# Guide to Creating a Bar Chart in Microsoft Word

The following guide provides step by step instructions for how to create a bar chart in Microsoft Word.

## Step1

Open Microsoft Word, go to the "insert" tab on the ribbon, and select the "chart" icon.

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#### Step 2

Once the "chart" wizard window has opened, select "column" and then select "clustered bar type." Then select "OK."

### Step 3

Enter your data (labels and numbers/percent's) in the Excel window that opens and then close out of the window by selecting the "red X" in the upper right corner of the window. Note: You have the ability to resize the data chart range by adjusting the blue range line (drag the right corner to desired size).

Notes for data entry:

- Category = what you are examining/studying. It could be:
  - Time points (quarters, months, weeks, days, etc.)
  - Reasons why something occurred (reasons families use the ER, reasons families missed their scheduled home visits, etc.)
  - o Etc.
- Series = what you are comparing. It could be:
  - Your program's data compared to the learning collaborative data
  - Your program's data broken down by prior to the improvement and following the improvement
  - Your programs data broken down by quarter
  - o Etc.



#### Step 4

Edit your chart as needed. Here are some items you may want to consider:

- Add a title
- Add labels to your x and y axis'

- Add data labels to your bars
- Move or remove the key, if needed



To add a title to your chart:

- Click on the title box on the chart and type the title you desire. OR
- Go to "Chart Tools" on the ribbon (this option will appear when you click on the chart).
  - Go to "Layout"
  - Select "Chart Title"
  - Select where you would like to place the title.

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To add labels to your x and y axis:

- Go to "Chart Tools" on the ribbon (this option will appear when you click on the chart).
  - Go to "Layout"
  - Select "Axis Titles"
  - Select "horizontal" or "vertical"
  - Select where you would like to place the title.

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To add data labels to your bars:

- Right click on a bar on your chart •
- Select "Add Data Labels" •
- Select position of data labels on your chart: •
  - Right click on the bar on your chart again
  - Select "Format Data labels"
  - Select the "position" of your data labels





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To move or remove key:

- To move (note: If you have a series, you will want to keep the key. You may want to move the key to a different location than where Microsoft Word automatically places it.)
  - Right click on key
  - Select "Format Legend"
  - Select where you would like the key to appear on your chart.



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- To remove (note: If you do not have a series, you will want to consider if the key adds more information. If you determine that it does not, you will want to remove the key.)
  - Select key on chart
  - o Delete key