


Add a Chart

When you are presenting information that is supported by numerical data, consider making your point by including a chart in your PowerPoint presentation. You do not have to be an Excel expert to do this – you can achieve great results by using a powerful charting program that is right inside PowerPoint.



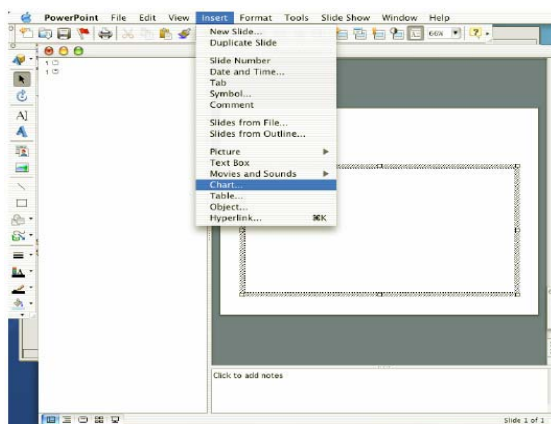
Tip
If you already have data or a chart in Excel that you want to add to a presentation, you can do so. To learn how, search PowerPoint Help for **Excel Chart**.

I. Create a Chart

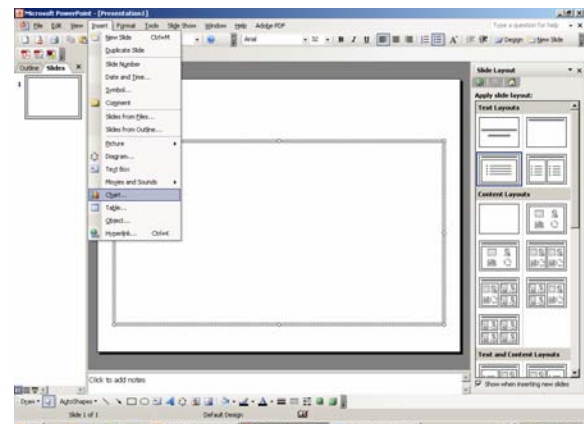
To add a chart to a slide, PowerPoint opens another program called Microsoft Graph. Graph looks and acts a lot like Excel – if you are familiar with Excel, Graph will make sense to you right away. Although Graph does not have as many features as Excel, you will find all the chart options you are likely to need.

NOTE: If you are experienced with Excel, one feature you might miss is the ability to enter formulas to calculate values. In Graph, you cannot enter formulas; instead, you must type the actual values into the cells.

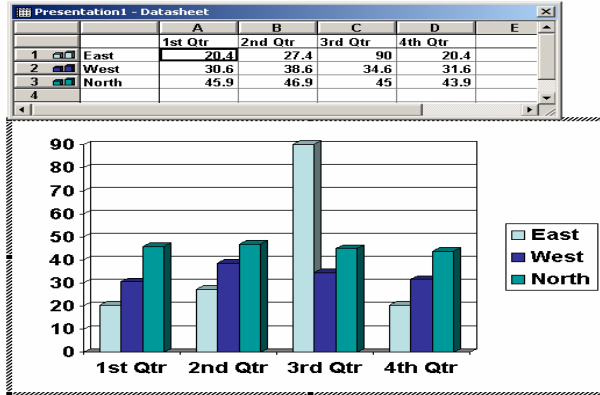
1. Go to the slide that you want to add a chart.
2. Click on **Insert** on the menu bar and select **Chart**.



Mac User




PC User



A fully-formatted sample chart appears along with its data in a datasheet window behind the chart window.

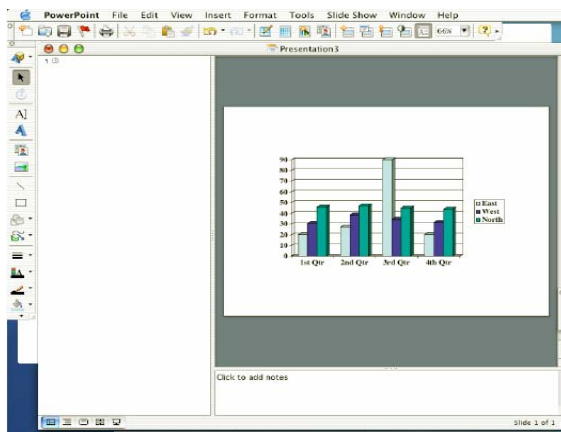
- Click the database to bring it to the front.

NOTE: If the datasheet is not visible, click  View Datasheet button located on the Standard toolbar to display the datasheet.

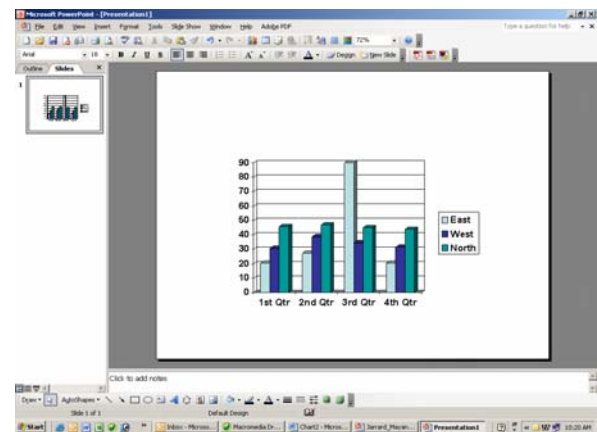
- Replace the data in the datasheet by typing in your own data. As you enter data, PowerPoint updates the chart on the slide.

NOTE: To remove data from a cell and leave the cell empty, click the cell and then press the Delete key on your keyboard.

- When you finish entering your data, click a blank area on the screen to hide the datasheet.



Mac User



PC User

The datasheet disappears and you can clearly view the slide.

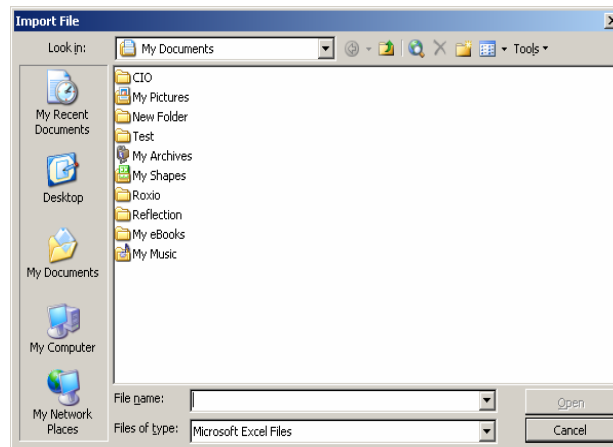
II. Import Data from Excel

1. Go to the slide that you want to add a chart.
2. Click on **Insert** on the menu bar and select **Chart**.

A sample chart appears and datasheet appears on the screen.

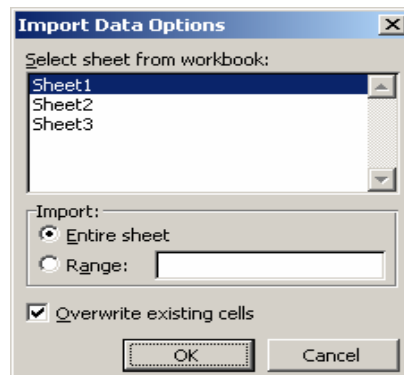
3. Click the database to bring it to the front.
4. Mac Users – Click on **File** on the menu bar and select **Import File**.

PC Users - Click on **Edit** on the menu bar and select **Import File**.



The **Import File** dialog box appears on the screen.

4. Locate the file and click the Open button.



The **Import Data Options** dialog box appears on the screen.

5. In the **Select Sheet From Workbook** section, select the sheet you want to import. You can import only one sheet.
6. In the **Import** section:
 - *Entire Sheet* – to import all the data on the worksheet

- *Range* – to import part of the data, click Range and type the range of data you want. For example, to import cells A1 through B5, type A1:B5 in the Range box. If the range is named, you can type the name instead of the range reference.
7. Click the **OK** button to apply.

III. Add a Chart from Excel

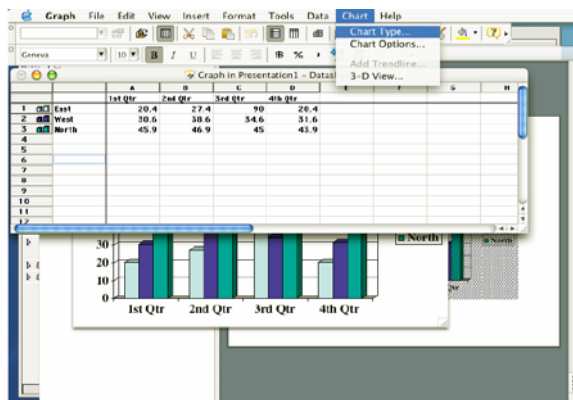
1. Open the Microsoft Excel document that contains the chart.
2. Click the chart to select.
3. Click **Edit** on the menu bar and select **Copy**.
4. Open the Microsoft PowerPoint document and display the slide you want to add the chart to.
5. Click **Edit** on the menu bar and select **Paste**.

NOTE: When you use this method to add a chart, you cannot change the color of the chart or add animation effects to the chart.

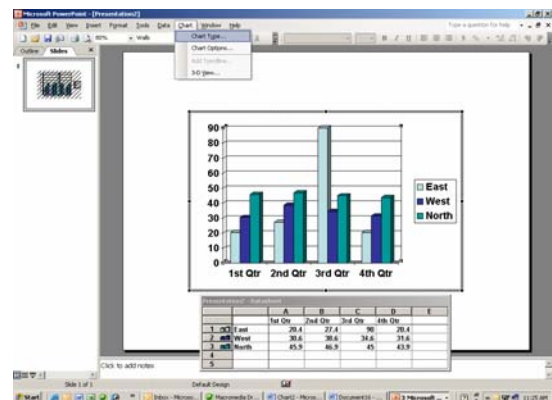
IV. Change the Chart Type

Graph inserts a chart of the Column type by default, but you can choose from a huge variety, including Bar, Line, Scatter, or Bubble, to name just a few. The type you choose will depend on your data.

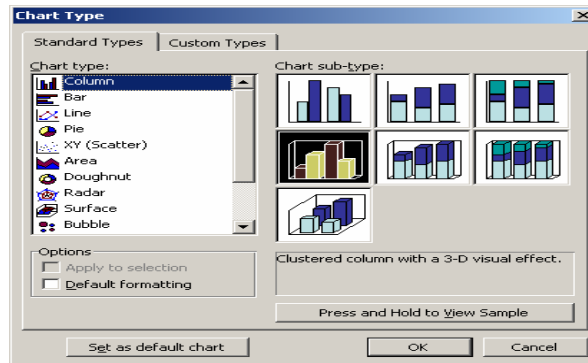
1. Double-click the chart.
2. Click **Chart** on the menu bar and select **Chart Type**.



Mac Users




PC Users



The **Chart Type** dialog box appears on the screen.

3. In the **Chart Type** section, click an option to display examples of that chart type in the **Chart Sub-Type** section.
4. Click a chart sub-type to see a description of the sub-type. To view that chart sub-type with your own data, click the **Press and Hold To View Sample** button.
5. Once you have made your selection, click the **OK** button to apply.

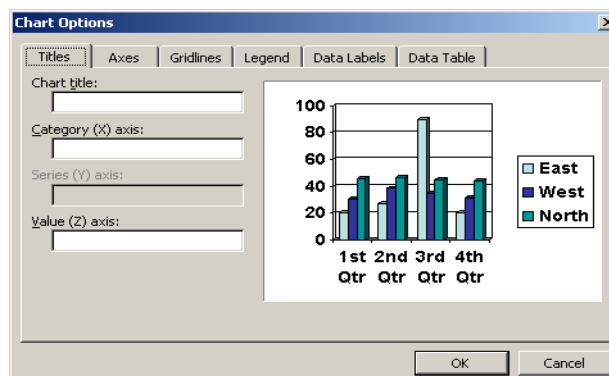


Típ
 If you create one type of chart more frequently than any other, you can make that type the default. Select the chart type you want in the **Chart Type** and click the **Set As Default Chart** button.

V. Chart Options

Now that you have chosen a chart type, you can select more options. For example, you can decide how to label axes, whether to include gridlines, and how to display the legend.

1. Double-click the chart.
2. Click **Chart** on the menu bar and select **Chart Options**.



The **Chart Options** dialog box appears on the screen.

3. As you enter information and click the options tabs in the dialog box, a small preview chart is updated so you can see how it looks.
4. When you are finished, click the **OK** button to apply.



Tip

To insert a line break in a chart tile or axis title:

- *Click the text in the chart*
- *Click where you want to insert the line break*
- *Press the **Enter** key on your keyboard*