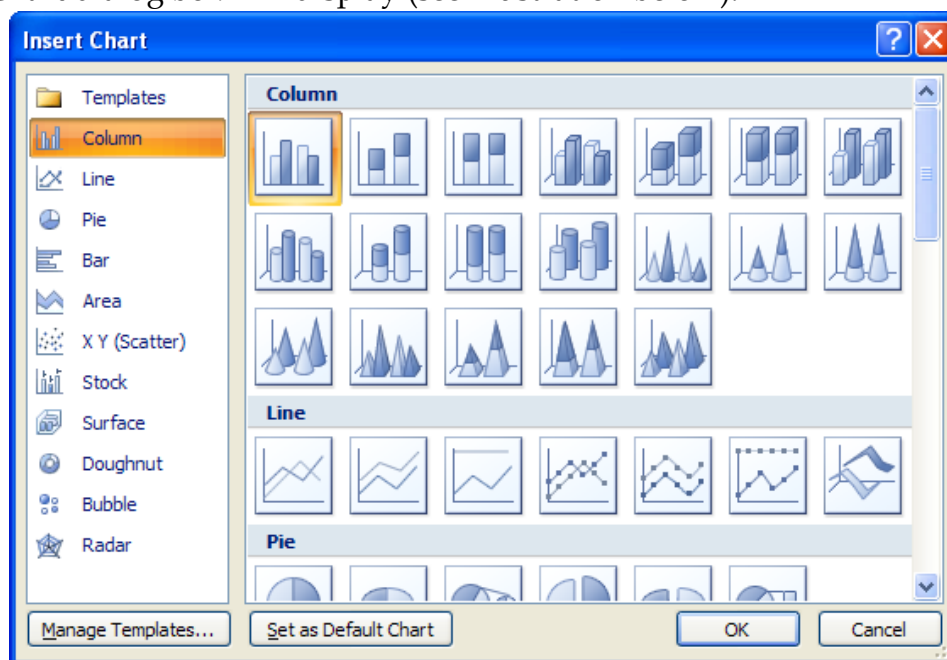


Charts

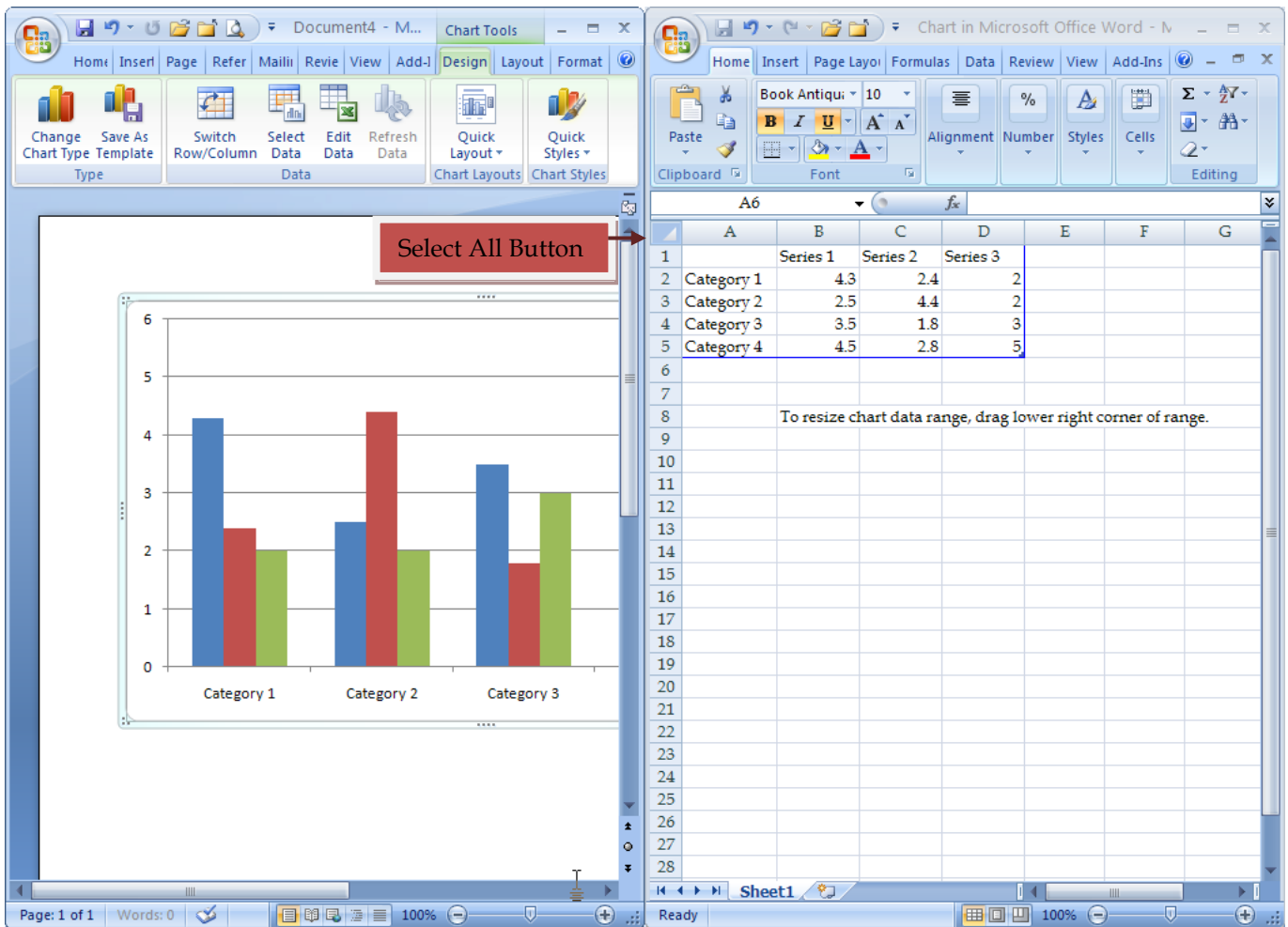
Another interesting feature available in Word is the ability to create charts within the document. When a chart is created, Microsoft Graph displays a chart and its associated data in a table called a datasheet. The datasheet provides sample information that shows where to type row and column labels and data. The directions in this document explain how to create a chart when working with a new Word Document. It is also possible to create a chart within another document. The process is similar to creating Charts in Excel.

Creating a Chart in a New Word Document

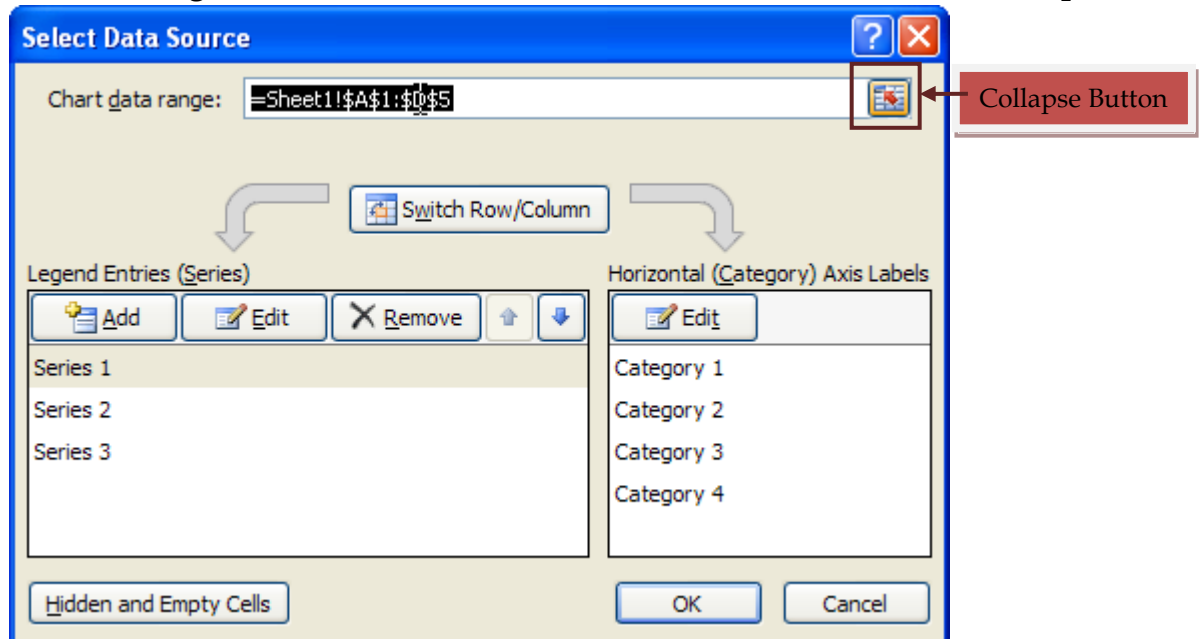
- ❖ Click the **Insert Tab**.
- ❖ In the **Illustrations Group** click the **Chart** button.
- ❖ The **Insert Chart** dialog box will display (see illustration below).



- ❖ Click on one of the Chart Types to see a gallery of available subtypes.
- ❖ Click on the Chart Subtype that is to be used to create the chart.
- ❖ Click the **OK** button.
- ❖ The **Chart** window and the **Excel Worksheet** window will appear side-by-side (see illustration on next page).
 - An illustration of the chart, with the default data, will appear on the left side of the screen.
 - An **Excel Worksheet** with default sample data will appear on the right side.
- ❖ To remove the **Sample Data** from the worksheet:
 - Click the **Select All** button in the upper-left corner of the Excel worksheet (see illustration on next page).
 - Press the **Delete** key on the keyboard.
- ❖ Input the new data for the worksheet in the appropriate cells.
- ❖ The chart will show the additions to the worksheet as the data is entered.
- ❖ Click the **Chart Type** button in the **Type Group** to switch to a different type of chart.
- ❖ To switch the chart orientation from **Column** to **Row**, click the **Switch Row/Column** button in the **Data Group**.



❖ To change the **Data Range** for the chart, click the **Select Data** button in the **Data Group**.



❖ The **Select Data Source** dialog box will appear (see illustration above).
 ➤ Click the **Chart data range** collapse button to reduce the size of the dialog box (see illustration above).

- Select the new data range.
- Click the **Chart data range** expand button to expand the dialog box.
- The new **Data Range** should appear in the box.
- Click the **Switch Row/Column** to switch the **Legend Entries** and the **Horizontal Axis Labels** in the **Chart**.
- Click the **Add** button to add a new **Legend Entry**.
- Click the **Edit** button to make changes to the **Legend Entry** or the **Horizontal Axis Labels**.
- Click the **Remove** button to remove one of the **Legend Entries** from the list.
- Click the **OK** button to accept the changes that were made to the **Data Source**.
- ❖ Click the **Edit Data Range** button in the **Data Group** to open or display the **Excel Worksheet** that contains the data for the **Chart**.
 - If the chart has been minimized, it will display when the button is clicked.
 - If the **Excel Workbook** has been closed, clicking this button will open both the **Excel Program** and the **Workbook**.
 - Once the workbook has opened, make changes to the chart data.
- ❖ After all the data has been entered into the chart and the correct data ranges have been selected, close the **Excel Workbook**.
- ❖ Click the **Maximize** button to expand the **Chart** window.
- ❖ Click the **Quick Layout** button in the **Chart Layouts Group**.
 - A gallery of different layouts will display.
 - Click the different layouts to find one that is best suited for this chart.
- ❖ Click the **Quick Styles** button in the **Chart Styles** group.
 - A gallery of different styles will appear.
 - Click the different styles until the desired style is located.
- ❖ With the **Chart** selected:
 - Click the **Layout** tab to apply other attributes to the **Chart**.
 - Click the **Format** tab to apply other formatting to the chart, such as Word Art or Pictures.
- ❖ When the **Chart** is completed, save and close the document.

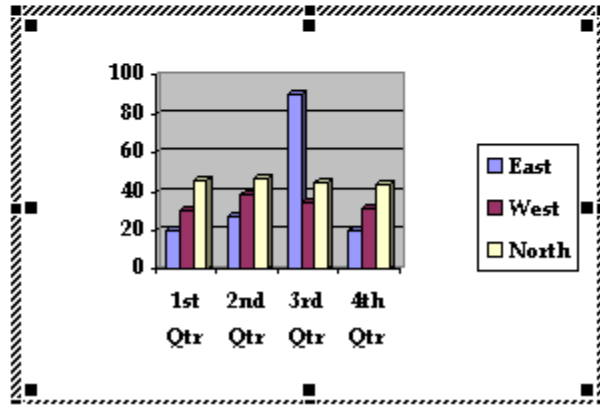
Creating a Chart Within an Already Created Word Document (Contains Text)

- ❖ Open the document that is to contain the chart.
- ❖ Click the **Insert Tab**.
- ❖ In the **Illustrations Group**, click the **Chart** button.
- ❖ The **Chart** will appear within the document.
- ❖ A sample datasheet will appear above the chart (see illustration on next page).
- ❖ Click a cell in the Data Sheet and input the data for the new chart.
- ❖ Continue this process until all the data has been entered.
- ❖ To remove data from columns that are not going to be used, right click on the letter for the column and then select **Clear Contents**.
- ❖ To remove data from rows that are not going to be used, right click the row number and the click **Clear Contents**.
- ❖ Once the data has been entered, click away from the chart to close the **Data Sheet**.
- ❖ To display the **Chart Toolbar**, double-click the **Chart**.

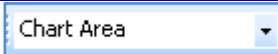





- ❖ The **Data Sheet** will redisplay. The **Chart Toolbar** is only available when the Data Sheet is being displayed.














h:\Training\Word\Word 2007 Training\Charts.doc - Datasheet

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						
5						



- ❖ The table below illustrates and describes each of the buttons on the Chart toolbar.

Button	Description
Chart Objects	 To select the area of the chart that is to be formatted, click the list arrow for this option. Some of the areas are the legend, the different series of data, the chart area, and the different axis.
Format Chart Area	 This button is used to open the Format Area dialog box. In this box, it is possible to change the color of the background of the chart, as well as make other formatting changes to the Chart Area.
Import File	 When data from an Excel worksheet that was created earlier is to be used as the basis for the chart, click this button. The My Documents folder will open.
View Datasheet	 This is a used to toggle between having the data sheet displayed or not displayed.
Cut	 Use this button to remove a part of the chart and store it on the Clipboard. When an item is stored on the Clipboard, it can be re-inserted into the chart using the Paste feature.
Copy	 To copy a portion of a chart and store it on the Clipboard, click this button. Once the item has been stored on the Clipboard, it can be inserted into another area of the chart.

Button		Description
Paste		To insert items from the Clipboard into a Chart, click this button. When the button is clicked, the most recent item stored on the Clipboard will be pasted into the Chart.
Undo		When a formatting feature has been inserted into the wrong area of a chart, clicking this button will undo that feature. Each time the Undo button is clicked, the format will be stored in a list. Clicking the Undo button will re-instate the features starting with the most recent Undo.
By Row		To chart the data series for the chart from column to row, click this button. The data will then be plotted according to the data in the row instead of the data in the column.
By Column		To chart the data series for the chart from row to column, click this button. The data will then be plotted according to the data in the column instead of the data in the row.
Data Table		When this button is clicked, a table of the data that was plotted will appear below the chart. This is a toggle button that when clicked with display the data table. When it is clicked the second time, the table will not display.
Chart Type		To change the type of chart, click this button. A gallery of different chart types will appear.
Category Axis Guidelines		This is a toggle button. When the button is clicked, category lines will appear in the chart.
Toolbar Options		To display additional toolbar buttons, click this button.
Value Axis Guidelines		This is another toggle button. When this button is clicked, the lines will be displayed in the chart.
Legend		To display the chart legend, click this button. This is another toggle button. When the button is clicked a second time, the legend will be removed.
Drawing		When this button is clicked, the Drawing toolbar will display at the bottom of the Word window.
Fill Color		To change the color for the background of the chart area or for any other selected part of the chart, click this button.
Help		To obtain help about working with Charts in Word, click this button.
Show Buttons on ___ Rows		To toggle between displaying the Chart toolbars on one row or two separate rows, click this link.