

Document1 - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCE

Cover Page Blank Page Page Break Pages Tables Illustrations

SmartArt Chart

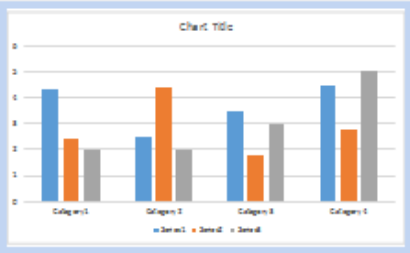
Insert Chart

All Charts

- Recent
- Templates
- Column
- Line
- Pie
- Bar
- Area
- XY (Scatter)
- Stock
- Surface
- Radar
- Combo

Clustered Column

Chart Title



Category	Series 1 (Blue)	Series 2 (Orange)	Series 3 (Grey)
Category 1	5	3	2
Category 2	3	5	2
Category 3	4	2	4
Category 4	5	4	6

OK Cancel

Go to INSERT -> Chart
(Make sure your Word window is wide enough for the button to show up)

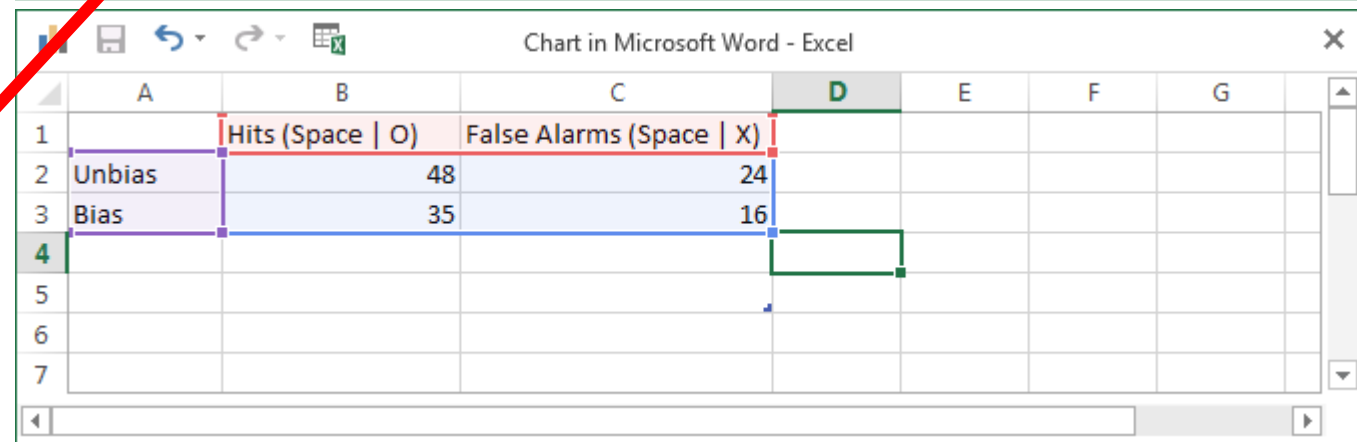
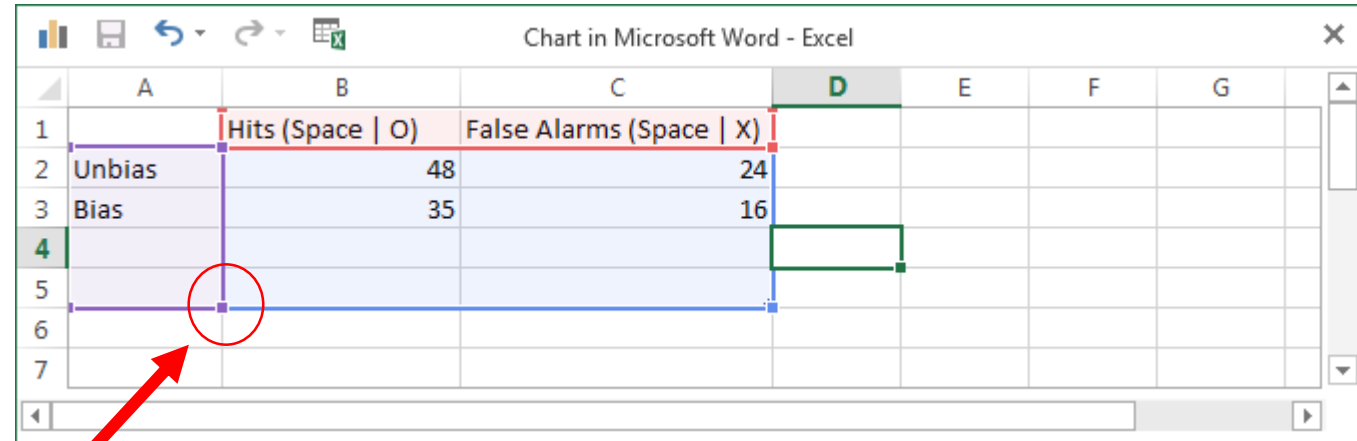
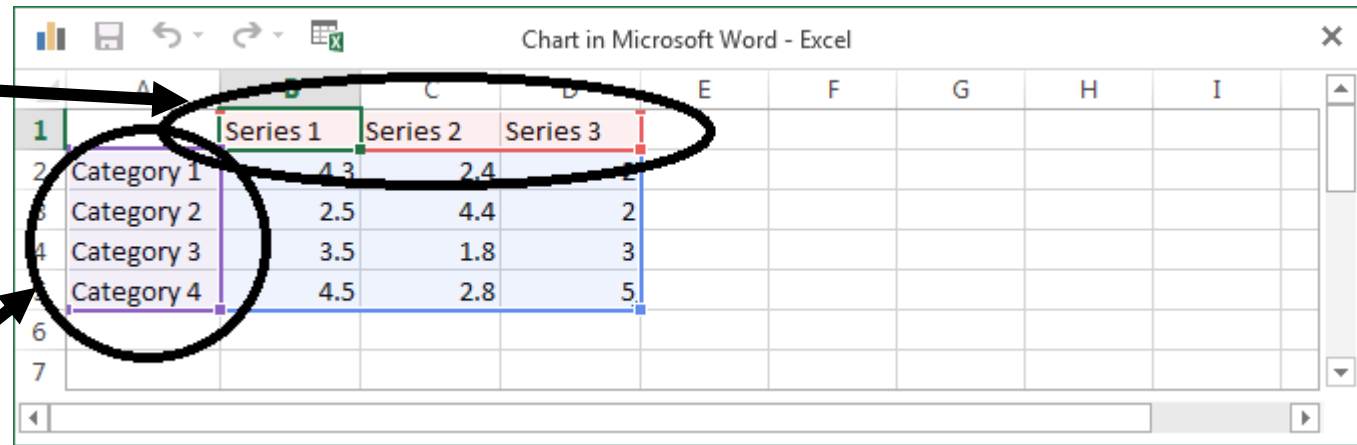
Column should be the default, but if it's not, find it on the left side. Hit OK

Each series is a different colored bar that appears in every category. In this case you want them to be hits and FAs

The different categories are going to be your different conditions/ groups (unbias and bias)

Enter your data as you would in an Excel sheet (find appropriate intersection of Hit / FA and Bias / Unbias)

You'll need to shrink the selected data to only 2 x 2. Drag in the sides using the corners of the colored boxes



By this point this is what your chart should look like (with different numbers based on your data). There is a small Excel-like data entry area and a chart above in the Word document.

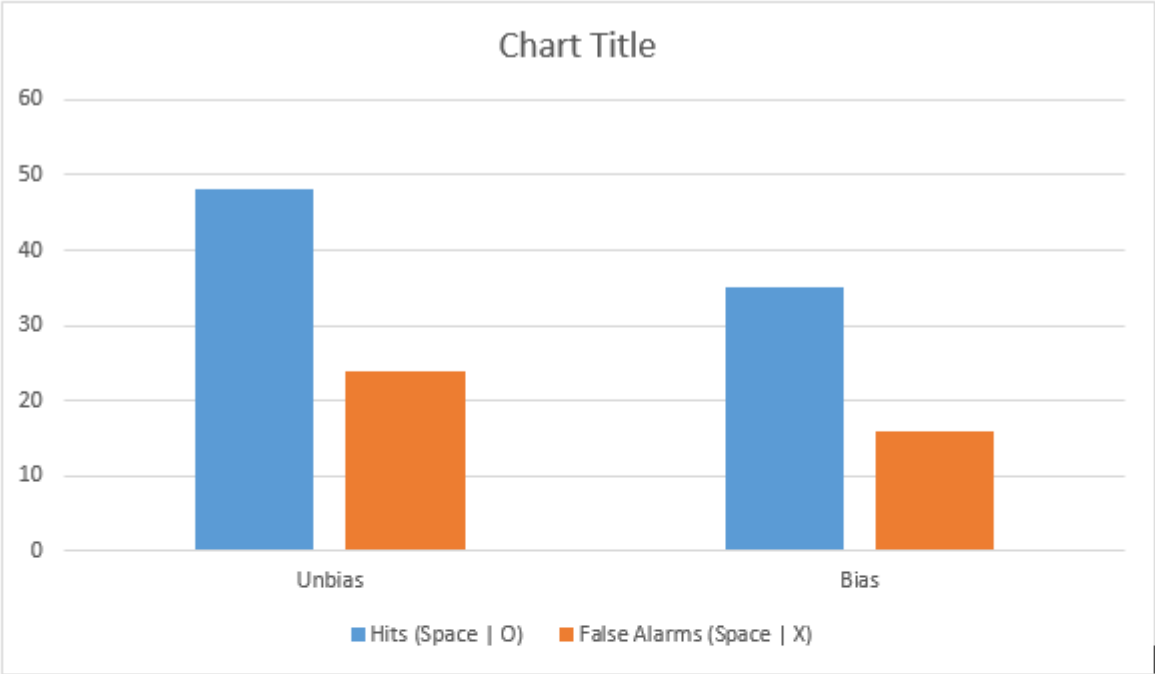


Chart in Microsoft Word - Excel							
	A	B	C	D	E	F	G
1		Hits (Space O)	False Alarms (Space X)				
2	Unbias	48	24				
3	Bias	35	16				
4							
5							
6							
7							

Add a Y-axis label as shown to the right by going to + -> Axis Titles -> Primary Vertical Axis

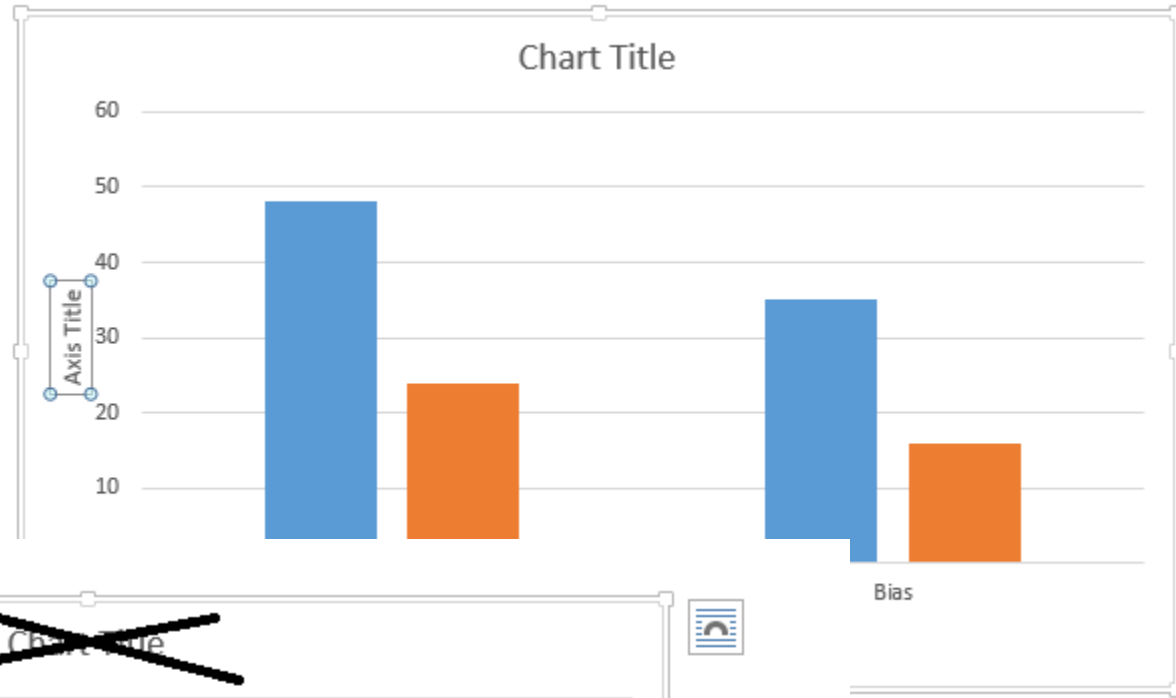
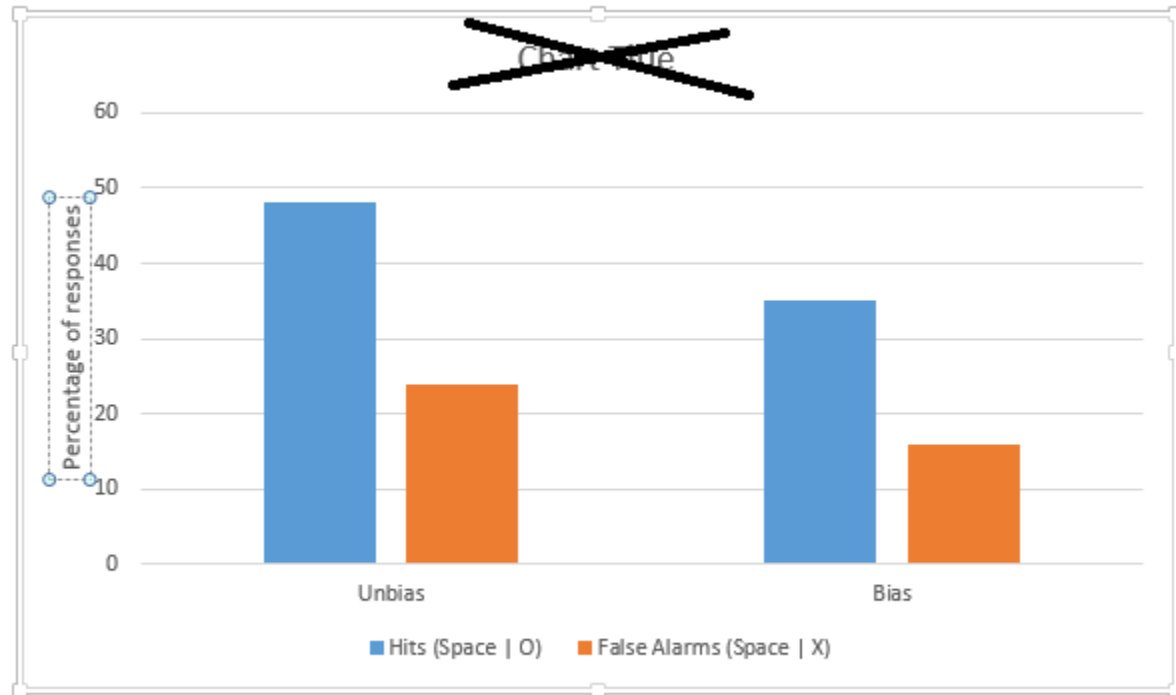


CHART ELEMENTS

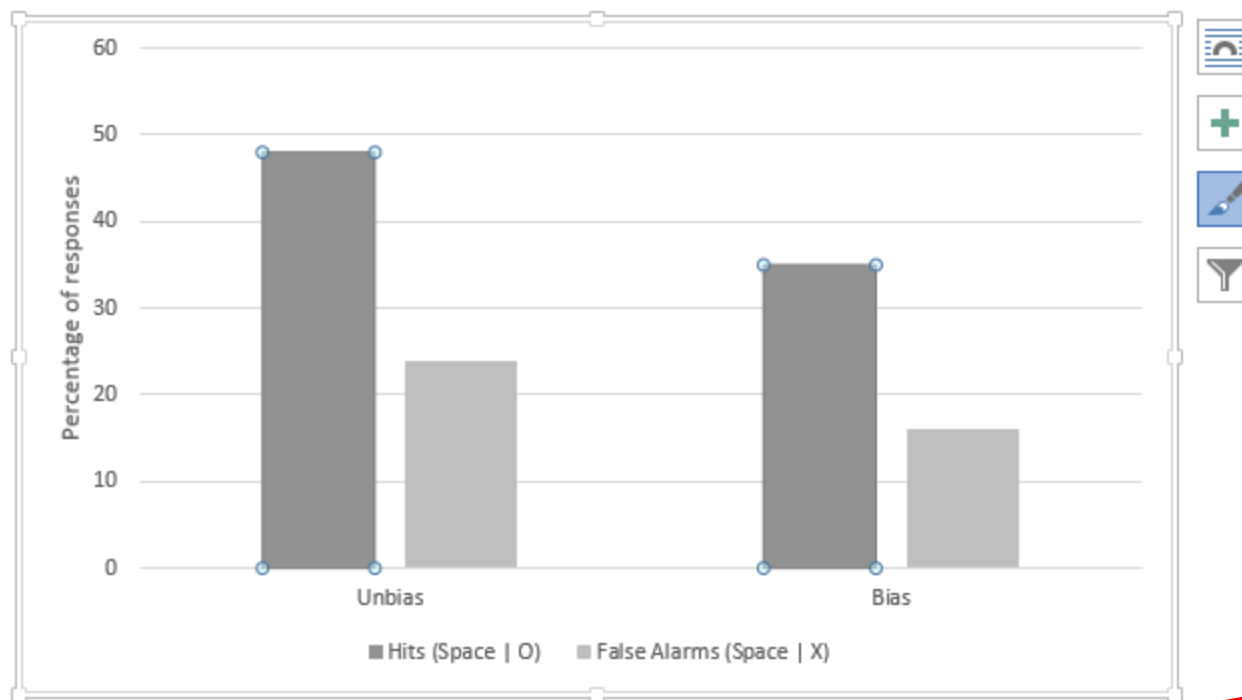
- ☒ Axes
- ☒ Axis Titles

☐ Primary Ho
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 [More Optio](#)
- ☒ Chart Title
- ☐ Data Labels
- ☐ Data Table
- ☐ Error Bars
- ☒ Gridlines
- ☒ Legend
- ☐ Trendline



Delete the chart title – you don't need it, as you'll fill in a figure label and caption below each figure.

Change the bars to be
grayscale by clicking
on the paintbrush icon
-> Color ->
Monochromatic (gray)



STYLE | COLOR

Colorful

Monochromatic

How do I change these colors?

Chart in Microsoft Word - Excel

	A	B	C	D	E	F	G
1		Hits (Space O)	False Alarms (Space X)				
2	Unbias	48	24				
3	Bias	35	16				
4							
5							
6							
7							

Make sure to add a proper figure caption below, and you're all done!

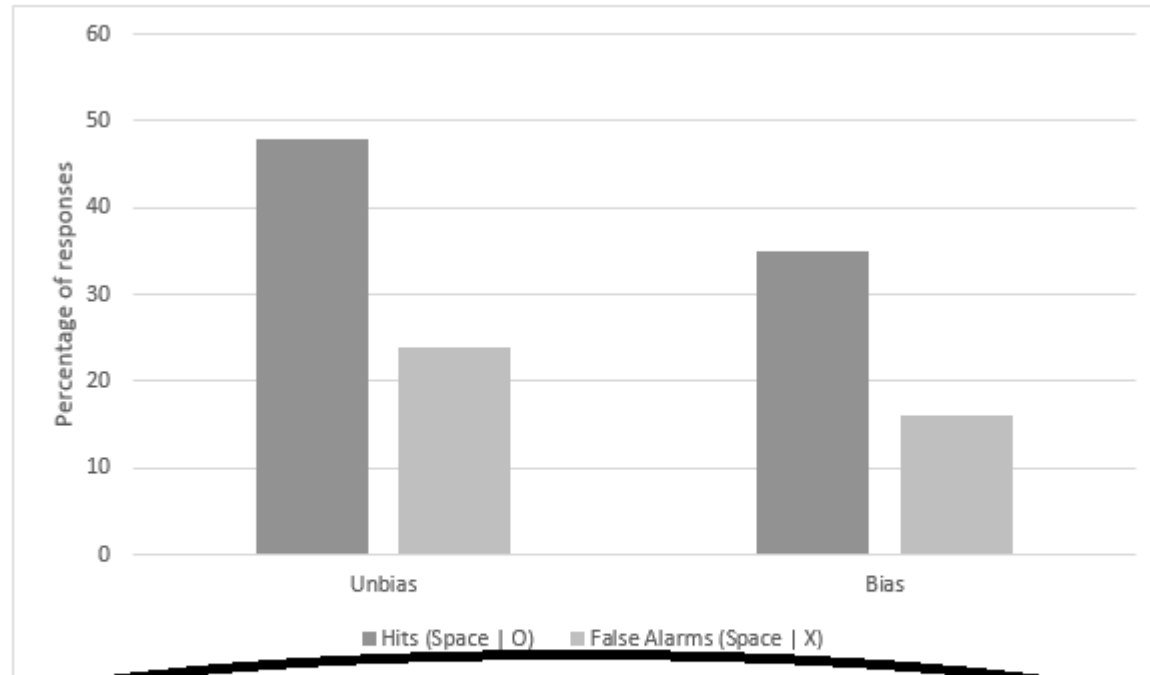


Figure 1. Percentage of hits (correctly hit space bar when O was onscreen) and false alarms (incorrectly hit space when X was onscreen) for bias and unbias conditions

You can play around with the figure if you want to (e.g.) move the bars together, change the location of the legend, change the y-axis scale, or anything else using the buttons to the right and by right-clicking on each element of the chart. Good luck!