

LESSON 10

Ex. 61-70

TERMS

Embedded chart: A chart placed as an object within a worksheet.

Chart sheet: A chart that occupies its own worksheet.

Plot: To position data points on a graph.

Data series: For most charts, a data series is the information in a worksheet column. If you select multiple columns of data for a chart, you'll create multiple data series.

Legend: A key identifies each of the data series in a chart.

X-axis: The horizontal axis of a chart; categories are plotted along the x-axis.

Y-axis: The vertical axis of a chart; the value of each category is plotted along the y-axis.

Category: For most charts, a category is information in a worksheet row. If you select multiple rows of data for a chart, you'll create multiple categories.

Chart toolbar: A special toolbar that appears when you select any element of a chart. The Chart toolbar contains buttons that you can use to format the selected object or the chart itself.

Chart object: Each chart element, such as the title, legend, a line or bar, is an object that can be manipulated independently—formatted, resized, moved, or deleted.

Handles: Small black squares that surround an object when it's selected.

Orientation: The direction (vertical or horizontal) of text.

Chart area: An area that encompasses all the elements of a chart.

Plot area: The area of the chart in which the data is plotted, bordered by the x and y-axes.

Category axis: The x-axis, usually the horizontal axis of the chart. Categories are plotted along this axis.

Value axis: The y-axis, usually the vertical axis of the chart. Data values are plotted along this axis.

Tick marks: Small marks that appear along the value axis to mark the location of gridlines. Tick marks also appear along the category axis to mark the placement of various data series.

Chart sheet: A chart that occupies its own worksheet.

Embedded chart: A chart placed as an object within a worksheet, typically on a sheet that contains the data used to make the chart.

Intranet: A private, Internet-like network whose data you view with a Web browser, just as you might view Internet data.

Publishing: The process of saving data to an intranet/Internet.

HTML: short for Hypertext Markup Language. HTML is the language of the World Wide Web. To publish a chart on the Internet/intranet, it must be converted to HTML.

Static data: Data that, once published, cannot be changed by the viewer.

Interactive data: Published data that can be changed by the viewer through his or her Web browser.

Chart sheet: A worksheet that contains only a chart.

Embedded object: In Excel, an object is an item that can be manipulated separately from the worksheet that contains it. A chart or other item that can be resized, moved, copied, and otherwise manipulated without affecting the worksheet data.

Data series: Typically, a row within the data range. If you include more than one row of data, your chart will have more than one data series. Data series may also consist of columns of data, rather than rows.

Data marker: A symbol that appears on a stock chart to mark a particular type of data, such as the stock close value.

Exploded pie chart: A chart in which one or more pieces are separated from the rest of the pie for emphasis.

Plot area: The area within a chart in which the data is plotted.

Legend: An optional part of a chart, the legend displays a description of each data series included in the chart.

Stacked area chart: A special type of area chart in which the values for each data series are stacked on one another, creating one large area.

3-D chart: A chart in which the data is presented in three dimensions: width, height, and depth.

Z-axis: An axis that appears on 3-D charts. In a two-dimensional chart, the x-axis represents the category (usually horizontal or width) axis, and the y-axis represents the value (usually vertical or height) axis. In a 3-D chart, the z-axis becomes the value axis, and, where applicable, the y-axis becomes the series (depth) axis.

Gridlines: Horizontal lines that appear on a chart, extending from the value axis. You can also display vertical gridlines from the category axis, although that's less common. Gridlines come in two varieties: major gridlines and minor gridlines (which fall between major gridlines).

Data labels: Labels giving information about a data marker in a chart. Data labels might display values, names, percentages, and so on.

Link: A reference in a destination document to an object (such as a chart) in a source document. When a linked object is changed, the object is updated in the destination document through the link. A link can be manual or automatic.

Embed: A process that inserts an object into a destination document in such a way that it can still be edited by the source application. When you double-click an embedded object, the source application (or its tools) appears, so you can edit the object. However, the original data is unchanged by this process.

PROCEDURES

Select Contiguous Data

1. Click the blank cell in the upper-left corner of the data range.
2. Drag downward and to the right until you have selected the entire data range, including the label cells.

Select Noncontiguous Data by Using the Mouse

1. Click and drag over the cells in the first range you want to select.
2. Press Open-Apple and drag over another range of cells.
3. Repeat step 2 for additional ranges.

Create a Chart with the Chart Wizard

1. Select data to chart
2. Start the Chart Wizard:
 - Click **Chart Wizard** button on Standard toolbar.or
 - a. Click Insert
 - b. Click Chart

Chart Wizard Step 1 of 4

1. Select a standard or custom chart type:
 - To select a standard chart type:**
 - a. Select chart type in Chart type list box
 - b. Select sub-type for selected chart in Chart sub-type list box
 - c. If desired, click the Press and Hold to View Sample button and hold it down to display a preview
 - or
 - To select a custom chart type:**

- a. Click Custom Types tab
 - b. Select User-defined
 - a. Select Built-in
 - b. Select desired custom chart in Chart type list
3. Click Next >

Chart Wizard Step 2 of 4

1. If desired, change data range options on the Data range tab:
To change data range:
 •Type or select new worksheet range in Data range text box
To change orientation of data series:
 •Select Rows
 or
 •Select Columns
2. If desired, change series options on the Series tab:
To add a series:
 a. Click Add button
 b. Type new name for series in Name text box
 c. Type or select range for new series (just the data) in Values text box
To remove a series:
 a. Select series to remove in Series list
 b. Click Remove button
4. Click Next >

Chart Wizard Step 3 of 4

1. If desired, from Titles tab, type title text:
 a. Type text for chart title in Chart title text box
 b. Type labels for category, series, and value axes
√Axis label options vary depending on the other chart settings.
2. If desired, click Axes tab to set axis options.
√Axis display options vary depending on the other chart settings.
3. If desired, click Gridlines tab to set gridline options
√Gridline options vary depending on the other chart settings.
4. If desired, click Legend tab to set legend options:
 a. Select Show legend
 b. Select a placement option:
 - Bottom
 - Corner
 - Top
 - Right
 - Left
5. If desired, click Data Labels tab to set data label options:
 a. Select desired data-label display option.
√Available options vary depending on the other chart settings.
 b. Select or deselect Legend key
6. If desired, click Data Table tab to set data table options:
To show data table:
 ▪ Select Show data table
To show legend keys:
 ▪ Select Show legend keys
7. Click Next >

Chart Wizard Step 4 of 4

1. Place chart.

To place chart as a new chart sheet:

- a. Select As new sheet
- b. Type name for sheet in As new sheet text box (optional).

Or

To place chart as an object in existing sheet:

- a. Select As object in
2. Click Finish

Select an Embedded Chart

- Click once on the chart area to select the entire chart.
- To deselect the chart, click anywhere in the worksheet.

Select a Chart Sheet

- Click the chart sheet's tab.
- To deselect the chart sheet, click a different worksheet tab.

Change a Chart's Type

1. Select the chart or chart sheet.
2. Click Chart
3. Click chart Type
4. Select a standard or custom chart type.
5. Click OK

Set the Default Chart Type

1. Select a chart or display a chart sheet.
2. Click Chart.
3. Click Chart Type.
4. Select the chart type you want to set as the default.
5. Click the Set as default Formatting
6. Click Yes to confirm or click No to cancel

Resize an Embedded Chart

1. Select the chart you want to resize.
2. Move the mouse pointer to a handle.
3. Click the handle and drag it outward to make the chart bigger, or inward to make it smaller.
✓ To align the edges of the chart to the worksheet gridlines, press Open-Apple as you drag.
✓ To resize proportionally from the center of the chart outward or inward, hold down Alt as you drag.
4. Release the mouse button and the chart is resized.

Move an Embedded Chart

1. Select the chart you want to move.
2. Click the chart anywhere except the handles and drag it to its new location.
✓ As you drag, the outline of the chart follows the mouse pointer.
3. Release the mouse button and the chart is moved.

Copy an Embedded Chart

1. Select the chart you want to copy.
2. Click the Copy button
3. Click elsewhere in the worksheet
4. Click the Paste button
✓ You can change the format of the copied chart to view its data in a different way.

Delete a Chart or Chart sheet

1. Select the chart you want to delete.
2. Delete the chart.

To delete an embedded chart:

- Press Delete
- or

To delete a chart sheet:

- a. Click Edit
- b. Click Delete Sheet
3. Click OK

Switch from Embedded Chart to Chart sheet or Vice-Versa

1. Control-click the chart.
 2. Select Location.
 3. Select As new sheet
- or
- As object in
4. Click OK

Select a Chart Object

1. Display the Chart toolbar, if necessary.
 - a. View
 - b. Chart
2. Select the object from the Chart Objects list.
 - a. You can also click an object in the chart to select it. When an object is selected, handles appear around its perimeter.

Resize a Chart Object

1. Select the object you want to resize.
2. Move the mouse pointer over a handle.
 - a. To size object proportionally, press Shift and point to a corner handle.
3. Drag the handle outward to make the object larger, or inward to make it smaller.
4. Release the mouse button and the object is resized.

Move a Chart Object

1. Select the object you want to move.
2. Click and drag the object to its new location.
 - a. As you drag, the outline of the object follows the mouse pointer.
3. Release the mouse button and the object is moved.

Add a Chart Object to an Existing Chart

1. Select the chart
2. Click Chart
3. Click Chart Options
4. Click the appropriate tab for the object you want to add
5. Change the settings as needed
6. Click OK

Delete a Chart Object

1. Select the object you want to delete.
2. Press Delete

Change Chart Text

1. Click the chart object that contains the text you wish to change, or select that object from the Chart Objects list on the Chart toolbar.
2. Edit the text using normal text editing techniques.
3. Click anywhere outside the text box.

Change the Orientation and Alignment of Chart Text

1. Click the chart object that contains the text you wish to change, or select that object from the Chart Objects list on the Chart toolbar.
2. Click the Format “Chart Object” button on the Chart toolbar.
3. Click the Alignment tab
4. Change the orientation of text by performing one of the following:
 - a. Type the degree of rotation desired in the Degrees box
 - b. Drag the pointer in the Orientation box.
 - c. Click the vertical box located to the left of the Orientation box.
5. Set additional options, if any:
 - a. Select a horizontal alignment for the text within its text box from the Horizontal list
 - b. Select a vertical alignment for the text within its text box from the Vertical list
6. Click OK

Enhance the Chart Background

1. Select the chart area or the plot area.
2. Click the Format Chart Area or Format Plot Area button
3. If desired, on the Patterns tab, select a Border:
 - a. Select Automatic to apply the normal border style
or
 - b. Select Custom
 - i. Select a border Style
 - ii. Select a border Color
 - iii. Select a border Weight (thickness)

To fill the area with color:

- Select Automatic to apply the normal background color (usually white)
or
- Select the desired color from the color palette
or
 - a. Click Fill Effects
 - b. On the Gradient tab, choose the color option you want
 - i. Select One color
 - ii. Choose the color you want from the Color 1 drop-down palette
 - iii. Adjust the transition from Dark to Light
or
 - iv. Select Two colors
 - v. Choose the two colors you want to blend from the Color 1 and Color 2 drop-down palettes
or
 - vi. Select Preset
 - vii. Choose the Preset colors option you want
 - c. Select one of the Shading styles
 - d. Select one of the Variants

e. Click OK

or

To fill the area with texture:

a. Click the Texture tab

b. Select the texture you want:

i. Click the desired texture

or

a. To import your own texture file, click Other Texture

b. Select desired drive and folder from Look in text box list

c. Double-click the texture file

or

To fill the area with a pattern

a. Click the Pattern tab

b. Select a Foreground color

c. Select a Background color

d. Click a Pattern

or

To fill the area with a picture:

a. Click the Picture tab

b. Click Select Picture

c. Select desired drive and folder from Look in text box

d. Double-click the graphic file

4. Click OK

5. Click OK

Format the Category or Value Axis

1. Select the axis

2. Click the Format button

3. If desired, on the Patterns tab, select a Lines style:

a. Select Automatic to apply the normal line style

or

b. Select Custom

i. Select a line Style

ii. Select a line Color

iii. Select a line Weight

4. If desired, change the Major tick mark type (location)

5. If desired, change the Minor tick mark type (location)

6. If desired, change the location of the Tick mark labels

7. click the Scale tab

To change the scale for the category axis:

a. To change the point at which the y-axis intersects the category axis, enter a category number in the Value (Y) axis crosses at category number text box

b. To change the frequency of the category labels, enter a number in the Number of categories between tick mark labels text box (enter 2 to display every other label, and so on)

c. To change the frequency of the tick marks along the category axis, enter a number in the Number of categories between tick marks text box

d. If you don't want the first category to be placed right against the y-axis, select Value (Y) axis crosses between categories

e. If desired, select Categories in reverse order

- f. To place the y-axis on the right, select Value (Y) axis crosses at maximum category
- To change the scale for the value axis:
- a. Set the Minimum and Maximum values used on the y-axis
 - b. Adjust the placement of the major and minor tick marks along the y-axis by changing the values in the Major unit and Minor unit text boxes
 - c. To change the point at which the x-axis intersects the value axis, enter a value in the Category (x) axis Crosses at text box
 - d. If desired, adjust the Display units value. Normally, values are displayed in full, you can tell Excel to just the first digit.
 - e. To display values as powers of 10, select the Logarithmic scale option (values must be greater than zero, and Major unit and Minor unit values must be at least 10)
 - f. If desired, select Values in reverse order
 - g. To move the category axis to the top of the plot area, select Category (x) axis crosses at maximum value
8. Click the Font tab and make whatever changes you want to the font, size, and other attributes of the value labels.
 9. Click the Number tab and select the format you want for the axis labels.
 10. Click the Alignment tab and angle the label text, if desired
 - a. Drag the Text marker to set the degree of rotation
or
 - b. Enter a positive number in the Degrees text box to angle text from lower left to upper right, or a negative number to angle text from upper left to lower right
 11. Click OK

Change the Color and Patterns of Data Series

1. Click one item in the data series you wish to change, or select the data series from the Chart Objects list.
2. Click the format Data series button on the Chart toolbar
3. If desired, use the Patterns tab to select a border:
 - a. Select Automatic to apply the normal border style
or
 - b. Select Custom
 - i. Select a border Style
 - ii. Select a border Color
 - iii. Select a border Weight (thickness)
4. If you wish add a Shadow behind the data series.

To fill the data series with color:

- Select Automatic to apply the normal background color
or
- Select the desired color from the color palette
 - a. Click Fill Effect
 - b. On the Gradient tab, choose the color option you want:
 - i. Select One Color
 - ii. Choose the color you want to blend from the Color 1 drop-down palette
 - iii. Adjust the transition from Dark to light
or
 - i. Select Two Colors
 - ii. Choose the two colors you want to blend from the Color 1 and Color 2 drop-down palettes

Or

- iii. Select preset
- iv. Choose the preset color option you want
- v. Select one of the Shading styles
- vi. Select one of the Variants
- vii. Click OK

or

To fill the data series with a text:

- a. Click the Texture tab.
- b. Select the texture you want:
 - i. Click the desired texture
 - or
 - ii. To import your own texture file, click Other Texture
 - iii. Select desired drive and folder from Look in list
 - iv. Double-click the texture file

or

- a. Click the Pattern tab
- b. Select a Foreground Color
- c. Select a Background color
- d. Click a Pattern

or

To fill the area with a picture:

- a. Click the Picture tab
 - b. Click Select Picture
 - c. Select desired drive and folder from Look in text box
 - d. Double-click the graphic file
5. Click OK
 6. Click OK

Add Data to a Chart

To add data by dragging:

1. Select the chart data you wish to add, including appropriate row and column labels.
2. Drag the selection into the chart area.
3. Release the mouse button to drop the selection onto the chart.

To add data with Copy and Paste

1. Select the chart data you wish to add, including appropriate row and column labels
2. Click the Copy button
3. Click the chart to select it
4. Click the Paste button

Remove Chart Data

To remove an entire data series:

1. Click an item in the data series you wish to remove
2. Press Delete

Preview a Chart

1. Select what you want to print:
 - Display the chart sheet or the worksheet containing the chart and data to print.
- Or
 - Click the embedded chart if you plan to print just the chart
2. Click the Print Preview button

3. When you're done previewing the chart, click Print to print it, or Esc to return to the worksheet

Print an Embedded Chart and Worksheet or a Chart Sheet

1. Select worksheet or chart sheet containing chart to print.
2. Click the Print button

Print an Embedded Chart Separately

1. Select embedded chart
2. Click the Print button

Set Chart Print Options

1. Select the embedded chart or the chart sheet
2. Click File
3. Click Page Setup
4. Click Chart tab
5. Set printed chart size:
 - Use full page
 - Scale to fit page
 - Custom

√ Use the Custom option to print the chart at its actual size

Publish a Chart as Static Data

1. Select the embedded chart or chart sheet
2. Click File
3. Click Save as Web Page
4. From the Save in list, select the Internet or intranet location where you want to save the chart
5. Type a name for the HTML file in the file name text box
6. Choose Selection: Chart
7. Click Save button

Change the location of a chart

1. Select embedded chart or display the chart sheet
2. Click Chart
3. Click Location
4. Change the location of the chart:
 - a. Select As new sheet
 - b. Type name for the new sheet in text boxOr
 - a. Select As object in
 - b. From drop-down list, select the sheet on which you want to place chart
5. Click OK

Change the Orientation of Data Series

1. Select the chart or display the chart sheet
2. Click the appropriate button on the Chart toolbar
 - To change to column orientation, click the by Column buttonOr
 - To change to row orientation, click the By Row button

Format Data Markers

1. Select the chart or display the chart sheet you wish to edit.
 2. Select the series whose marker you wish to change.
 3. Click the Format Data Series button on the Chart toolbar.
- or
- i. Click Format
 - ii. Click Selected Data Series
4. Click the Patterns tab
 5. Select the desired options:

Line

- Click Automatic

or

- Click None

or

- i. Click Custom
 1. Click Style
 2. Click Color
 3. Click Weight
- ii. Click Smoothed Line

Marker

- Click Automatic

or

- Click None

or

- iii. Click Custom
 - iv. Click Style
 - v. Click Foreground
 - vi. Click Background
 - vii. Click Size
 - viii. Click Shadow
6. Click OK

Explode a Pie Section

1. Select the pie chart or display the chart sheet you wish to change.
2. Click a pie section to select it.
3. Drag the pie slice to the desired position.

Create a Pie of Pie or Bar of Pie from an Existing Pie Chart

1. Select the pie chart or display the chart sheet you wish to change.
2. Click Chart
3. Click Chart Type
4. Click Standard Types tab
5. Click Pie in the Chart Type list
6. Click the Pie of Pie or Bar of Pie button in the Chart subtype
7. Click OK
8. Drag and drop the data points as needed between the pie (or pie and bar) charts.

Adjust a Pie of Pie or Bar of Pie Chart

1. Select the chart or display the chart sheet you wish to change.
2. Click the pie slice in the larger pie that represents the total of the values displayed in the smaller pie.

3. Click the Format Data Point button on the Chart toolbar
or
 - a. Click Format
 - b. Click Select Data Point
4. Click the Options tab
5. Choose the desired options:
 - Choose how you wish to select the values that appear in the second pie:
 - a. Open the Split series by list
 - b. Select an option
 - To split the series by position:
 - c. Click Position in the Split series by box.
 - d. Select or type a number in the Second plot contains the last: xx values
 - To split the series by value:
 - e. Click Value in the Split series by box.
 - f. Type a number in the Second plot contains all values less than box
 - To split the series by percentage of the total:
 - g. Click Percent Value in the Split series by box.
 - h. Type a number in the Second plot contains all values less than % box
 - To split the series manually:
 - Click Custom in the Split series by box
 - Adjust the size and position of the second pie:
 - i. Select a size from the Size of second plot list
 - j. Adjust the distance between the first pie and the second with the Gap width list
 - Select from additional options:
 - k. Display or hide the lines connecting the two pies with the Series lines option
 - l. Format all pie slices with the same color or vary the colors with the Vary colors by slice option
6. Click OK

Resize Plot Area or Legend in a Chart

1. Select the chart or display the chart sheet you wish to change.
2. Select plot area or legend.
√ Handles appear on border of the object.
3. Point to handle on side or corner of object to resize.
√ Use a corner handle to resize the object proportionally.
4. Drag object's outline to size.
5. Release mouse button when object is desired size.

Create a Stacked Area Chart from an Area Chart

1. Select the area chart you wish to change to a stacked area chart.
2. Click Chart
3. Click Chart Type
4. Click Standard Types tab
5. In Chart type list, select Area
6. In Chart sub-type list, select Stacked Area
7. Click OK

Label the Series in a Chart

1. Select the chart or display the chart sheet you wish to change
2. Click chart
3. Click Source Data

4. On the Series tab, select a series from the Series list
5. Type a name in the Name box
6. Repeat steps 4 and 5 to name other series
7. Click OK

Change the View of a 3-D Chart

1. Select the chart or display the chart sheet you wish to change.
2. Click Chart
3. Click 3-D View
4. Set 3-D options:

To change elevation:

- Click Elevation button
- Or
- a. Click Elevation text box
 - b. Type desired elevation number

To rotate chart:

- Click Rotation button left or right.
- Or
- c. Click Rotation text box
 - d. Type desired rotation number

To change perspective:

- Click Perspective button 1 or 2
- Or
- e. Click Perspective text box
 - f. Type desired perspective number

To lock axes at right angles:

- Click Right angle axes

To scale chart to fit better in the plot area:

- Select Auto scaling

To set height as a percentage of base of chart:

- g. Click Height % of base text box
- h. Type number (5-500)

To preview chart with current settings:

- i. Move dialog box to display chart
- j. Click Apply

To return to default settings:

- Click Default

5. Click OK

Change the 3-D View with the Mouse

1. Select the chart or display the chart sheet you wish to change
 2. Click a corner of the plot area
- Or
- Select Corners from the Chart Objects list on the Chart toolbar
3. Drag a corner to adjust the 3:D view (in wireframe)
 4. Release the mouse button when the chart is in position.

Change the Depth and Gap Width of a 3-D Chart

1. Select the chart or display the chart sheet you wish to change.
2. Click one of the data series
3. Click the Format Data Series button on the Chart toolbar.

Or

- a. Click Format
 - b. Click Selected Data Series
4. Click the Options tab
 5. Enter the depth desired for the 3-D chart (relative to the width) in the Chart depth box
 6. Click OK

Display or Hide Gridlines

1. Select the chart or display the chart sheet you wish to change
2. Click Chart
3. Click Chart Options
4. Select Gridlines tab
5. Select or deselect options
6. If desired, give a 2-D look to the walls, floor, and gridlines of a 2-D chart with perspective by selecting the 2-D walls and gridlines option
7. Click OK

Change the Frequency of Gridlines

1. Select the chart or display the chart sheet you wish to change
 2. Select the Value axis
 3. Click the Format Axis button on the Chart toolbar
- Or
- a. Click Format
 - b. Click Selected Axis
4. Click the Scale tab
 5. Set the frequency of major gridlines by typing a value in the Major unit text box
 6. Set the frequency of major gridlines by typing a value in the Minor unit text box
 7. Click OK

Display or Hide Data Labels

1. Select the chart or display the chart sheet you wish to change
2. Click Chart
3. Click Chart Options
4. Click Data Labels tab
5. Select display options:
 - Series name
 - Category name
 - Value
 - Percentage
 - Bubble size
6. If you've selected more than one label type, choose a Separator
7. Display a Legend key next to each data label
8. Click to show leader lines
9. Click OK

Link, Embed, or Paste Chart as Picture

1. Click chart to select it
2. Click Copy button
3. Switch to the other Office SP program, such as Word
4. Edit
5. Paste Special
6. Picture

Paste a Chart Picture

1. Click chart to select it
2. Press and hold Shift as you click Edit
3. Click Copy Picture
4. Select Appearance:
 - As shown on screen
 - As shown when printed
5. Select Size:
 - As shown on screen
 - As shown when printed
6. Click OK
7. Switch to destination document
8. Click Edit
9. Click Paste

Link Chart

1. Click chart to select it
2. Copy
3. Edit
4. Paste Special
5. Paste Link
6. Select Microsoft Excel Chart Object in the As list
7. If you want to display chart as an icon in your Word document, select Display as icon option
8. Click OK

Change Link Information

1. Click Edit
2. Click Links
3. Select link you want to update
4. To change location of linked file, click Change Source
 - a. From Look in list, type (or select) folder in which file is currently located
 - b. Type name of file you want to link to in File name text box
 - c. Click Open button
5. To remove link, click Break Link
 - Click Yes
6. To change way in which link is updated, select option:
 - Automatic
 - Manual
 - Locked

✓ Locked option prevents linked object from being updated
7. Click OK

Update Manual Link

1. Open destination file
2. Click Edit
3. Click Links
4. Select link you want to update
5. Click Update Now

Embed Chart

1. Click chart to select it
2. Click Copy
3. Switch to destination document and position cursor where you want chart inserted
4. Click Edit
5. Click Paste Special
6. Select Microsoft Excel Chart Object in the As list
7. If you want to display chart as an icon in your Word document, select Display as icon
8. Click OK

Edit Linked Chart

1. Double-click linked chart or icon
2. Make desired changes