How to Insert a Chart

1. Place your cursor where you want to insert the chart.
2. Select the **Insert** tab in the ribbon.
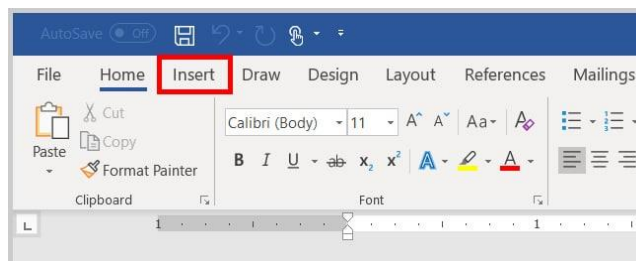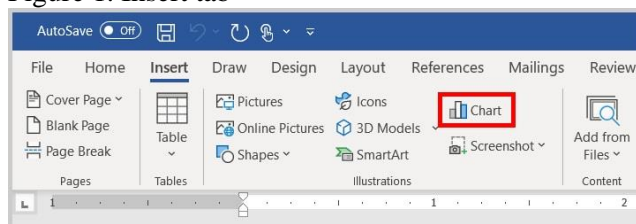

Figure 1. Insert tab

3. Select the **Chart** button in the Illustrations group.

Figure 2. Chart button

4. Select a chart type from the left side of the Insert Chart dialog box.

Pro Tip: Hover your pointer over the example image in the center of the Insert Chart dialog box to see a larger example of the chosen chart type.
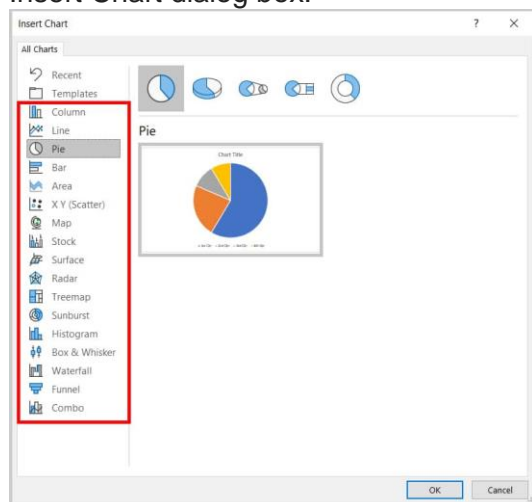

Figure 3. Chart types

5. Select a subtype of the selected chart. The available subtypes will depend on the selected chart. Common charts such as pie charts and bar charts offer attractive 3-D options.
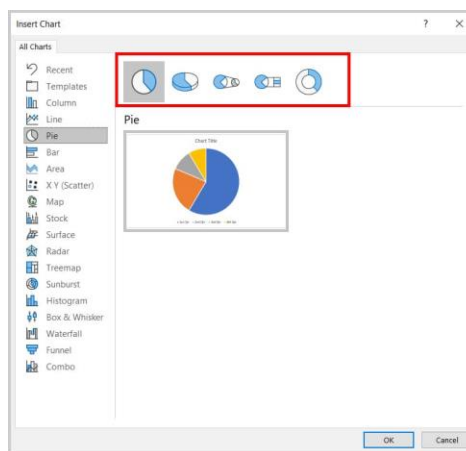

Figure 4. Chart subtypes

6. Select the **OK** button to close the Insert Chart dialog box and insert the chart.
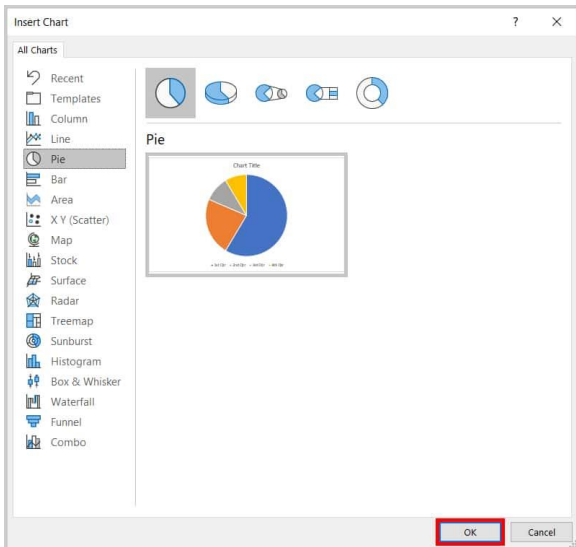
Figure 5. Insert Chart OK button

7.   Enter labels and numbers into the spreadsheet by typing over the example data. Add additional labels and numbers or delete the example data as necessary.
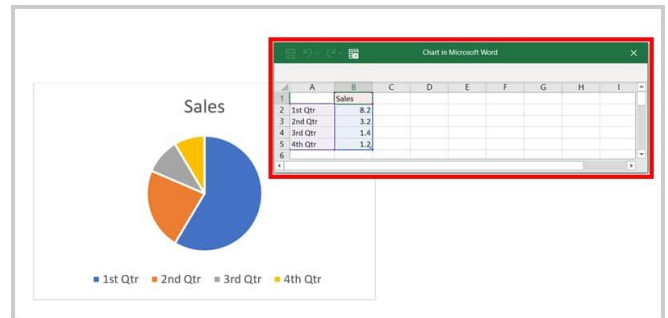

Figure 6. Chart spreadsheet

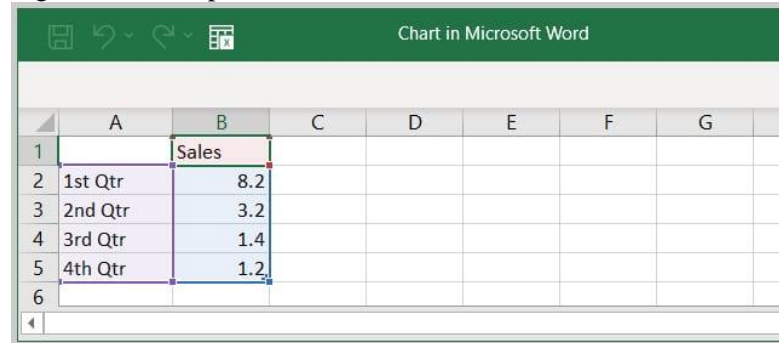8.   Select the **X** to close the spreadsheet.

Figure 7. Spreadsheet closing X

9.   (Optional Step) Select the **Chart Elements** button to the right of the chart if you want to add or remove the title, data labels, or the legend. (Click inside the border to select the chart if the right-side buttons are not visible.)
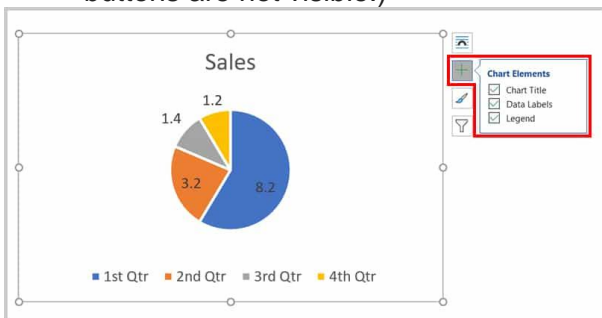

Figure 8. Chart Elements button and menu
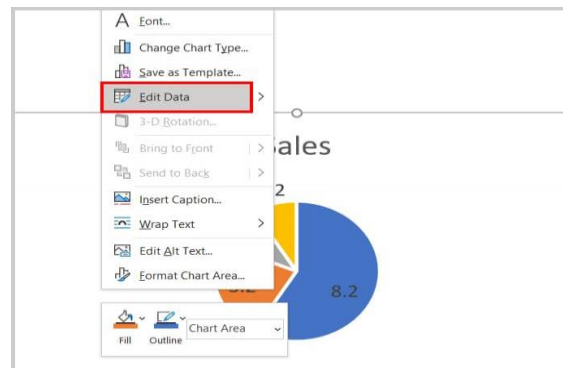How to Update Existing Data in a Chart

Figure 9. Edit Data option

1. Right-click the chart.
2. Select **Edit Data** from the shortcut menu.

Pro Tip: Select the arrow next to Edit Data and select **Edit Data in Excel** if you want to update your chart in Excel rather than Word's spreadsheet.

3.   Edit your data in the spreadsheet (see figure 6).

   4.   Select the **X** to close the spreadsheet and apply your changes (see figure 7).

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.How to Resize a Chart

Charts can be resized by dragging the border or by using exact dimensions (e.g., 3" x 4").

Basic Method: Resize a Chart by Dragging the Border

1.   Click inside the border to reveal the resizing handles.

Figure 10. Resizing handles

2.   Click and hold one of the handles as you drag the chart to the appropriate size.

-
  o   The corner handles provide movement in all directions.
  o   The side handles provide horizontal movement.
  o   The top and bottom handles provide vertical movement.

Advanced Method: Resize a Chart to Exact Dimensions

1.   Click inside the border to select the chart.
2.   Select the **Layout Options** button to the right of the chart.
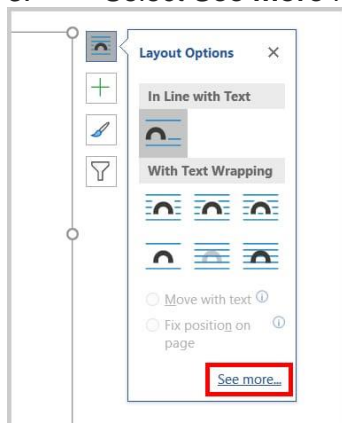3.   Select **See more** from the Layout Options menu.

Figure 11. Layout Options button

Figure 12. See more option

4.   Select the **Size** tab in the Layout dialog box.
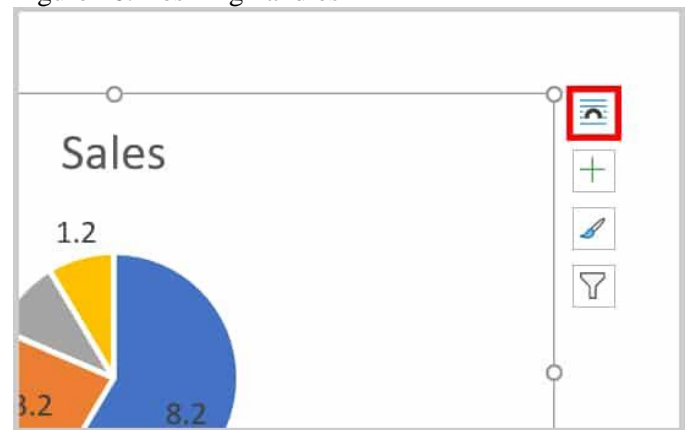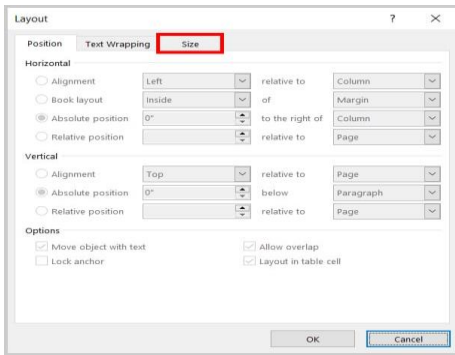
Figure 13. Size tab

5.   (Optional Step) Select **Lock aspect ratio** if you want to maintain the current shape.
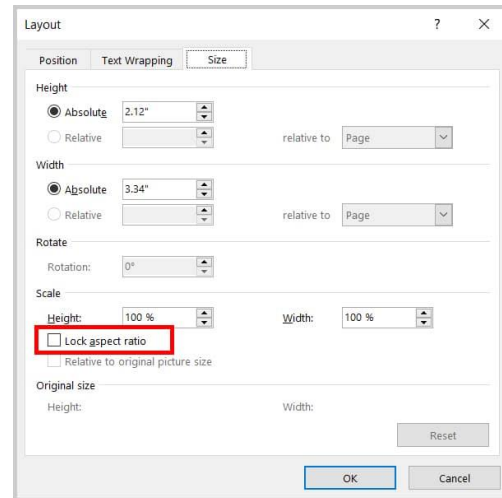

Figure 14. Lock aspect ratio option

6.   Enter the dimensions in the Height and Width boxes. If you selected *Lock aspect ratio*, you only have to enter one of these numbers.
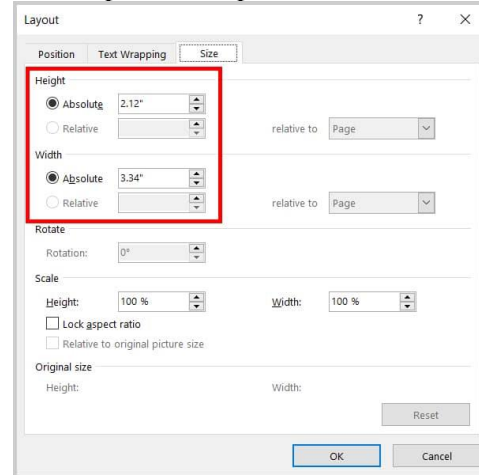

Figure 15. Height and Width boxes

7.   Select the **OK** button to close the Layout dialog box and apply your new dimensions.

Figure 16.
Layout OK button

How to Reposition a Chart

You can customize your chart's placement on the page by changing its alignment and text wrapping. Text wrapping determines how charts and other figures are positioned in relation to the surrounding text.
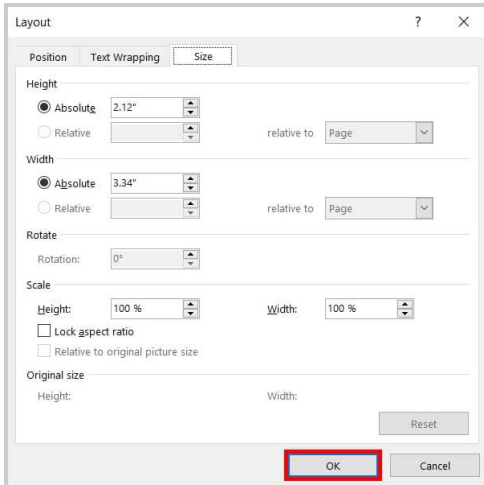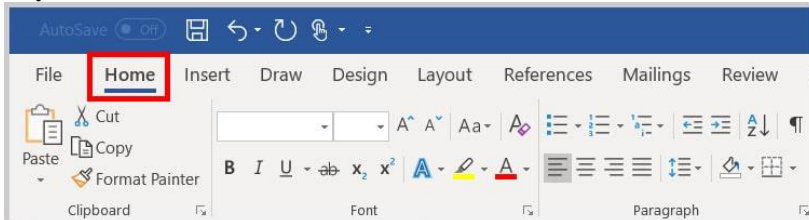
1. Select the **Home** tab in the ribbon.

Figure 17. Home tab

2. Click inside the border to select the chart.
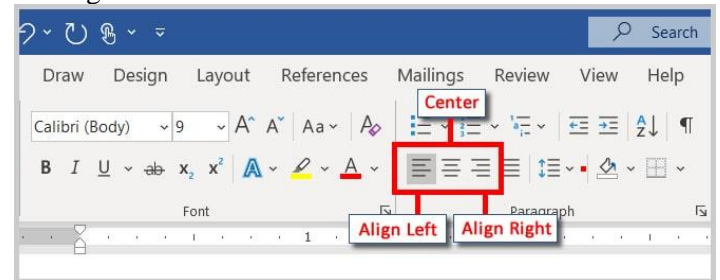3. Select the **Align Left**, **Center**, or **Align Right** button in the Paragraph group.

Figure 18. Align Left, Center, and Align Right buttons

Your position changes will be applied immediately.

How to Change Chart Colors

You can choose a prebuilt color palette for your whole chart or select custom colors for individual elements.

See the bonus section below for information about using RGB, HSL, and Hex color codes.

Basic Method: Choose a Prebuilt Color Palette

4. (Optional Step) Select the **Layout Options** button to the right of the chart for text wrapping options.
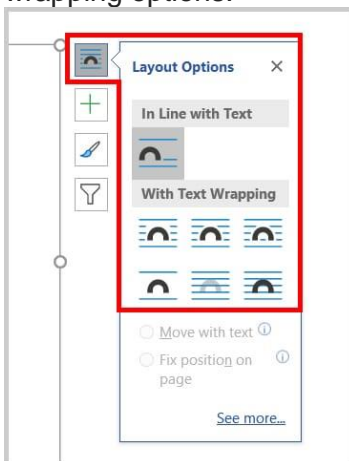

Figure 19. Layout Options menu with text wrapping options

1. Click inside the border to select the chart.
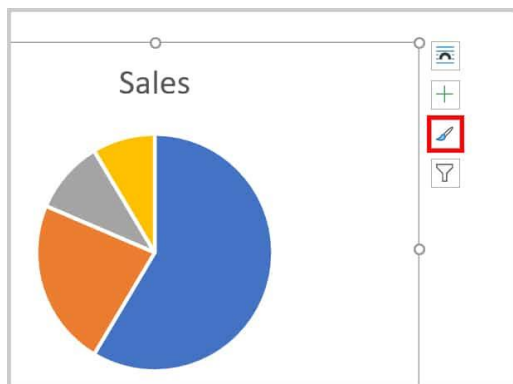2. Select the **Chart Styles** button to the right of the chart.

Figure 20. Chart Styles button

3. Select the **Color** tab in the shortcut menu.

Figure 21. Color tab

Your new color palette will be applied immediately.
Advanced Method: Choose Custom Colors

1. Select and then right-click the individual chart element you want to change.
2. Select the **Fill** button in the shortcut menu.

4. Select a color palette.

Figure 22. Color palettes

Figure 23. Fill button

3. Select a color from the drop-down menu or choose **More Fill Colors** for additional options.
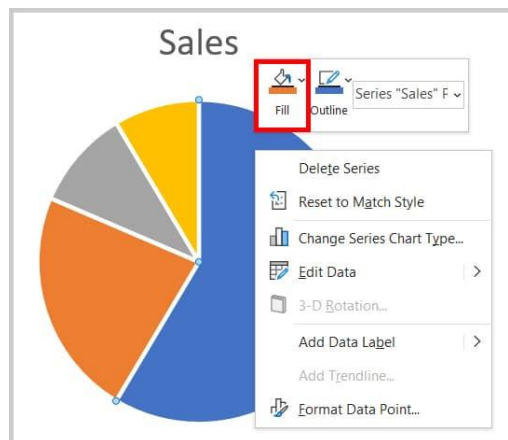
Figure 24. Fill color menu

Figure 25. More Fill Colors option

5.   Select **RGB** or **HSL** from the *Color model* menu or enter a code in the Hex box.

6.   Enter your RGB or HSL code into the appropriate boxes. (Skip this step if you are using a Hex code.)

Your new color will be applied immediately.
Bonus Section: How to Use RGB, HSL, and Hex Color Codes in a Chart
Word lets you use RGB (Red, Green, Blue) and HSL (Hue, Saturation, Lightness) color codes in your charts. In addition, you can use Hex color codes if you are using an updated version of Word for Microsoft 365 (formerly Office 365).

1. Select and then right-click the individual chart element you want to change.
2. Select the **Fill** button in the shortcut menu (see figure 23).
3. Select **More Fill Colors** from the drop-down menu.

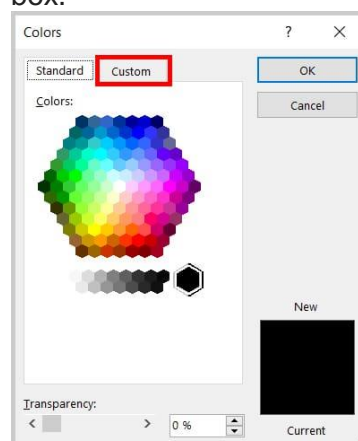4.   Select the **Custom** tab in the Colors dialog box.
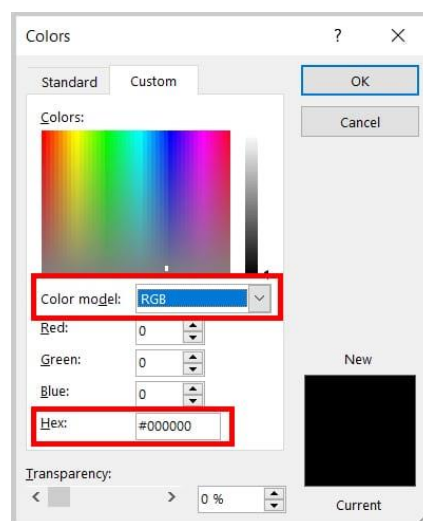

Figure 26. Custom tab

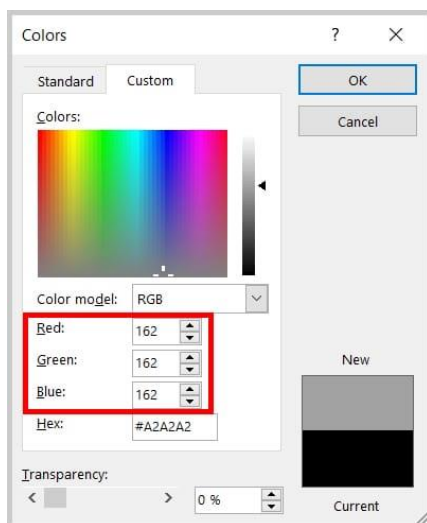Figure 27. Color model menu and Hex box

Figure 28. Color code boxes

7.   Select the **OK** button to close the Colors dialog box and apply your color change.