

Introduction

This storyboard contains the following components:

- Welcome
- Video Tutorial
- Interactive Practice
- Summary and Quiz

Where applicable, suggested visual assets have been provided, and will replace the visual assets in the Articulate Storyline template.

Additional Material

Glossary	
Bar Chart	Bar charts are great for comparing quantities across different categories.
Line Chart	Line charts are ideal for displaying trends over time.
Pie Chart	Pie charts are useful for showing proportions and percentages.
Graph	A diagram showing the relation between variable quantities, typically of two variables, each measured along one of a pair of <u>axes</u> at right angles.



Advanced
Technologies

Creating Charts Using Microsoft Word

A Guide for Team Leads



NEXT >

Overview

Microsoft Word offers a wide range of chart options that can enhance your documents by effectively presenting data. Whether you need to create reports, track sales, compare product units, or showcase achievements and goals, charts provide a visual way to communicate your message clearly and effectively.

In this module, you will learn to:



UNDERSTAND CHART TYPES



INSERT A CHART



CUSTOMIZE CHART ELEMENTS



FORMAT AND STYLE CHARTS



BEST PRACTICES FOR EFFECTIVE CHARTS

Objectives

01 TYPES

Understand Chart Types

Explore different types of charts available.

02 INSERT

Insert a Chart

Follow step-by-step instructions to add a chart.

03 ELEMENTS

Customize Chart Elements

Learn how to modify titles, labels, colors and data points.

04 FORMAT

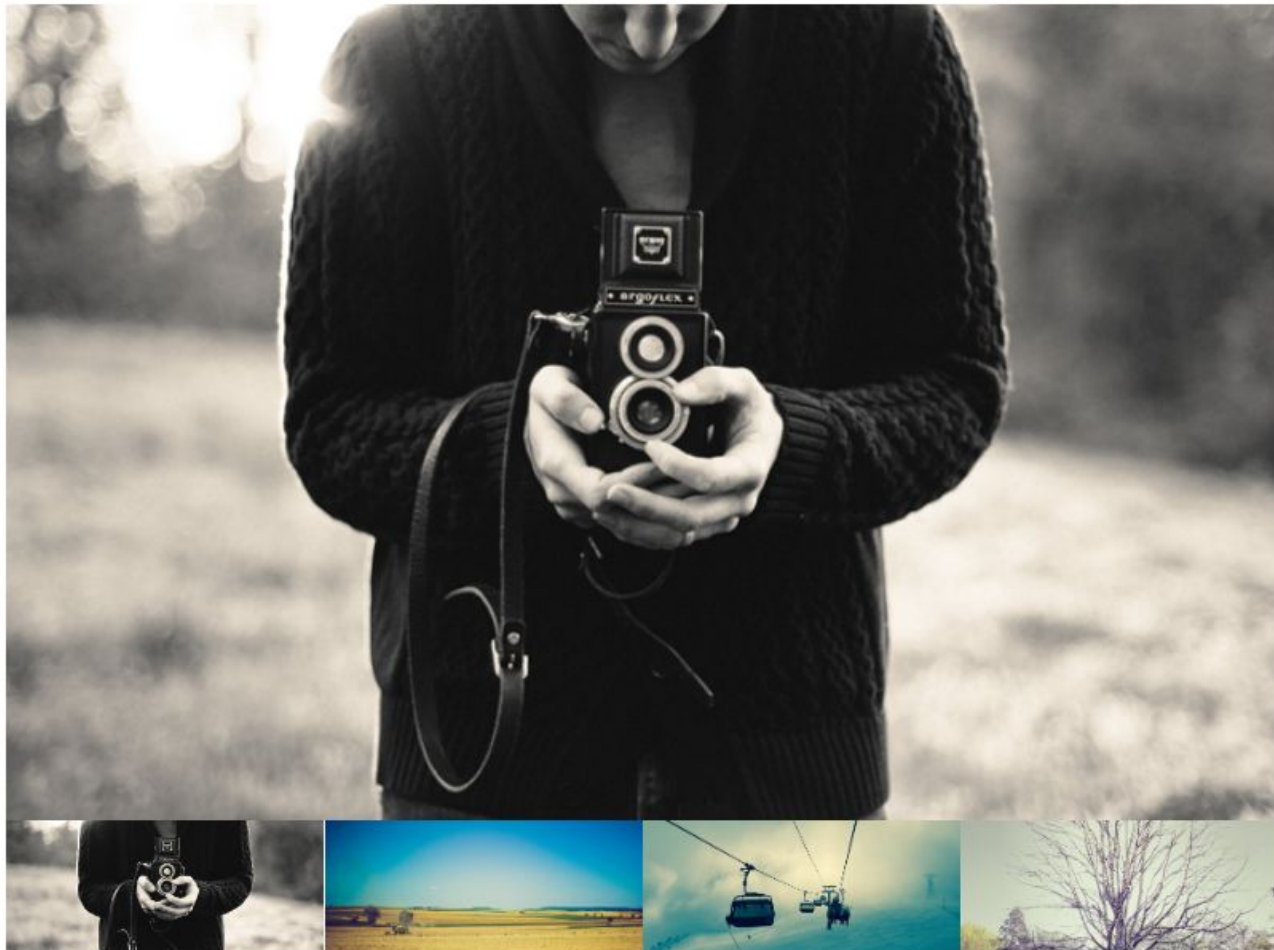
Format and Style Charts

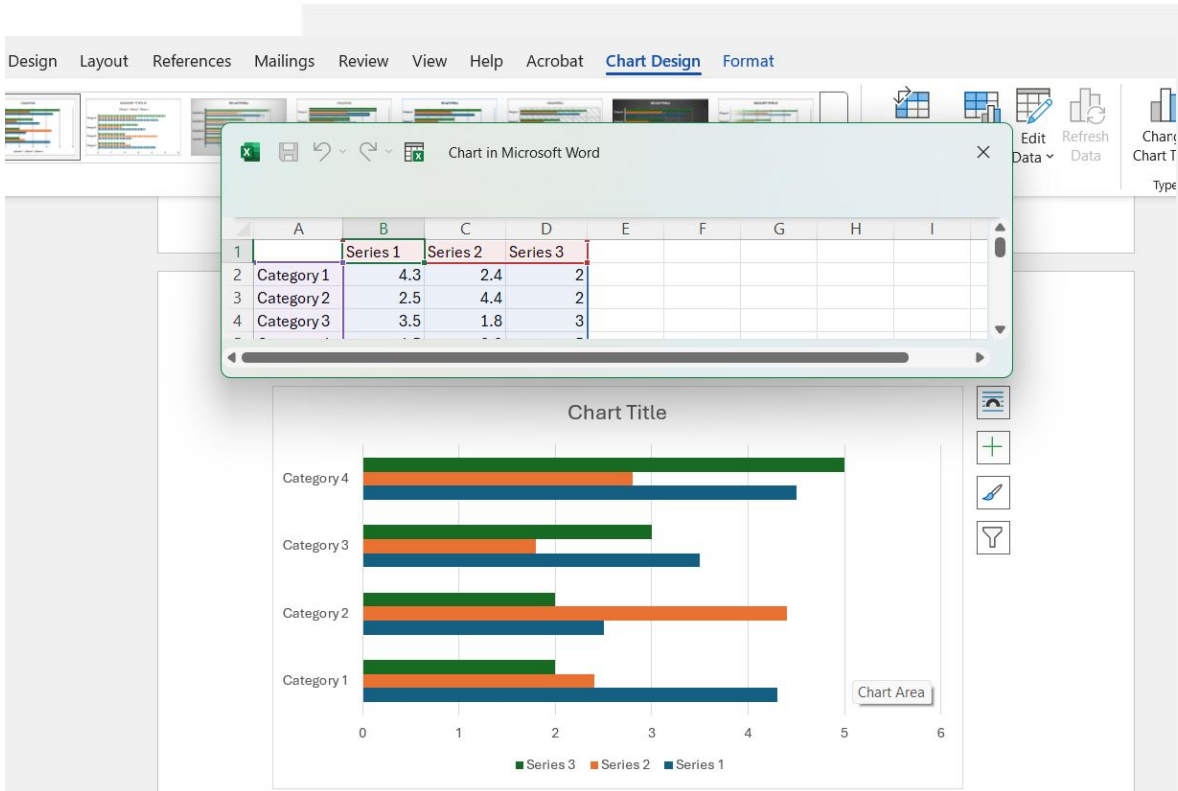
Discover techniques for improving the presentation of charts

05 BEST PRACTICES

Best Practices for Effective Charts

Understand design tips for creating clear, impactful visual data representations.



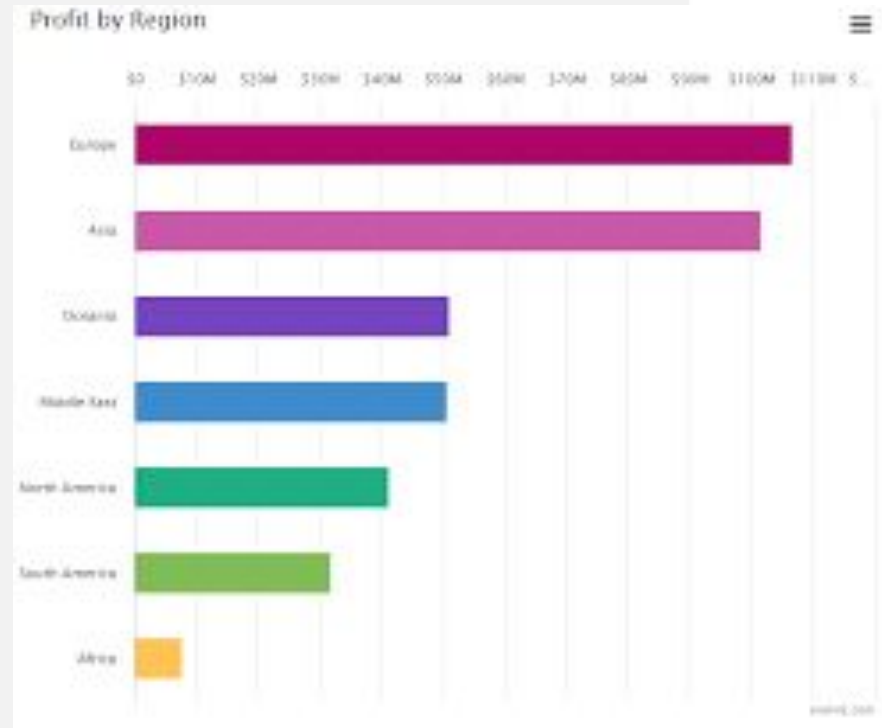


Adding a Chart in Microsoft Word

This video provides a step-by-step guide on inserting a chart.

Bar Chart

- Useful when comparing quantities across different categories.
- Each bar represents a region
- Length of the bar shows the sales amount



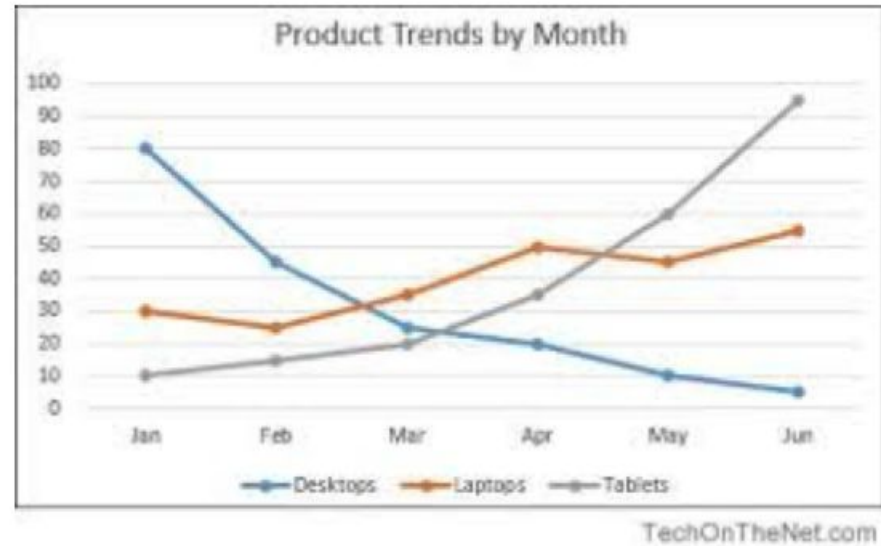
Pie Chart

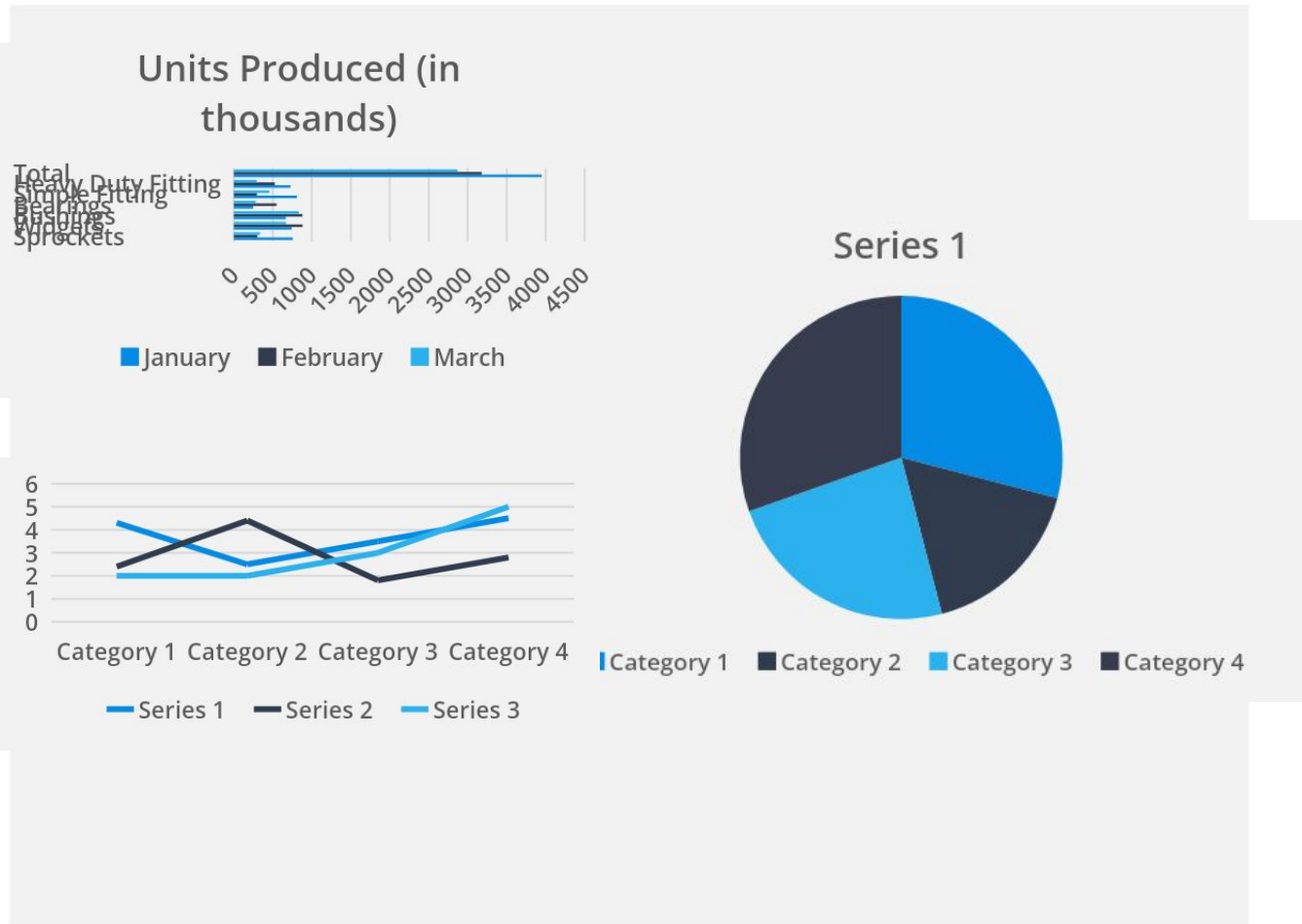
- Used to show proportions and percentages
- Show how different parts make up a whole



Line Chart

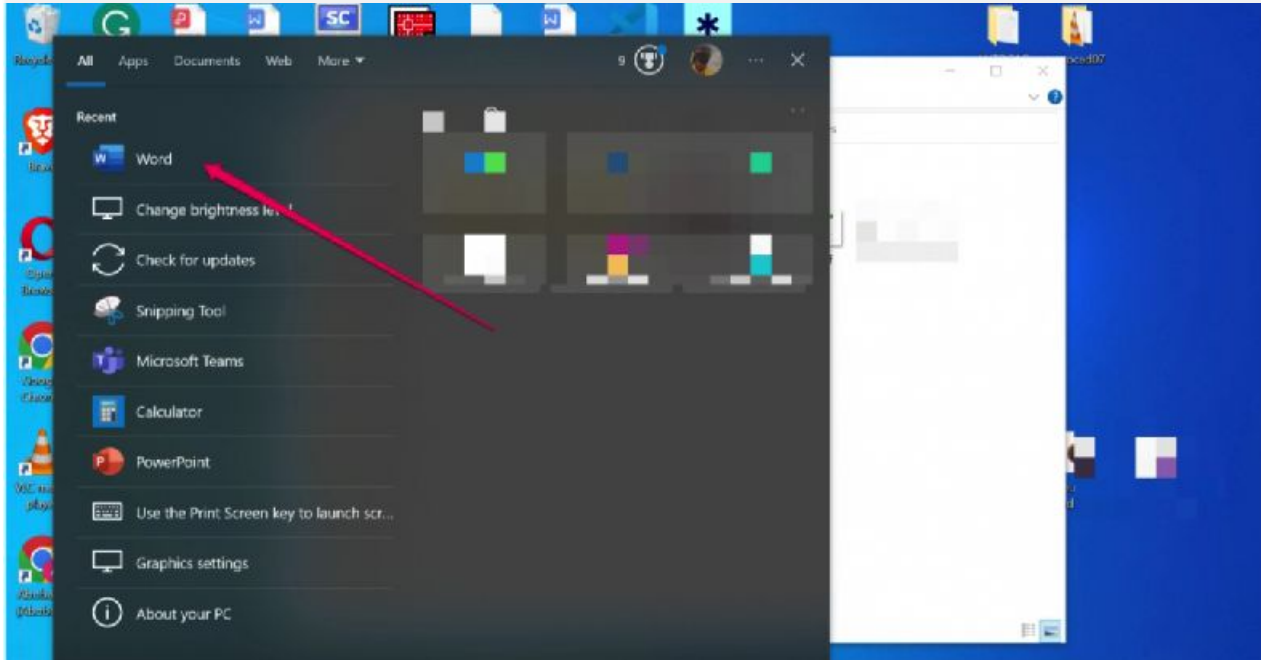
- Ideal for displaying trends over time
- Help track changes and patterns





Adding a Chart in Microsoft Word

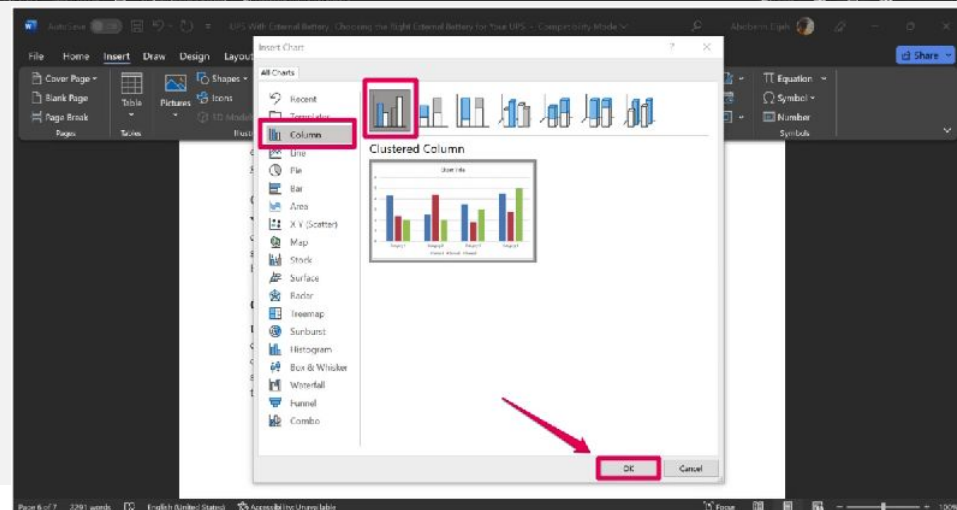
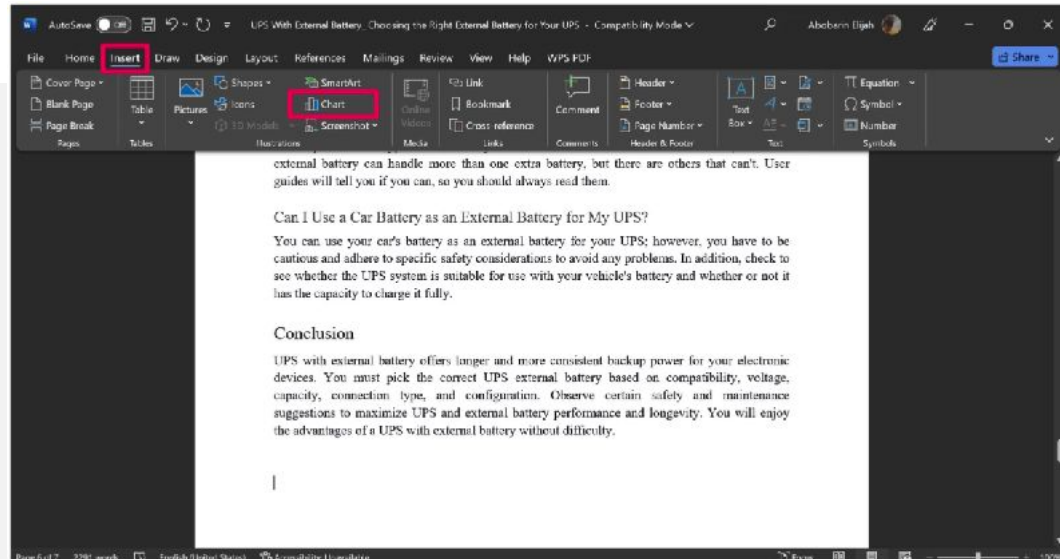
Creating a Chart in Microsoft Word



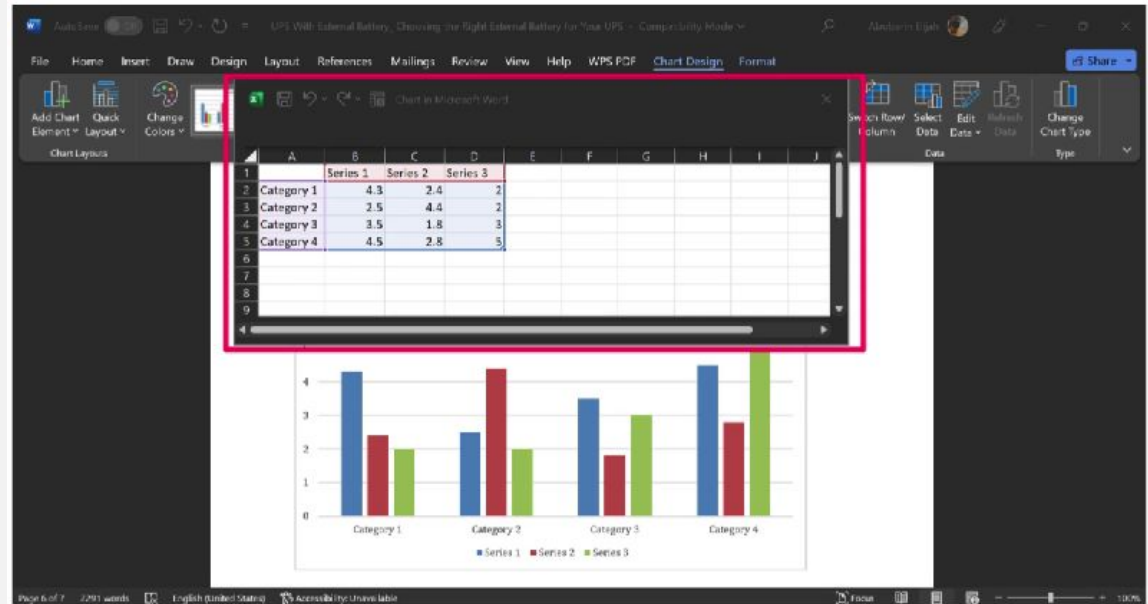
Creating a Chart in Microsoft Word

1. Place your cursor where you would like the chart to be placed.
2. Click **Insert**.
3. Choose **Chart** and **sub-type**.

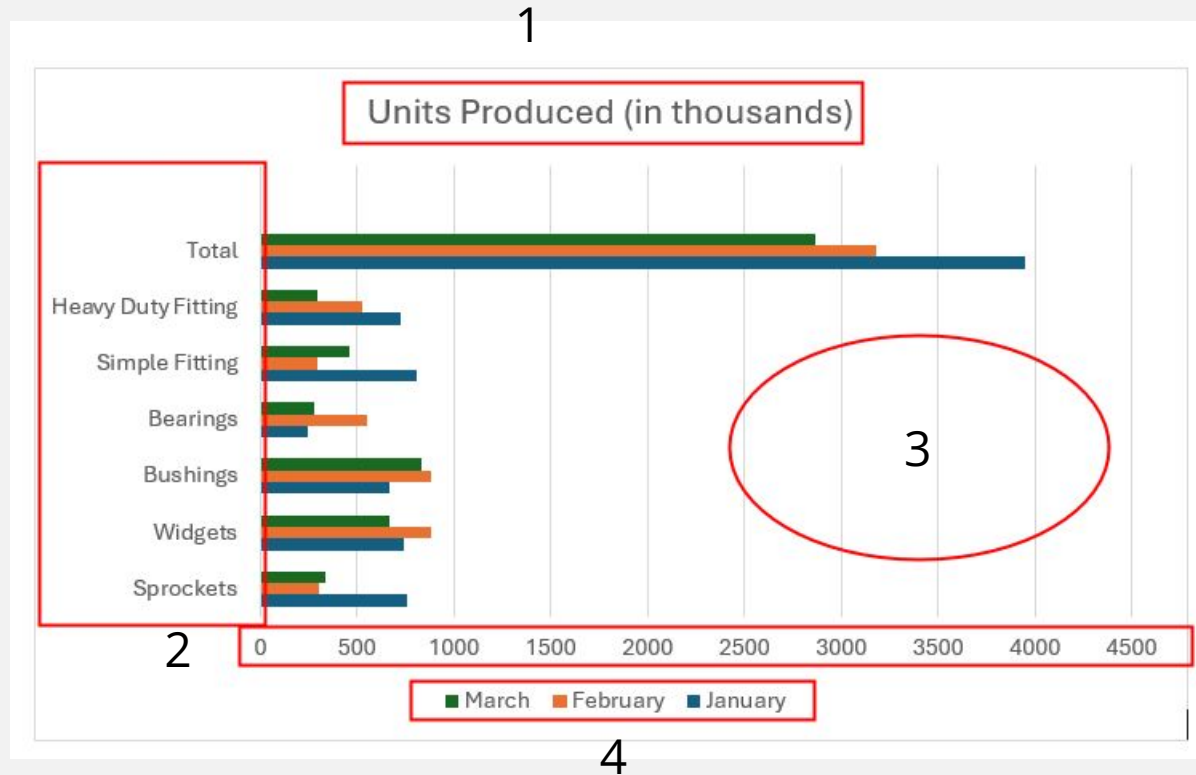
It is important to include legends and data markers to help readers understand your data.



1. Use the Excel Window to enter your data
2. You may edit data later by following these steps:
 1. Click on **Edit Data** on the **Chart Tools-Design Tab**.
 2. Or right-click the chart and **click Edit Data**



Customizing a Chart in Microsoft Word



Creating a Chart in Microsoft Word

The screenshot displays the Microsoft Word interface. The top ribbon shows the 'Insert' tab selected, with a red box highlighting it. Below the ribbon, the 'Insert' tab's options are visible, including 'Table', 'Pictures', 'Shapes', 'Icons', '3D Models', 'SmartArt', 'Chart', 'Screenshot', 'Online Videos', 'Link', 'Bookmark', 'Cross-reference', and 'Comment'. The main text area contains two paragraphs: 'Inadequate security measures leading to compromised confidentiality of information assets can severely disrupt critical financial and business activities, and crucial governmental functions and result in legal and regulatory penalties.' and 'This policy offers advantages to entities by creating a structured protective measures are adequately implemented to guard the...'. Below this, the 'Chart Design' tab is selected, with a red box highlighting it. The 'Chart Design' tab's options are visible, including 'Clipboard', 'Font', 'Paragraph', 'Styles', and 'Editing'. The main text area shows a horizontal bar chart titled 'Chart Title' with two categories, 'Category 3' and 'Category 4', each having three bars of different colors (green, orange, blue).

File Home **Insert** Draw Design Layout References Mailings Review View Help Acrobat Chart Design Format

Cover Page Blank Page Page Break Table Pictures Shapes Icons 3D Models SmartArt Chart Screenshot Online Videos Link Bookmark Cross-reference Comment

Pages Tables Illustrations Media Links Comments

Inadequate security measures leading to compromised confidentiality of information assets can severely disrupt critical financial and business activities, and crucial governmental functions and result in legal and regulatory penalties.

This policy offers advantages to entities by creating a structured protective measures are adequately implemented to guard the...

File Home Insert Draw Design Layout References Mailings Review View Help Acrobat **Chart Design** Format

Paste Aptos (Body) 10 A⁺ A⁻ Aa B I U x₂ x² Font Paragraph Styles Editing

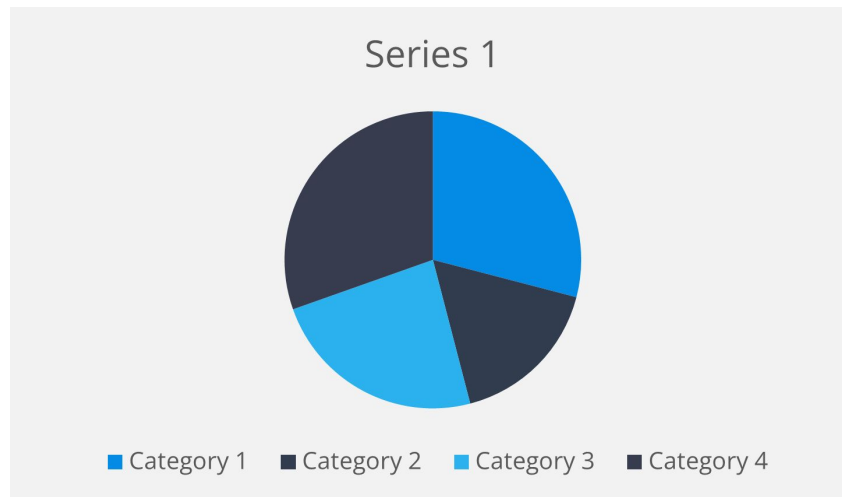
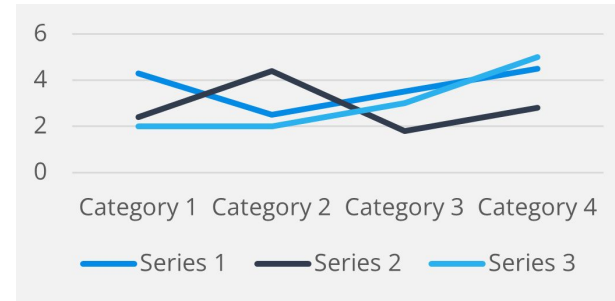
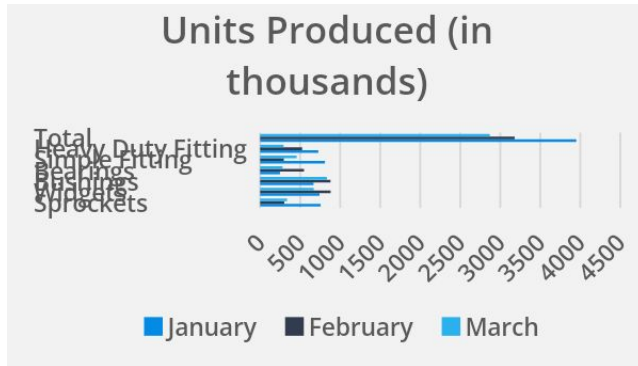
Clipboard Font Paragraph Styles Editing

Chart Title

Category 4

Category 3

Best Practices for Effective Charts



IMPORTANT

Advanced Technologies prefers to use line charts with markers, Pie Charts, and Bar Charts.

Open Sans

Aa Ee Rr

Aa Ee Rr

a

Sycamore

a b c d e f g h i j k l m

n o p q r s t u v w x y z

0 1 2 3 4 5 6 7 8 9

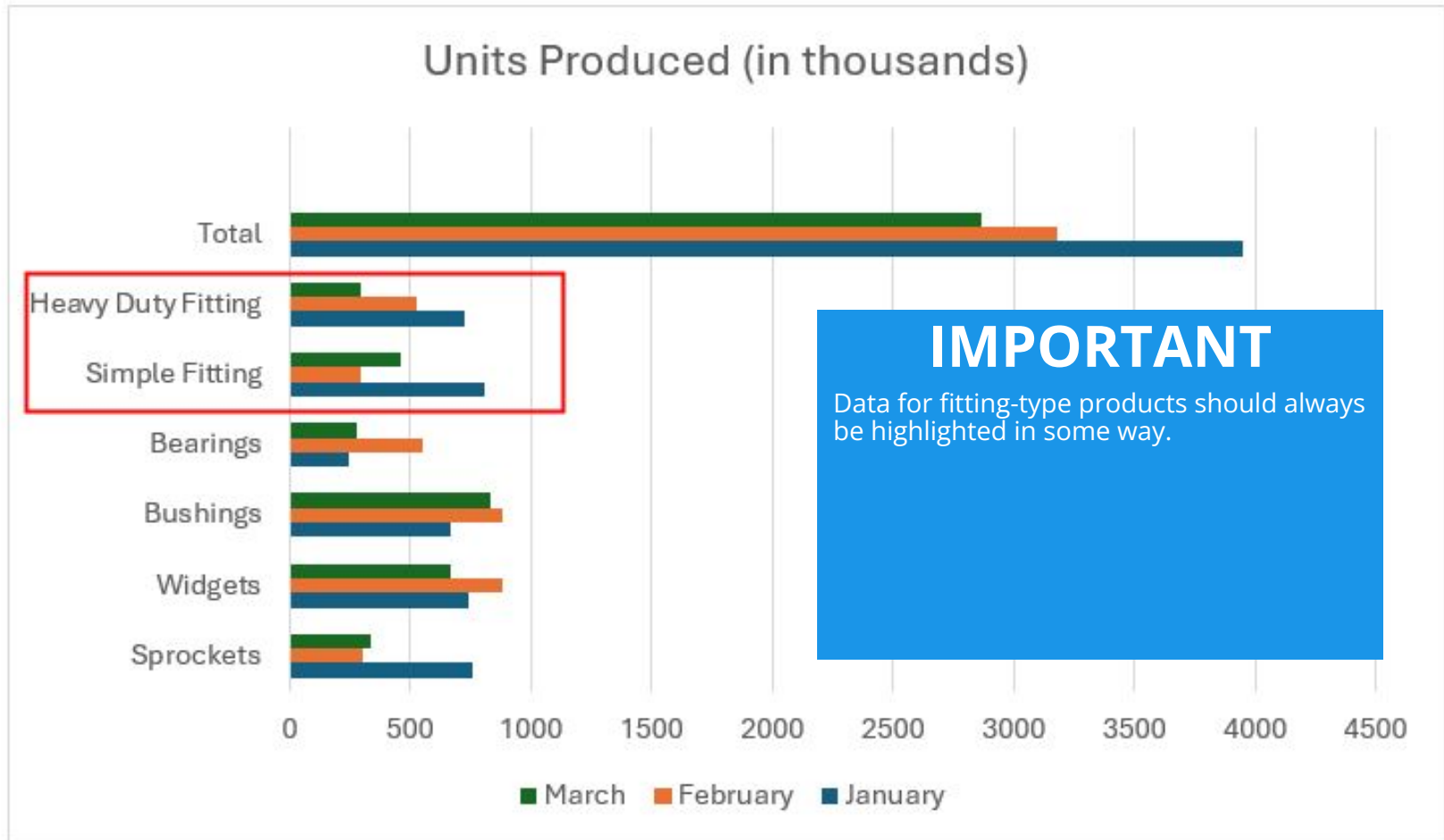
IMPORTANT

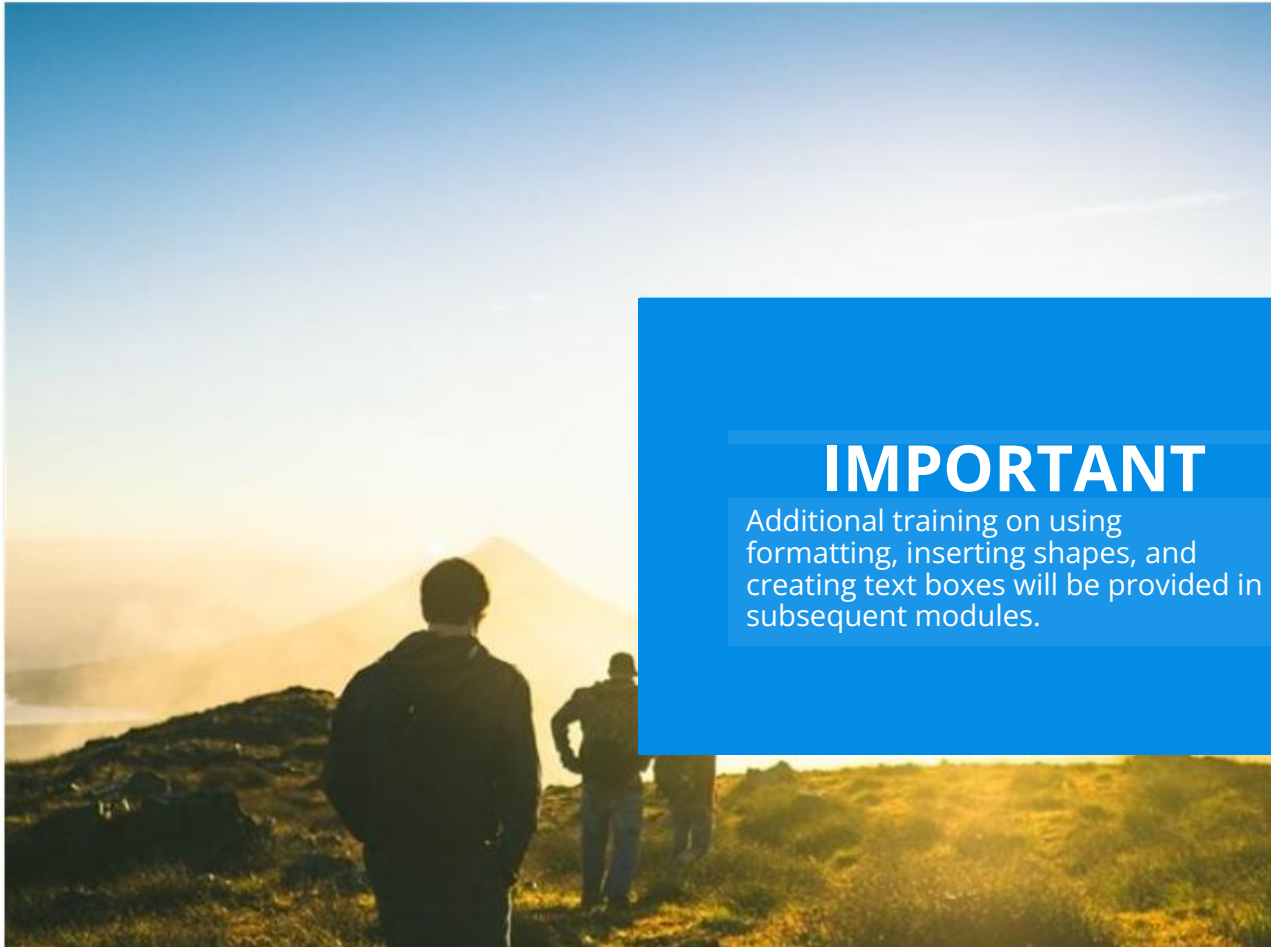
All documents and charts should use the Open Sans font family.



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IMPORTANT

Additional training on using formatting, inserting shapes, and creating text boxes will be provided in subsequent modules.



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01

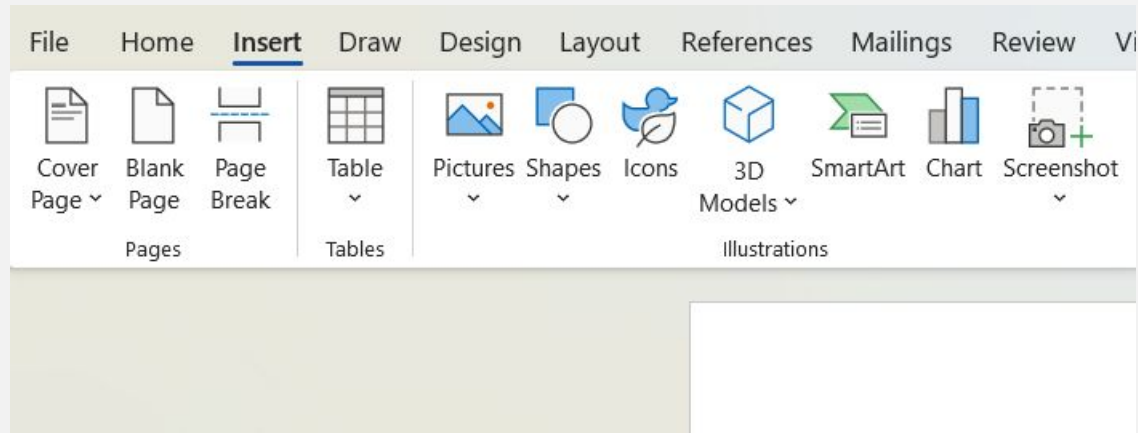
Practice Activity

Create a bar chart for Sales by Region



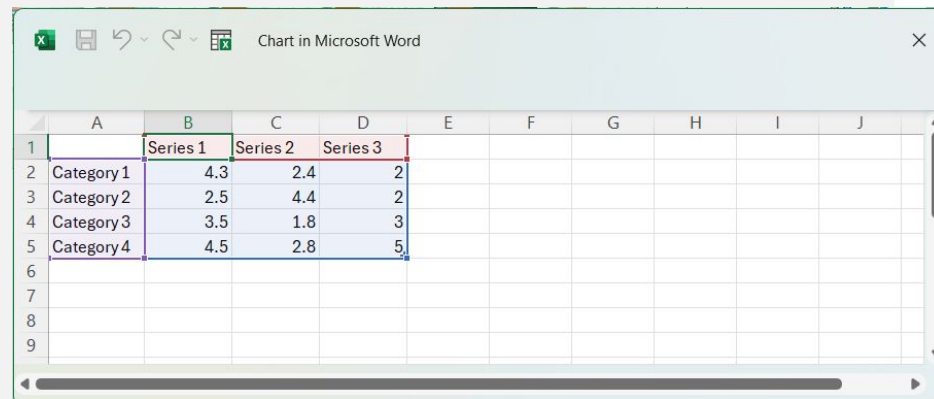
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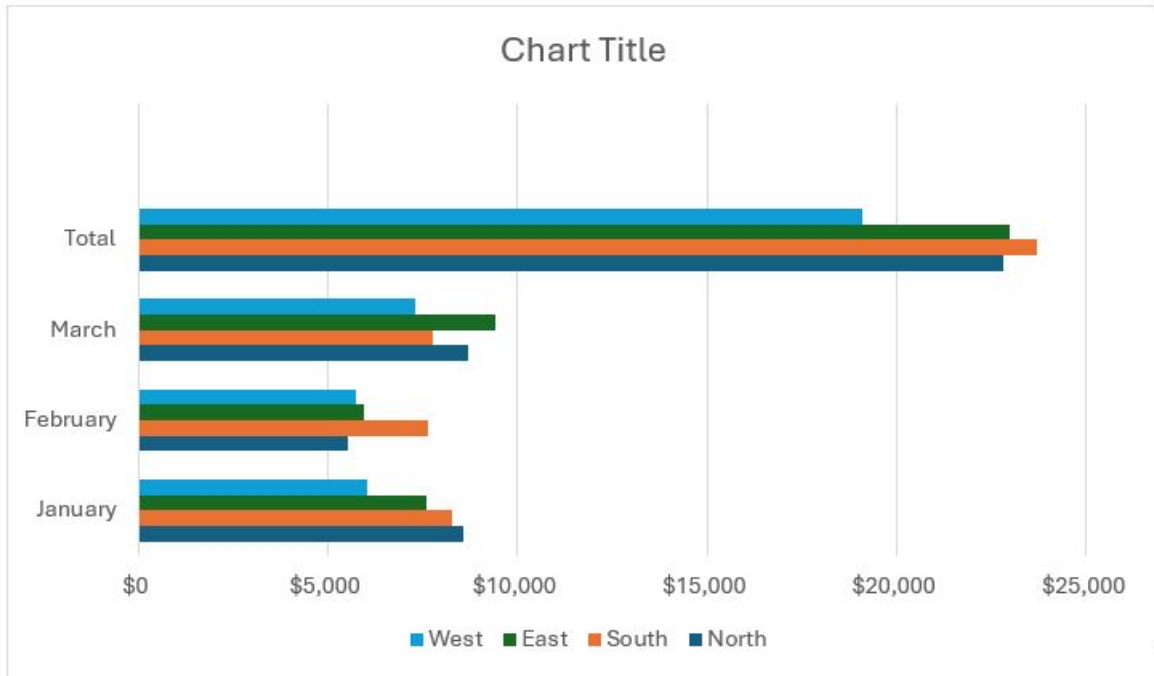
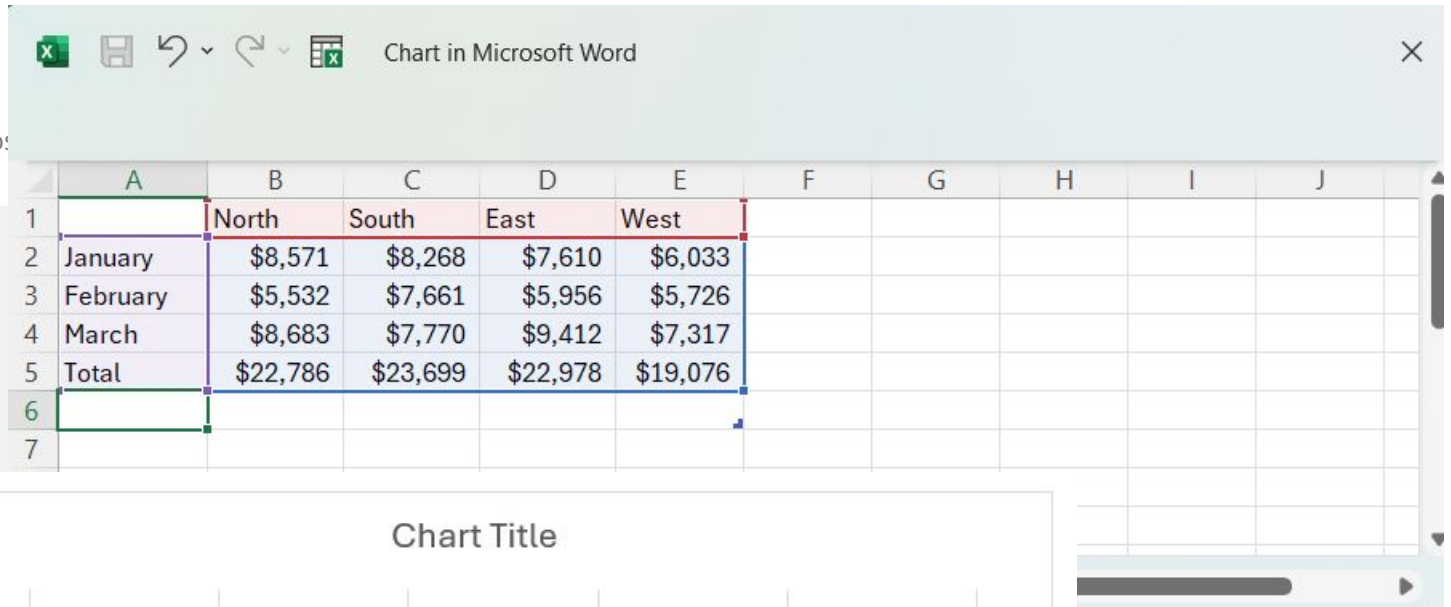


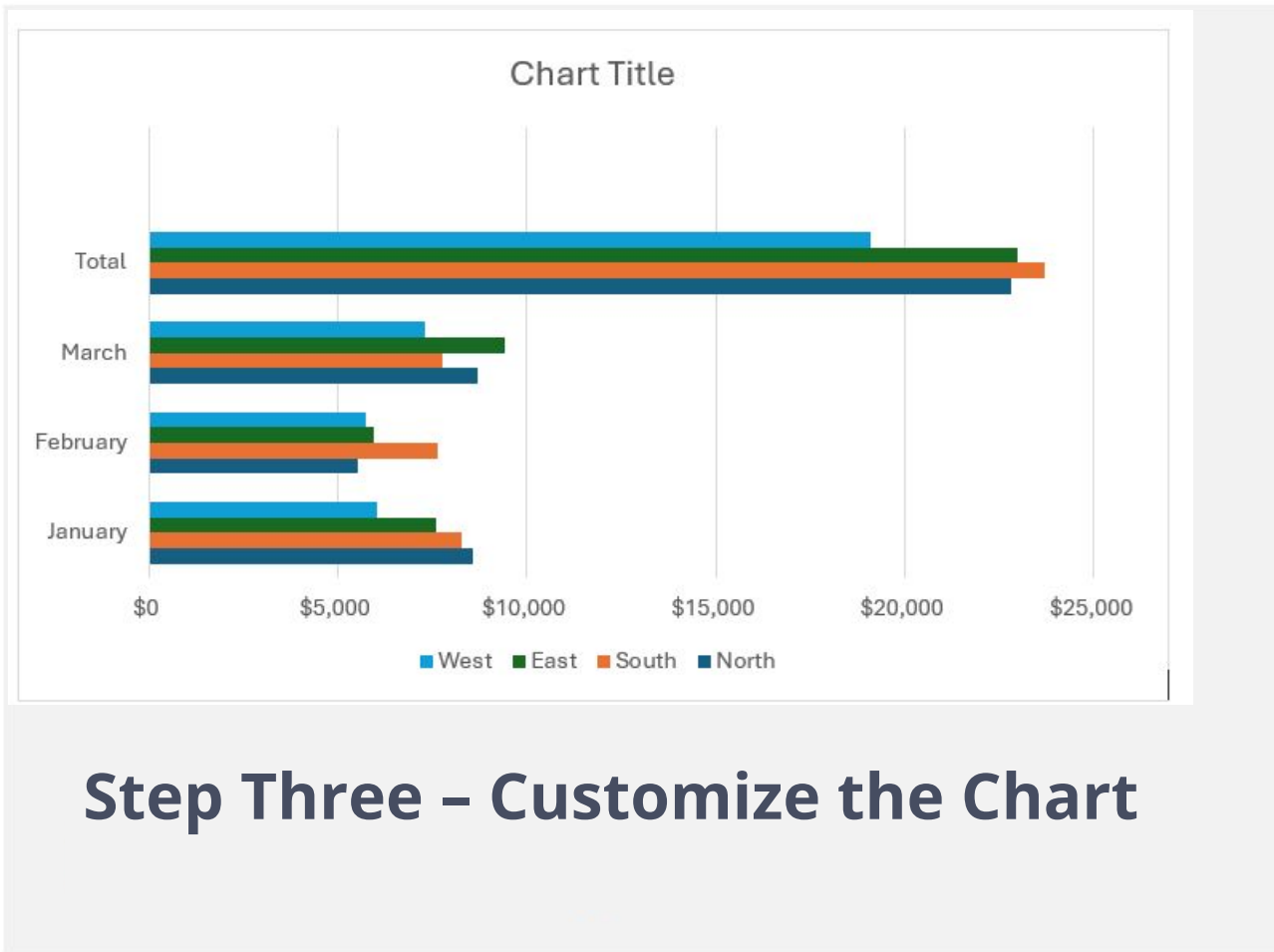
Step One – Insert the Chart

January	North	\$8,571	South	\$8,268	East	\$7,610	West	\$6,033
February		\$5,532		\$7,661		\$5,956		\$5,726
March		\$8,683		\$7,770		\$9,412		\$7,317
Total		\$22,786		\$23,699		\$22,978		\$19,076



Step Two – Select chart type and enter the data





Step Three – Customize the Chart



Chart Elements

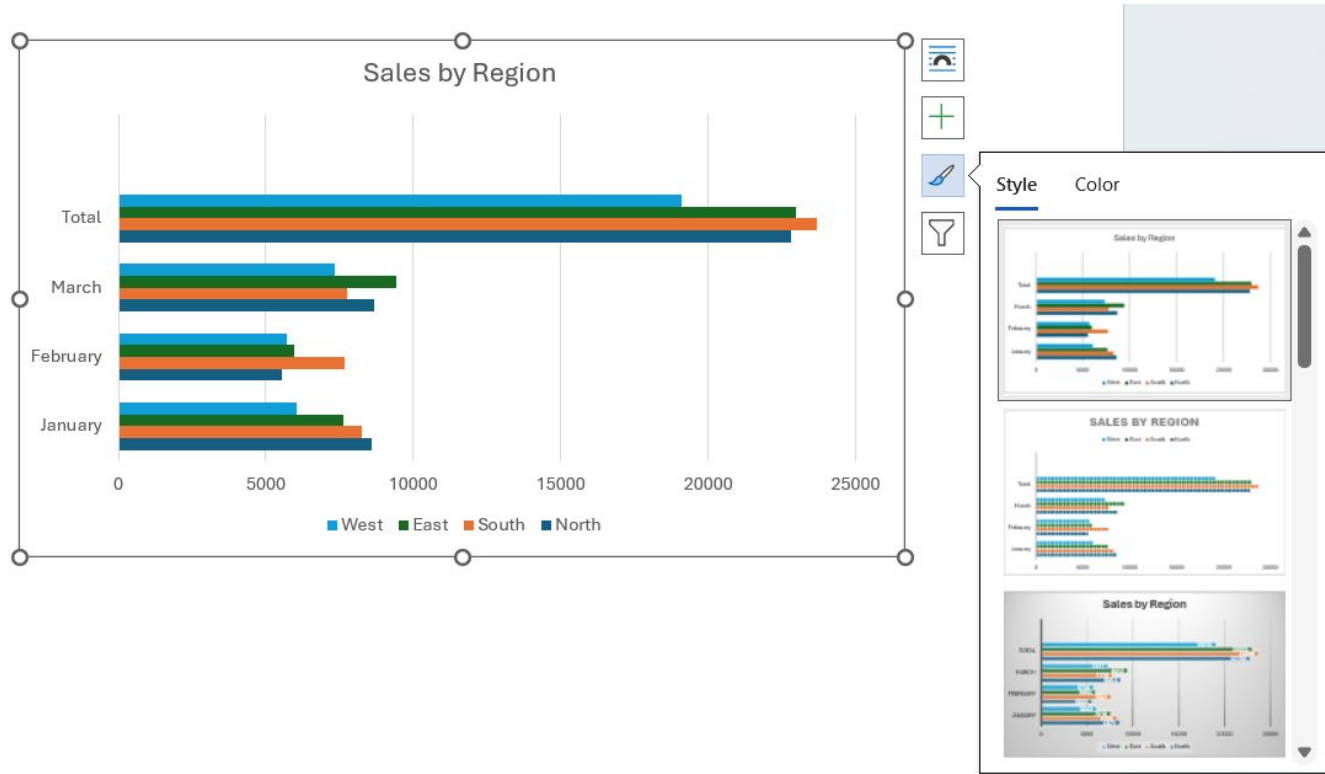


Chart Style

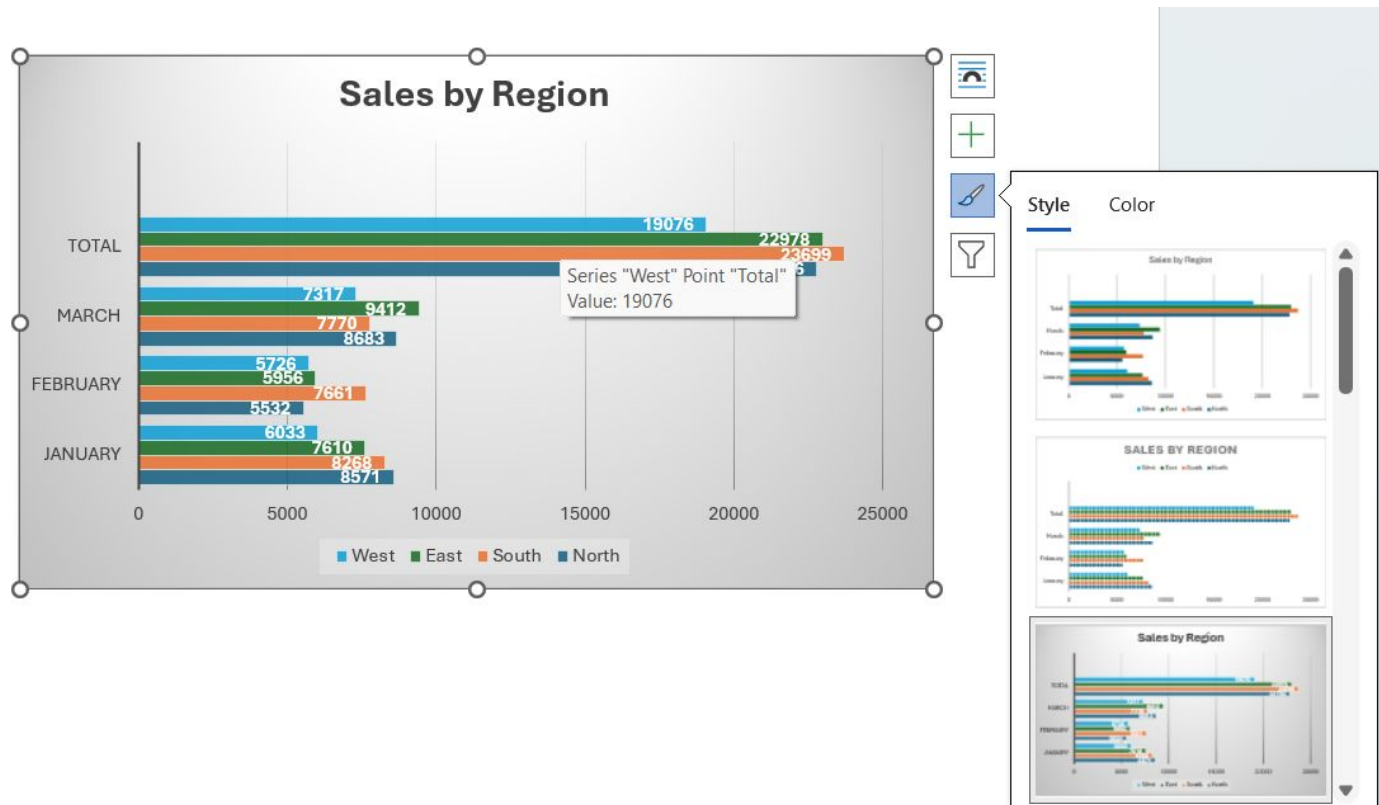


Chart Style

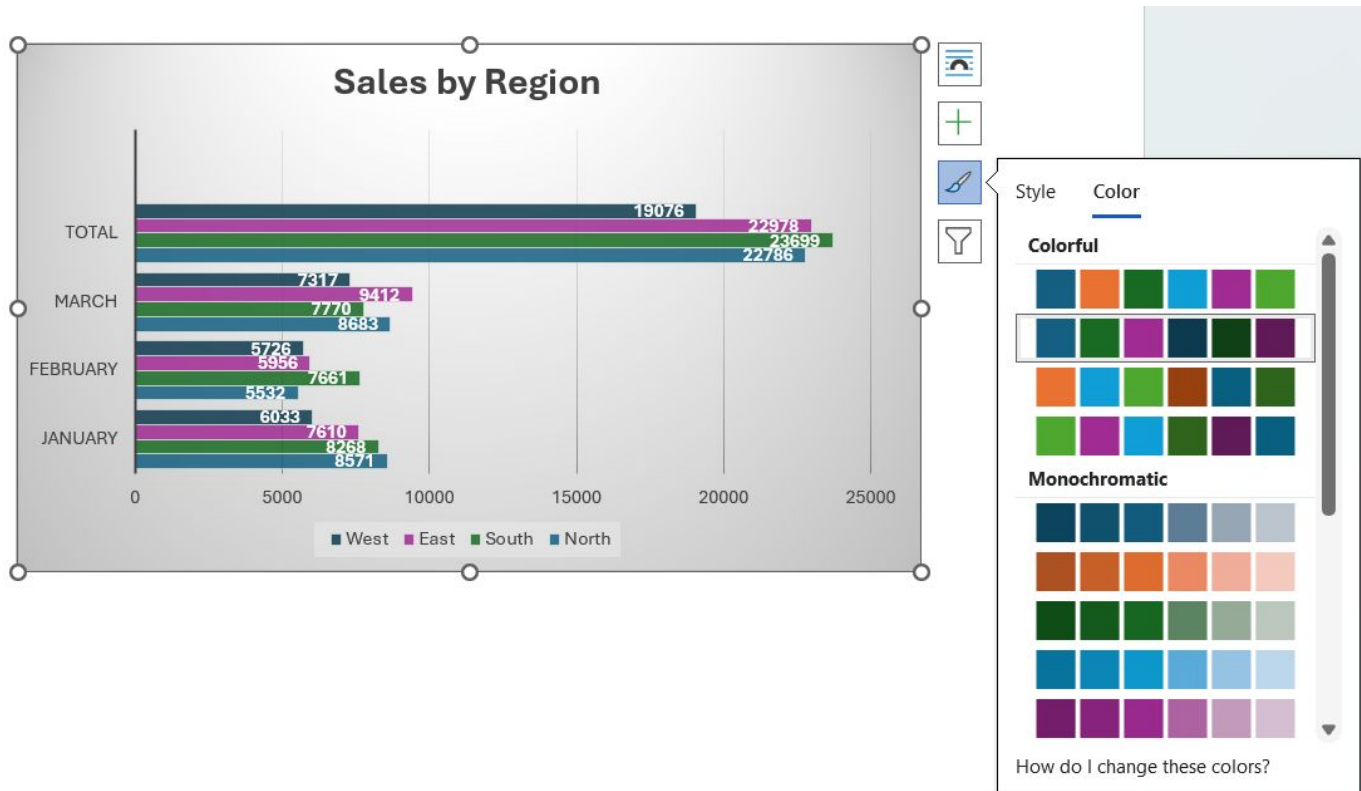
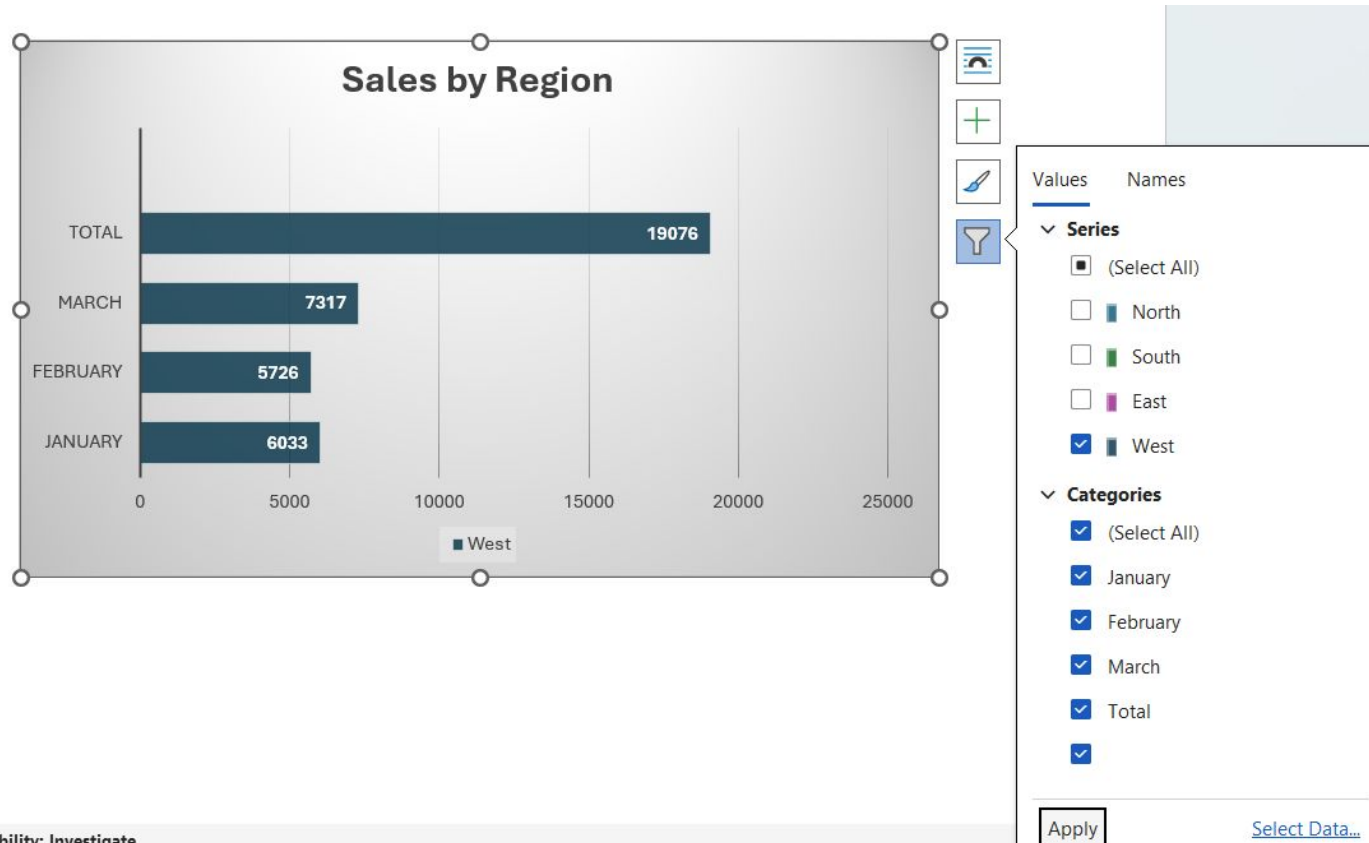


Chart Color



sibility: Investigate

Chart Filter

Final Steps

Review your chart. Does it effectively communicate the sales trends? Select the best option:

- ☒ Yes
- ☐ No
- ☐ Choice C
- ☐ Choice D

01

Practice Activity

Create a bar chart for Sales by Region



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01 Knowledge Check



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Multiple Choice

Which tab do you use to insert a chart in Microsoft Word?

- ☒ Insert
- ☐ Home
- ☐ Design
- ☐ Layout

Multiple Choice

Which tool would you use to customize the placement of the labels on your chart?

- ☒ Chart Elements
- ☐ Chart Filter
- ☐ Chart Design
- ☐ Chart Styles

Multiple Choice

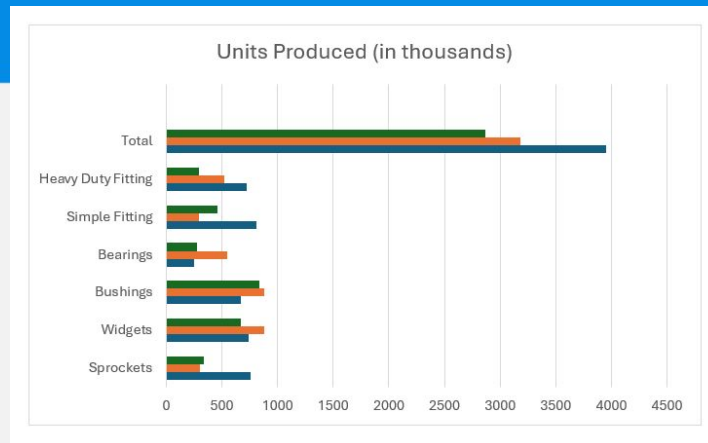
Which type of chart would best represent **Units Produced** (*in thousands*)?

- ☒ Bar chart
- ☐ Pie chart
- ☐ Line chart
- ☐ Histogram

Multiple Selection

In the chart pictured, what data would need to be highlighted? Choose all that apply.

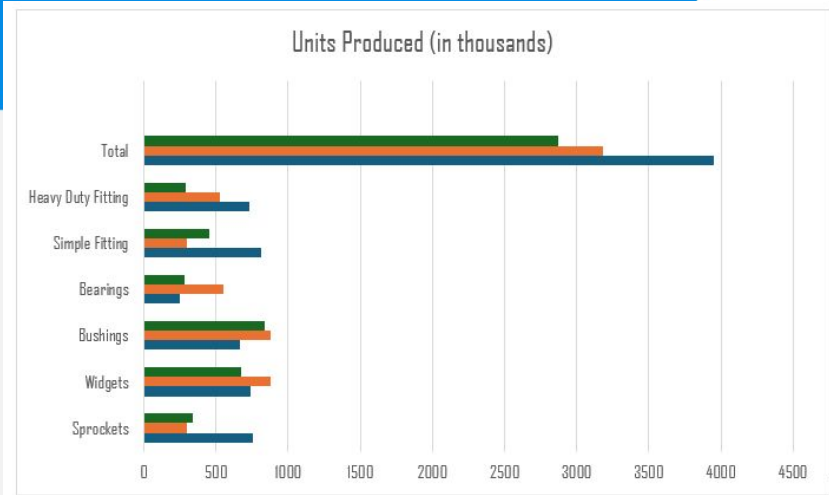
- ☒ Heavy Duty Fitting
- ☒ Simple Fitting
- ☐ Bearings
- ☐ Bushings



Multiple Choice

In the chart pictured, what changes would you make to follow best practices at Advanced Technologies?

- ☒ Change font to Open Sans
- ☐ Change font to Comic Sans
- ☐ Change font to Serif
- ☐ No changes required



Creating a Chart in Microsoft Word

Great job!

You should now be able to:

- 1.Understand Chart Types:
- 2.Insert a Chart
- 3.Customize Chart Elements
- 4.Format and Style Charts
- 5.Best Practices for Effective Charts