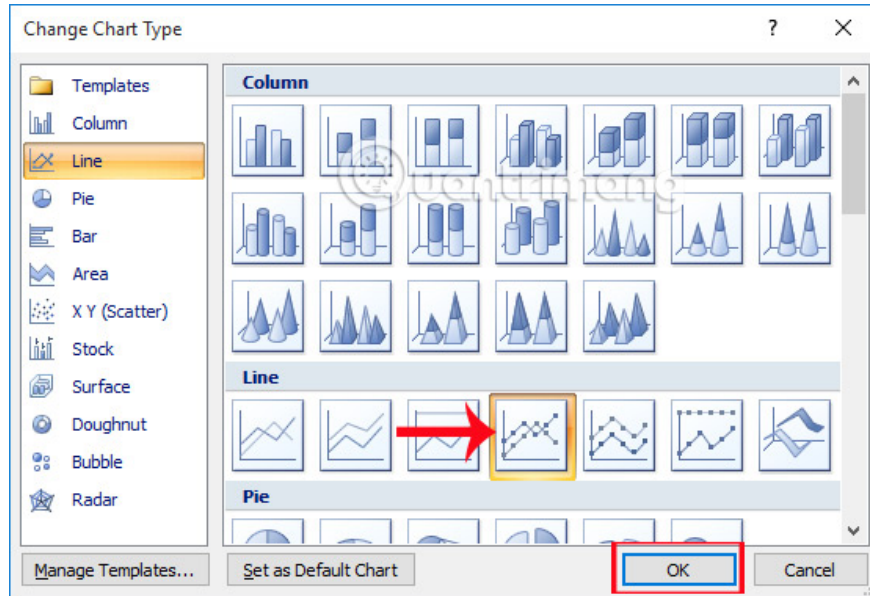
Step 5:

If you want to **edit the chart created on Word**, we right-click on the chart and select **Change Chart Type**.

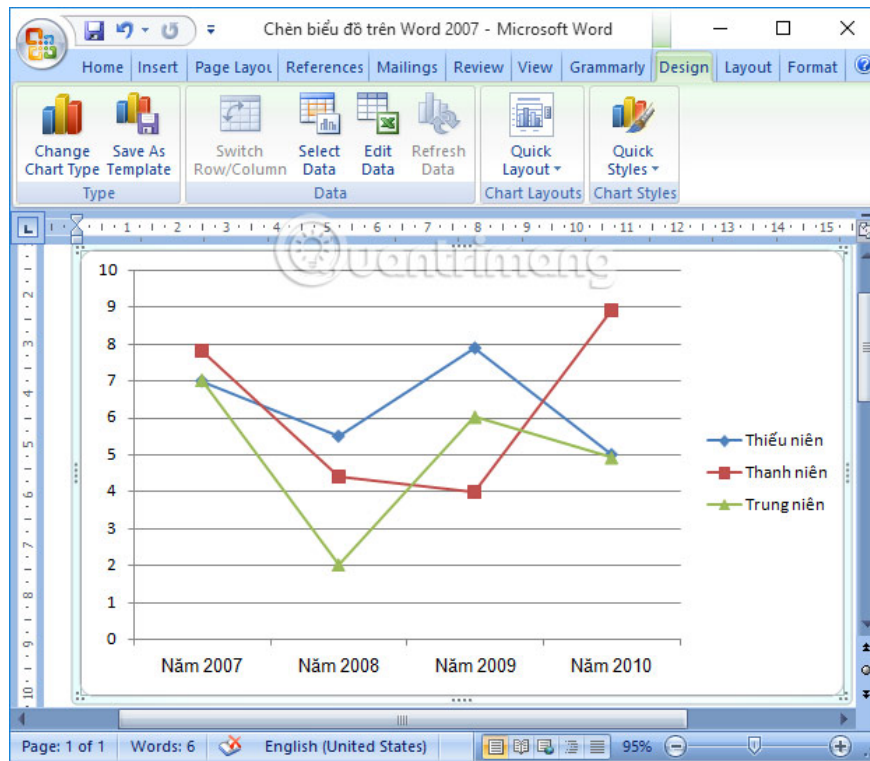


Step 6:

Also appears the Insert Chart table. Here, we can **change with the new chart in the Word text content** . There are 11 types of charts to choose from, such as the Column chart, Line chart, Pie pie chart, . At each chart type, there are many different types of charts. You just need to click on a certain chart type and click **OK** to finish.

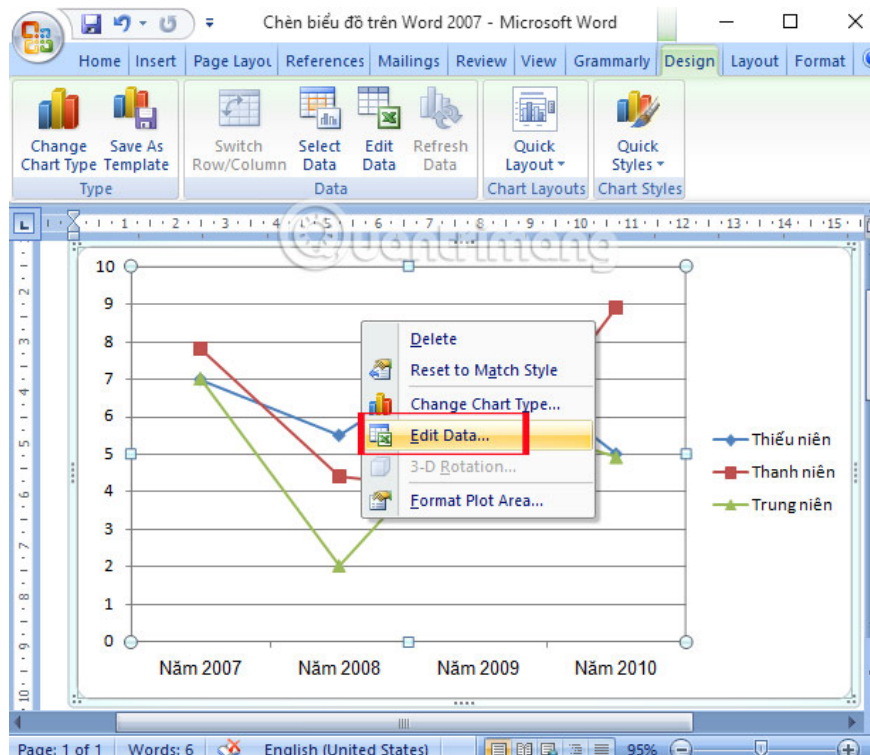


So the previous bar graph has been changed by a straight line graph. The data and data remain unchanged.



Step 7:

If the user wants **to change the data in the chart**, we right-click on the chart and select **Edit Data**. Immediately after that, the data sheet will appear in Excel and you just need to enter the new data in this table.



Above is how to create a chart on Word 2007. We will pass the Excel table to import the data for the chart on Word. Changing the new chart will not affect the data we entered earlier in the Word content.

Refer to the following articles:

1. Create a quick dot (.....) line in Microsoft Word
1. Instructions for printing two-sided paper in Word, PDF, Excel
1. Simple way to convert PDF files to Word

I wish you all success!

You finished reading the article "**Instructions for inserting, drawing and creating charts in Word 2007**" 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.