

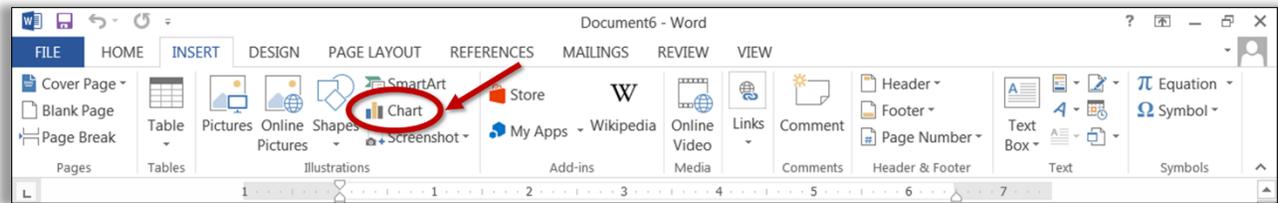
# Run Charts in Microsoft Word 13

The following guide provides step-by-step instructions on how to create a run chart, how to edit data in a run chart, calculate the mean, and edit the run chart features in Microsoft Word 13.

## Creating a Run Chart

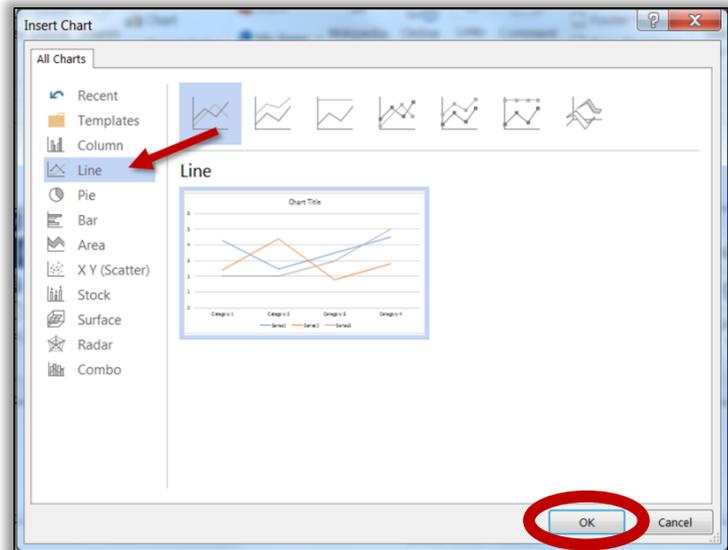
### Step 1

Open Microsoft Word, click the “Insert” tab on the ribbon, and select the “Chart” icon.



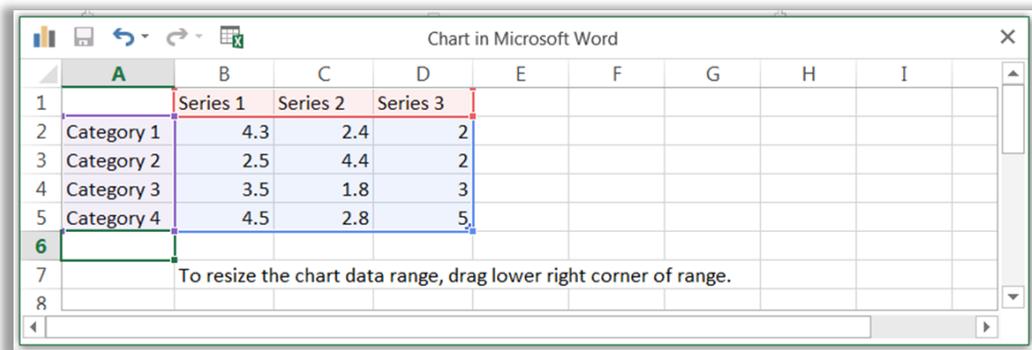
### Step 2

Once the “Insert Chart” window has opened, select “Line” and then select “OK.”



### Step 3

Enter your data (labels, numbers/percent's, mean) in the Excel window that opens.



## Editing the Data in a Run Chart

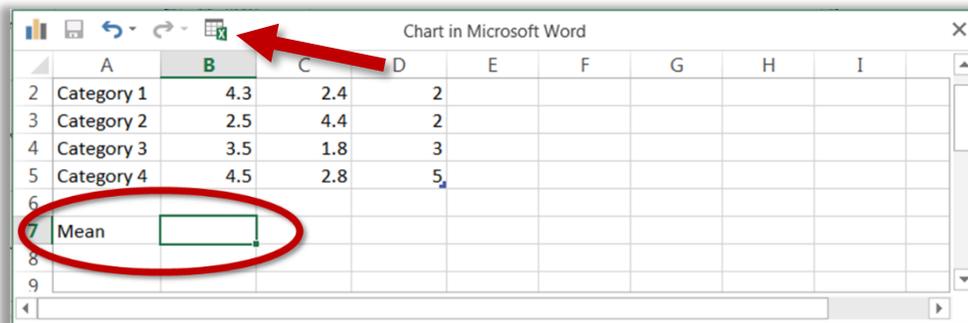
### Notes for data entry:

- Category = what you are examining/studying. It could be:
  - Time points (months, weeks, days, etc.)
  - Reasons why something occurred (reasons a patient uses the ER, reasons clients missed their scheduled appointment, etc.)
  - Etc.
- Series = what you are comparing. It could be:
  - Your program's data overtime (in this case you would only have one series)
  - Your program's data compared to another program's data
  - Your program's data by year
  - Your program's data by group (ex: group 1 compared with group 2)
  - Etc.
- Mean = average of all data points entered.

## Calculating the Mean

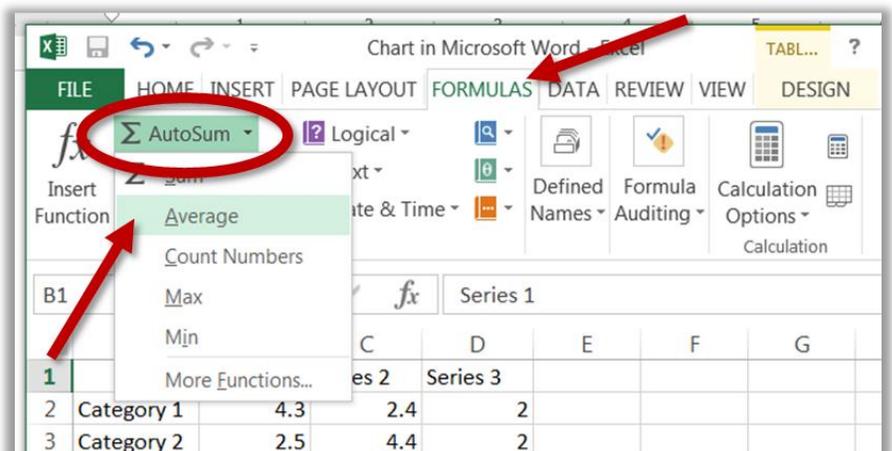
### Step 1

- In the Excel window, click a cell below your data. Label the cell "Mean".
- Put your cursor in the next cell, where data will be entered.
- Click the "Edit Data" icon in the Excel window. A larger Excel window will open, with more options.



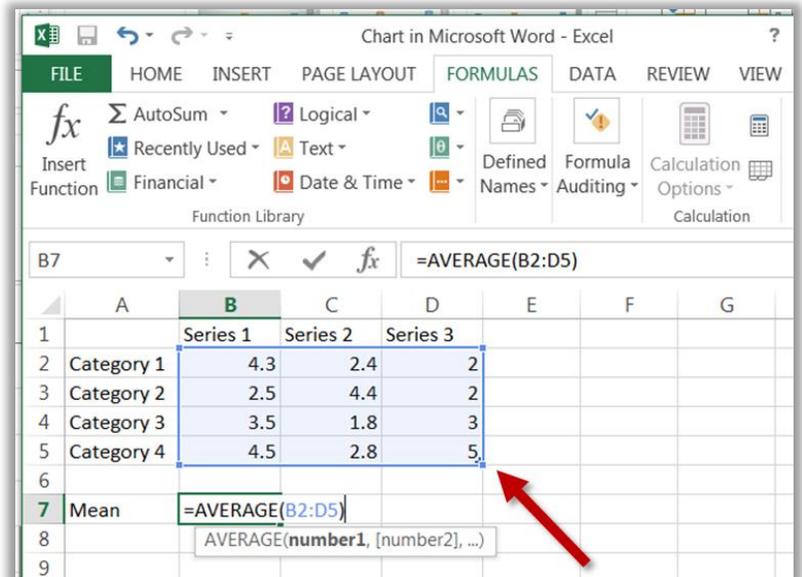
### Step 2

- In the Excel window, click the "Formulas" tab in the ribbon.
- Select the dropdown arrow next to the "AutoSum" icon.
- Click the "Average" option from the drop down menu that appears.



### Step 3

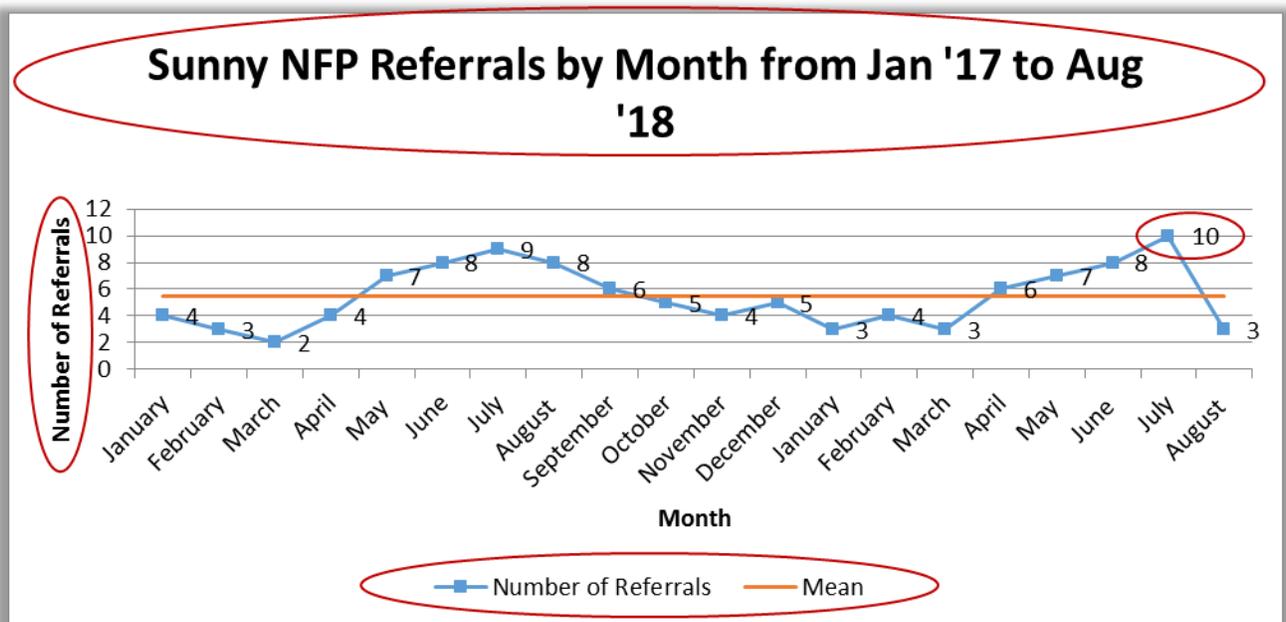
- Select all the data you would like to use to calculate the average by adjusting the dotted line that appears. Then push the “enter” key on your keyboard.
- The mean line calculation should now appear in your table. At this point you are done with data entry and can close out of the Excel window by selecting the “X” in the upper right corner of the popup window.



### Editing Features in a Run Chart

Use the “Add Chart Element” dropdown menu to edit your chart as needed. Here are some items you may want to consider:

- Edit the title
- Add data labels to your lines
- Add labels to your x and y axes
- Move or remove the legend, if needed



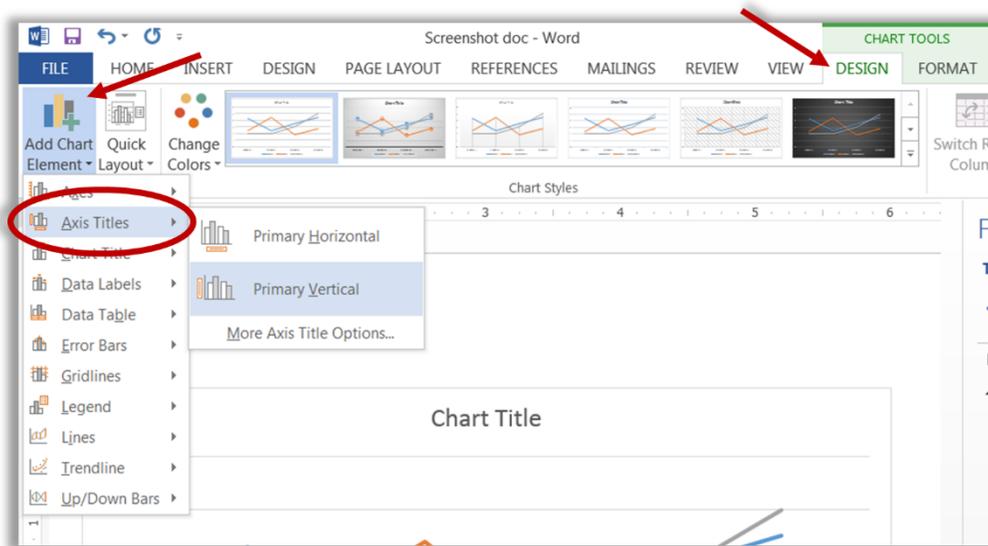
## To edit the title of your chart:

- In the chart, click on the title text box and type the title you desire.



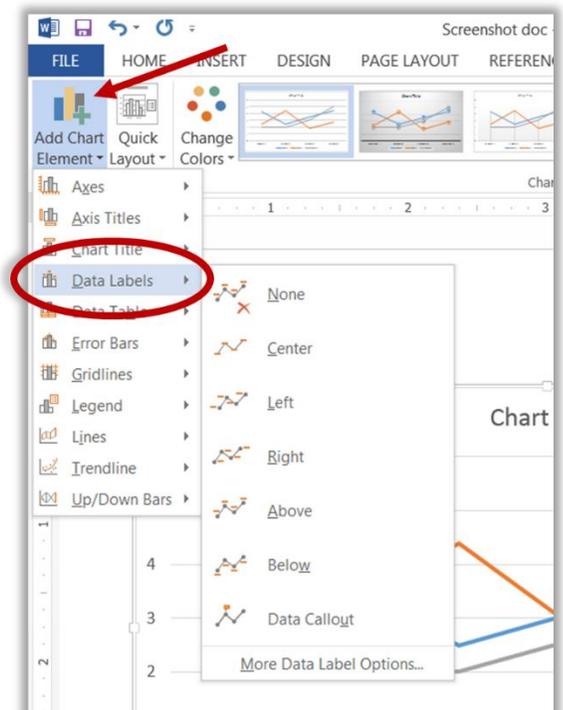
## To add labels to your x and y axes:

- Click the "Add Chart Element" arrow in the "Design" ribbon.
- Hover over the "Axis Titles" option. A submenu drop down will appear.
- Select the "Primary Horizontal" and/or "Primary Vertical" option to add your x and y axis titles.



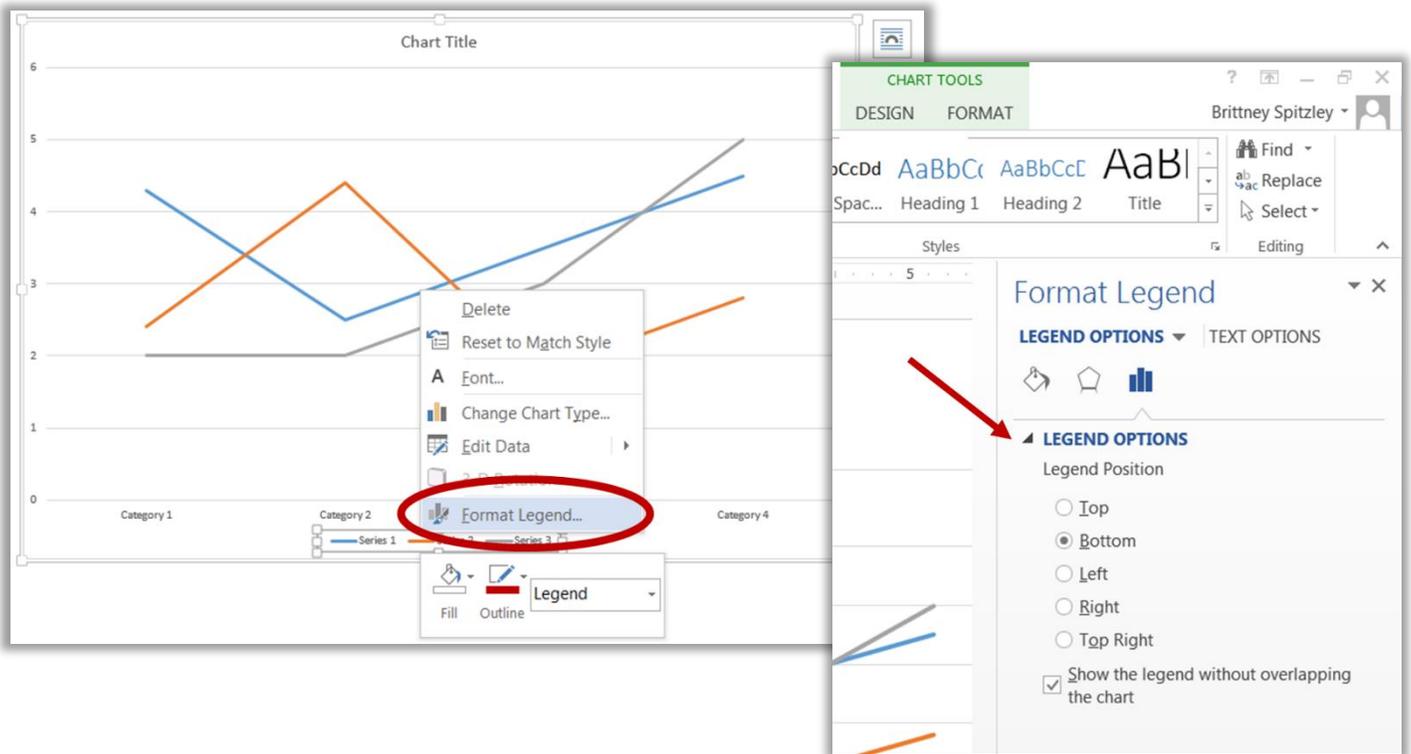
## To add data labels to your line(s):

- Click the "Add Chart Element" arrow in the "Design" ribbon.
- Hover over the "Data Labels" option. A submenu drop down will appear.
- Select the desired option from the submenu to determine the location of the data labels.



## To move or remove the legend:

- To move (*note: If you have a series (multiple lines), you will want to keep the legend. You may want to move the legend to a different location than where Microsoft Word automatically places it.*)
  - Right click on the legend in your chart. A dropdown menu will appear.
  - Select the “Format Legend” option from the dropdown menu.
  - In the “Format Legend” window that appears, select the radio button to determine where you would like the key to appear on your chart.



- To remove (*note: If you do not have a series, you will want to consider if the legend adds value. If you determine that it does not, you will want to remove the legend.*)
  - Select the legend in your chart.
  - Delete the legend by clicking “Delete” or “Backspace” on your keyboard.
  - Or-
  - Right click on the legend in your chart. A dropdown menu will appear.
  - Select the “Delete” option in the dropdown menu.

