# Creating Charts in Microsoft Word 2010

In Microsoft Word 2010, you can insert many kinds of data charts and graphs, such as column charts, line graphs, pie charts, bar charts, area graphs, scatter graphs, stock charts, surface charts, doughnut charts, bubble graphs, and radar graphs.

 Notes

- If Microsoft Excel 2010 isn't installed on your computer, you will not be able to take advantage of the advanced data charting capabilities in the Microsoft Office 2010. Instead, when you create a new data chart in Word 2010, Microsoft Graph opens.

On the **Insert** tab, in the **Illustrations** group, click **Chart**.
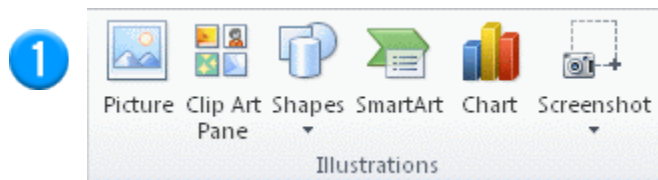
In the **Insert Chart** dialog box, click the arrows to scroll through the chart types.

Select the type of chart that you want and then click **OK**.
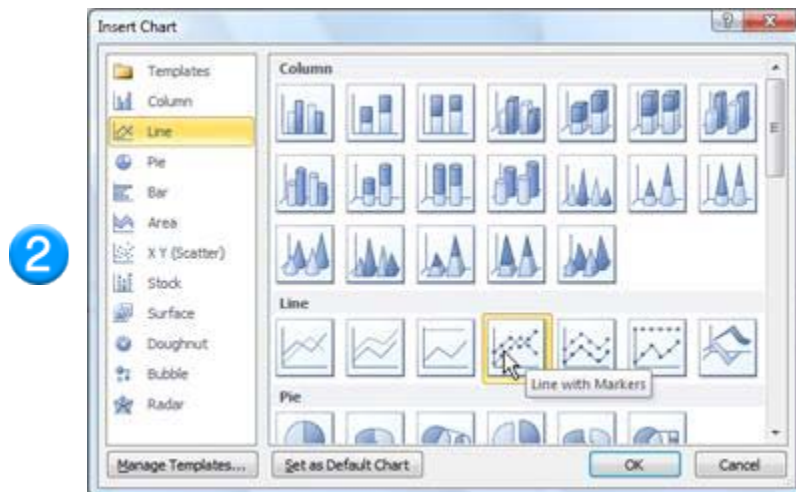
When you rest the mouse pointer over any chart type, a ScreenTip displays its name.

Edit the data in Excel 2010.

When you are finished editing your data, you can close Excel.

	A	B	C	D
1	Column1	East	West	North
2	1st Qtr	20.4	35.6	22.9
3	2nd Qtr	27.4	38.9	33
4	3rd Qtr	90	40.6	49.5
5	4th Qtr	20.4	45	51

Sample data in an Excel worksheet

Tips

- To get a good idea of what you can add to or change in your chart, under **Chart Tools**, click the **Design**, **Layout**, and **Format** tabs, and then explore the groups and options that are provided on each tab.

 Note   If you don't see the **Chart Tools**, make sure that you click anywhere inside the chart to activate it.

- You can also access design, layout, and formatting features that are available for specific chart elements (such as chart axes or the legend) by right-clicking those chart elements.

When to use Charts, and when to use SmartArt.

A SmartArt graphic is a visual representation of information and ideas, and a chart is a visual illustration of numeric values or data. Basically, SmartArt graphics are designed for text and charts are designed for numbers.

Use the information below to decide when to use a SmartArt graphic and when to use a chart.

Use a SmartArt graphic if you want to do any of the following:

- Create an organization chart.
- Show hierarchy, such as a decision tree.
- Illustrate steps or stages in a process or workflow.
- Show the flow of a process, procedure, or other event.
- List information.
- Show cyclical or repetitive information.

- Show a relationship between parts, such as overlapping concepts.
- Create a matrix illustration.
- Show proportional or hierarchical information in a pyramid illustration.
- Create an illustration quickly by typing or pasting your text and having it automatically positioned and arranged for you.

Use a chart if you want to do any of the following:

- Create a bar chart or column chart.
- Create a line or XY scatter (data point) chart.
- Create a stock chart, used to graph various stock prices.
- Create a surface, donut, bubble, or radar chart.
- Link to live data in a Microsoft Excel workbook.
- Update your chart automatically when numbers in a Microsoft Excel workbook are updated.
- Use "what-if" calculations, and you want to be able to change numbers and see the changes automatically and immediately reflected in the chart.
- Automatically add legends or gridlines that are based on your data.
- Use chart-specific functionality, such as error bars or data labels.

Changing the look of Charts

For most 2-D charts, you can change the chart type of the whole chart to give the chart a different look, or you can select a different chart type for any single data series, which turns the chart into a combination chart.
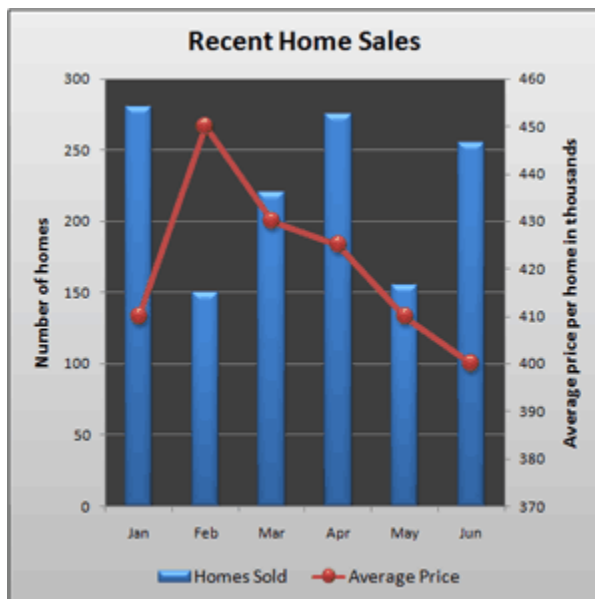
For bubble charts and all 3-D charts, you can only change the chart type of the whole chart.

Important   To complete this procedure, you must have an existing chart.

1. Do one of the following:
   - To change the chart type of the whole chart, click the chart area or the plot area of the chart to display the chart tools.

Tip   You can also right-click the chart area or plot area, click **Change Chart Type**, and then continue with step 3.

   - To change the chart type of a data series, click that data series.

Note   You can change the chart type of only one data series at a time. To change the chart type of more than one data series in the chart, repeat the steps of this procedure for each data series that you want to change.

2. This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.
3. On the **Design** tab, in the **Type** group, click **Change Chart Type**.

4. In the **Change Chart Type** dialog box, click a chart type that you want to use.

The first box shows a list of chart type categories, and the second box shows the available chart types for each chart type category.

Tip   To use a chart type that you previously saved as a template, click **Templates**, and then click the chart template that you want to use.