

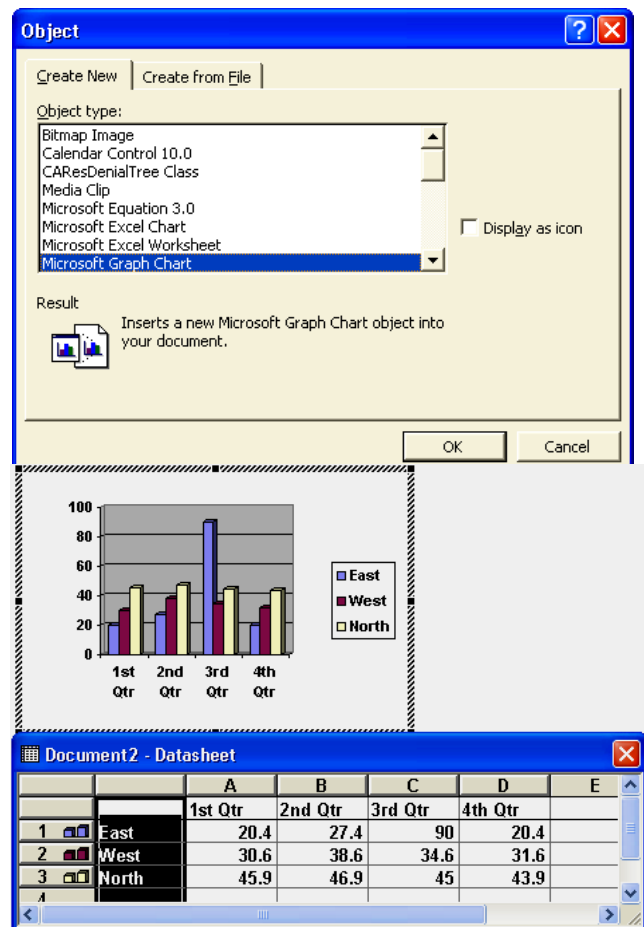
## Charts and Excel Worksheets

Another interesting feature available in Word is the ability to create charts within the document. When a chart is created, Microsoft Graph displays a chart and its associated data in a table called a datasheet. The datasheet provides sample information that shows where to type row and column labels and data. Once the chart has been created, data can be entered on the datasheet, imported from a text file or Lotus 1-2-3 file, imported from a Microsoft Excel worksheet, or copied from another program.

### Creating a Chart

- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Select **Object** from the list of options.
- ❖ Click the **Create New** tab, if necessary.
- ❖ In the **Object type** box, click **Microsoft Graph Chart**.
- ❖ Click **OK**.
- ❖ A chart like the one at the right will be created.
- ❖ The **Datasheet** will display below the chart (see bottom illustration).
- ❖ To import data into the Chart:
  - Click somewhere within the Data Sheet.
  - Click **Edit** on the **Menu Bar**.
  - Choose **Import File** from the list of options.
  - When the **Import File** dialog box appears:
    - Click the **Look in** drop-down arrow.
    - Choose the storage area from the list.
    - The **Import Data Options** dialog box will appear.
    - Choose the worksheet that the data is to be used from the list of sheets.
    - Click the **Range** button and then input the range for the chart.
    - Click the **OK** button to exit the dialog box and create the chart.
  - The data should appear in the Data Sheet.
  - The chart will reflect the data changes that were made.
- ❖ To close the **Datasheet**, click the **Close** button (the red button with the X).
- ❖ To replace the sample data manually:
  - Click a cell on the datasheet.
  - Type the information to be used for the chart.
- ❖ To return to Word, click the Word document.

**NOTE:** When creating a Chart, it is also possible to choose **Insert, Picture, Chart** to insert the chart into the Word document. The chart will appear in the worksheet without using the Object dialog box.



### Creating an Excel Worksheet

- ❖ Start a new document.
- ❖ Do one of the following:
  - Click the **Insert Microsoft Excel Worksheet** button on the **Standard** toolbar.
  - Click **Insert** on the **Menu Bar**, select **Object** from the list of options, and then select **Microsoft Excel Worksheet** from the **Microsoft Object** list.
- ❖ The Worksheet will be inserted into the document.
- ❖ After the Worksheet is inserted, data may be added as needed.