Create a Scatter Chart in Microsoft Word

Click the Insert tab

Click Chart

Scroll down to the X Y (Scatter) menu and select the first graph option.

To format the axis’ on the graph to the preferred numerical range, select the column to be formatted, then right click and click Format Axis.
To begin formatting the axis’ first, click **Fixed** on the **Maximum**, **Minimum**, and **Major unit Axis Options**. **Beginning** with the **Maximum Axis Option**, enter the desired maximum value for the axis. Then, enter the desired minimum value in the **Minimum Axis Option**. Finally, enter the desired major unit [this counts what value your scatter plot will go by (Ex. 5, 10, 15, 20, etc...)] in the **Major Unit Axis Option**.
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In a new window, an Excel document will open. Enter the numerical values in the **X-Values** column and the **Y-Values** column to place the points on the chart. If you need to add more than 3 values, hover the cursor over the blue corner and when it turns to a double headed arrow, drag down until the desired number of values can be entered.

Once you are finished adjusting the points using the Excel document, click **Layout** at the top of your Microsoft Word document to add a Trendline to your scatter plot.

Click **Trendline**.

Click **Linear Trendline**.
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The chart will now contain a Trendline, and should be complete.