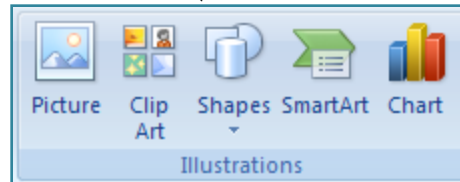


Charts and Excel Worksheets

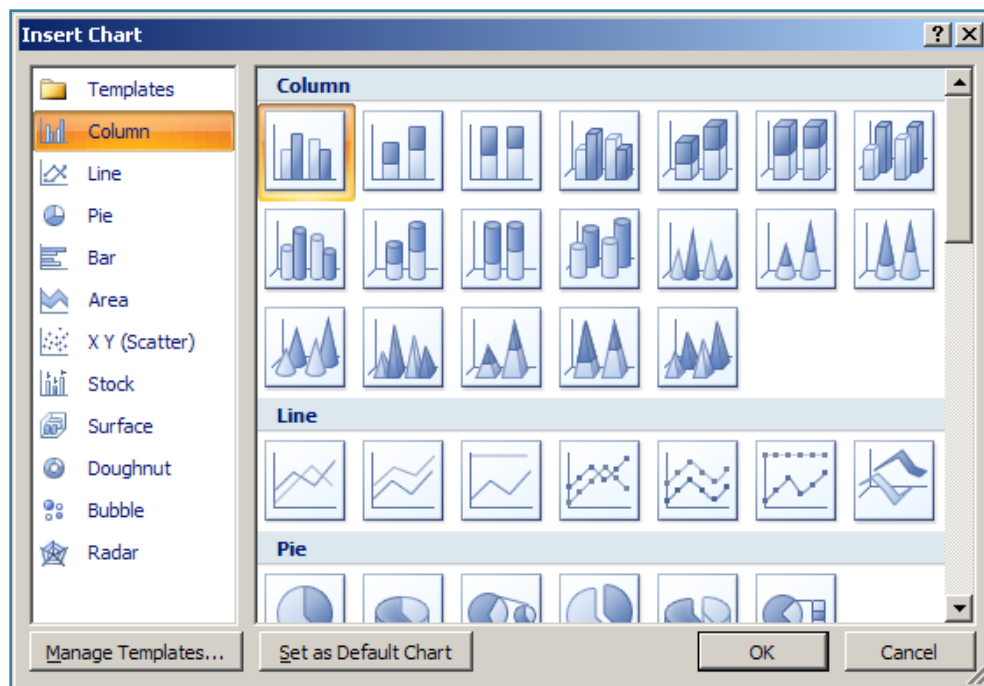
Another interesting feature available in Word is the ability to create charts within the document. When a chart is created, Microsoft Graph displays a chart and its associated data in a table called a datasheet. The datasheet provides sample information that shows where to type row and column labels 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 the **Insert Tab**.
- ❖ In the **Illustrations Group**, click the **Chart** (see illustration below).



- ❖ The **Insert Chart** window will display (see illustration below).



- ❖ Click one of the **Chart Categories** in the left frame.
- ❖ In the right frame, click one of the **Chart Types**.
- ❖ Click the **OK** button to create the chart.
- ❖ **Office Excel 2007** opens in a split window.
- ❖ Sample data for the worksheet will be displayed in the **Excel** window.
- ❖ The chart will display in the **Word** window.
- ❖ The **Chart Tools Contextual Tabs** will display at the top of the **Word** window.
- ❖ In Excel, replace the sample data with the data for the chart.
- ❖ Click the **Office Button** in Excel and click **Save As**.
- ❖ Save the **Excel Worksheet** to a storage area, such as the Windows Network or My Documents.
- ❖ Close the **Excel** program.
- ❖ The **Chart** will appear in Word with the proper data.
- ❖ Save the **Word** document that contains the chart to the same folder as the **Excel** worksheet.