

17 Charts

Introduction

A **chart** is a tool you can use to **communicate data graphically**.

Including a chart in your document can allow your reader to see the **meaning behind the numbers**, and it can make showing **comparisons** and **trends** easier.

Play the video by clicking the link below:



[Charts](#)

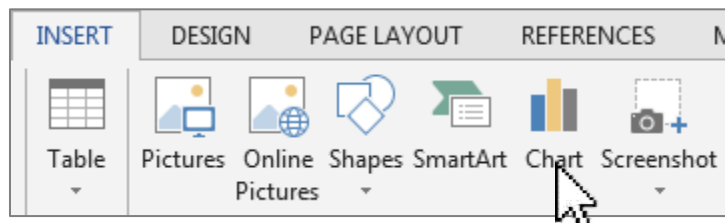
Exercise 17

Using the sample as a guide, follow the directions below to complete the exercise.

- Open a file on your computer:
UNIT 5 WORD > 17 WORD EXERCISE >
Word 17 Template CHARTS
- Save the file in your Documents Folder:
File > Save As > My Documents
- Name your file by typing in the *File Name* box:
Word 17 YourFirstNameLastInitial CHARTS
Save as type: Word Document
Click **Save**

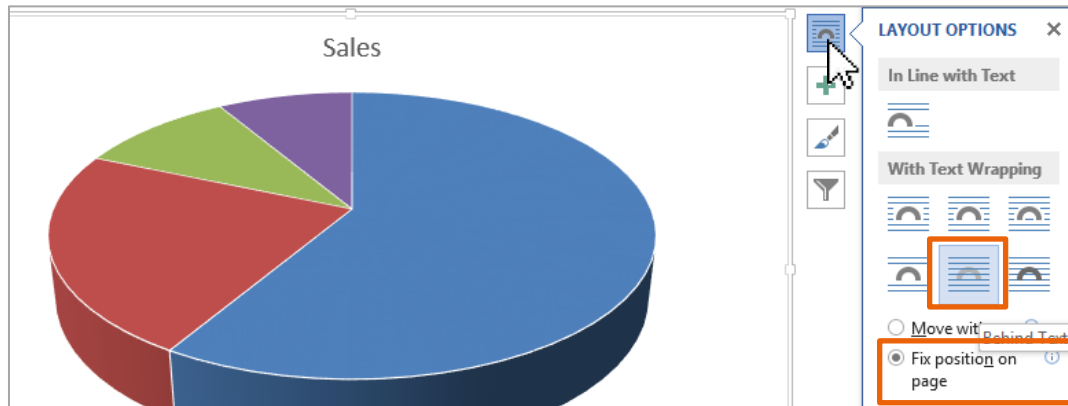
Page 1 - Chart 1 - Winnipeg Municipal Waste

- Insert a **Pie Chart** by placing your cursor at the end of the Heading:
Winnipeg Municipal Waste then select the **Insert** tab.
- Click the **Chart** icon.



- In the pop out window, in the left column under the heading: *All Charts*, click **Pie**. In the row of Pie styles, click **3D pie**. Click **OK**.

- Left click the **Layout Options** box to the right of the chart.
- Under the Heading: *With Text Wrapping*, Click **Behind Text** and **Fix Position on page**.
These settings will keep anchor the chart to the top of the page.



In the **Data Chart window**, type the following data into the chart:

- Locate Cell **A2**. Click your **cursor** in the cell and type: *Food Waste*
- Press the **tab** key, type: 27 and press the **tab** key to move to the next cell (A3)

Chart in Microsoft Word							
	A	B	C	D	E	F	G
1		Sales					
2	Food Waste	27					
3	2nd Qtr	3.2					

- To make **column A** wider (to see what you are typing), hover your mouse on the divider line between columns A & B until you see the double headed arrow. Click your mouse **drag it to the right** a couple of column widths.

Chart in Microsoft Word							
	A	B	C	D	E	F	G
1		Sales					
2	Food Waste	27					
3	2nd Qtr	3.2					
4	3rd Qtr	1.4					
5	4th Qtr	1.2					

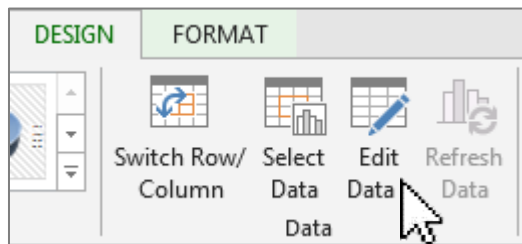
Widen column A to here

- Type the remainder** of the data in the cells using the **tab key** to move from one cell to the next:

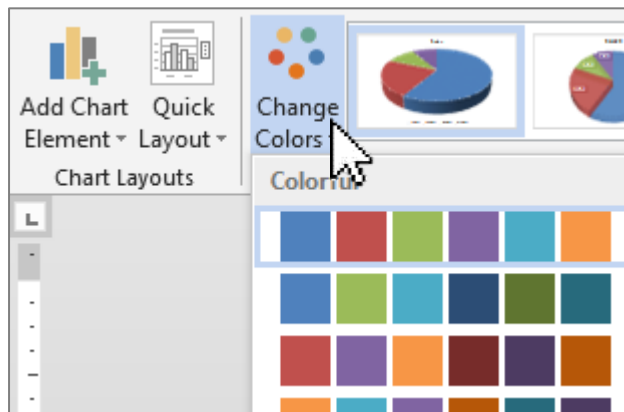
Paper	14
Packaging Fiber	11
Other Waste	9
Plastics Packaging	8
Renovation Waste	7
Diapers & Sanitary Waste	6
Pet Waste	7
Glass Containers	5
Textiles	3
Metal Packaging	3

- Close the pop out window by **clicking the X** on the top right corner of the window.

* **TIP:** If you would like to edit the data again, click the chart to select it, then click the **Chart Tools Design Tab > Edit Data** Icon.

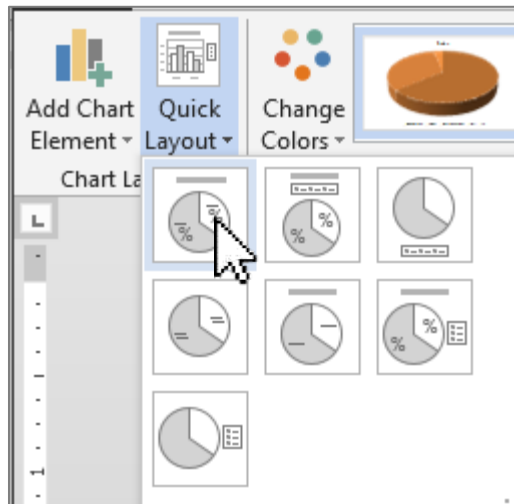


- Change the colour of the chart:**
Go to the **Chart Tools Design Tab > Change Colors > Monochromatic Colors > Scroll down** and Click **color 10 (orange)** from the list



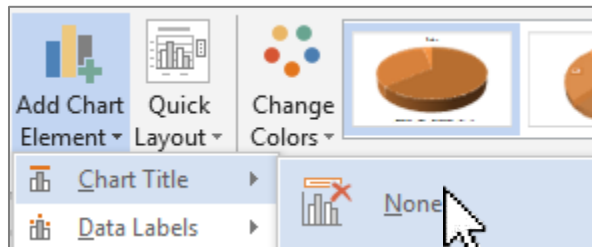
Change the layout of the chart:

- In the **Chart Tools Design Tab** > Quick Layout > **Layout 1**



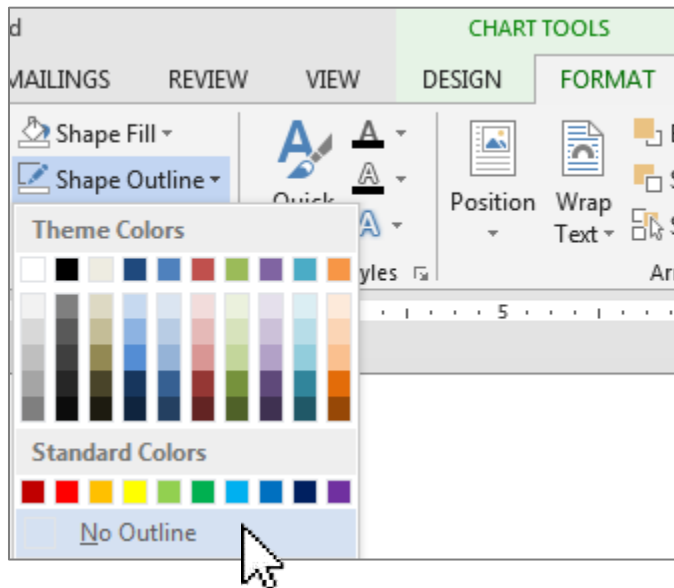
Delete the Title:

- In the **Chart Tools Design Tab** > Add Chart Element > Chart Title > **None**.



Delete the chart Outline:

- In the **Chart Tools Format Tab** > Shape Outline > **No Outline**



- Click anywhere outside of the chart to **de-select** it.
You will see the border is no longer surrounding the chart.

Make a copy of the chart:

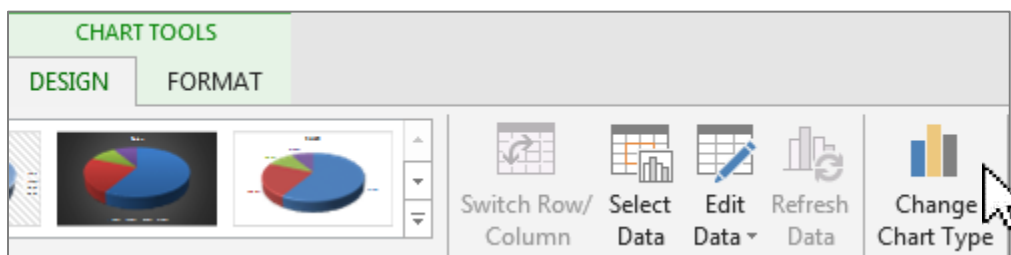
- Click the chart to select it > **Copy**.
Click your cursor below the first chart and right click and **Paste**.

If you would like to re-size a chart, click hold and drag any of the little square handles around the border of the chart.

Page 1 - Chart 2

Change the style of the chart:

- In the **Chart Tools Design Tab** > Change Chart Type



Page 2 - Chart 1

- Go to **page 2** of the document
- Create a chart** with a minimum of 4 pieces of data.
- Choose **any type** of chart.
- All chart content: style, colour, fonts **are your choice**.
- Include a title** to describe what your chart is about.

- Save your document and email it to your instructor.**