



FastCourse Series

Chapter 1: Adding Charts to a Presentation







LABYRINTH
LEARNING™

Learning Objectives

- After studying this chapter, you will be able to:
 - ▲ Insert charts to display numerical data
 - ▲ Link to and use data in an Excel spreadsheet to create a chart
 - ▲ Format charts and change chart types
 - ▲ Repair broken links to external documents
 - ▲ Create SmartArt diagrams

Common Chart Types

■ Four common chart types:

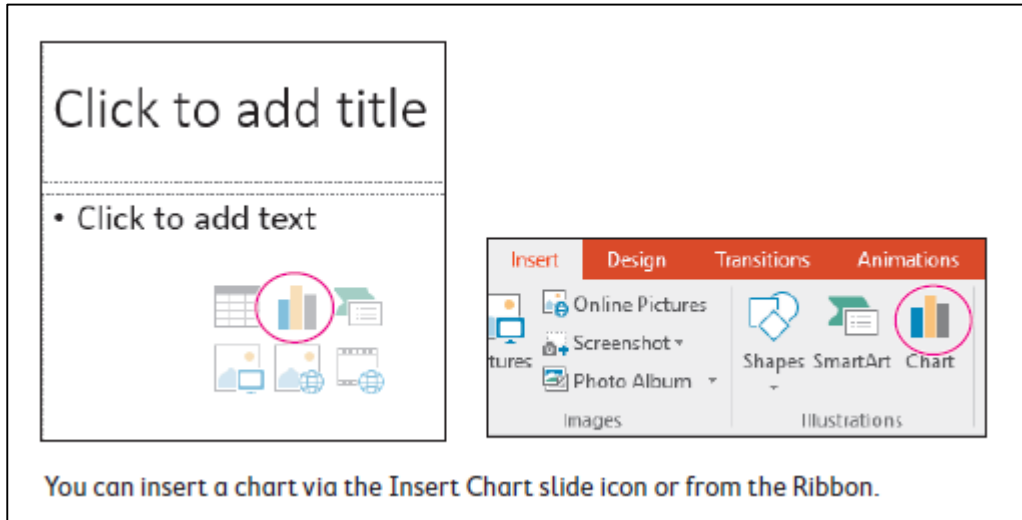
COMMON CHART TYPES		
Chart Type	Icon	Best used to...
Column		Show one-time (nonadjacent) results, such as those of a survey, depicted as vertical bars
Bar		Show the same type of results as a column chart, but with horizontal bars
Line		Show continual change over time, such as profit or loss over several months
Pie		Compare a portion or portions to a whole, such as hours spent on various tasks in a single day

■ Six new chart types:

▲ Box and Whisker, Treemap, Sunburst, Waterfall, Histogram, and Pareto

Inserting Charts

■ Insert → Illustrations → Chart



The image shows a presentation slide on the left and a portion of the Microsoft Office ribbon on the right. The slide has a title box with the text "Click to add title" and a content box with the text "Click to add text". Below the text in the content box is a set of icons for inserting elements: a table, a bar chart (circled in red), a document, a picture, a globe, and a film strip. The ribbon on the right shows the "Insert" tab selected, with the "Illustrations" group expanded. Within the "Illustrations" group, the "Chart" icon is circled in red. Below the ribbon, a caption reads: "You can insert a chart via the Insert Chart slide icon or from the Ribbon."

Click to add title

Click to add text

Insert Design Transitions Animations

Online Pictures
Screenshot
Photo Album

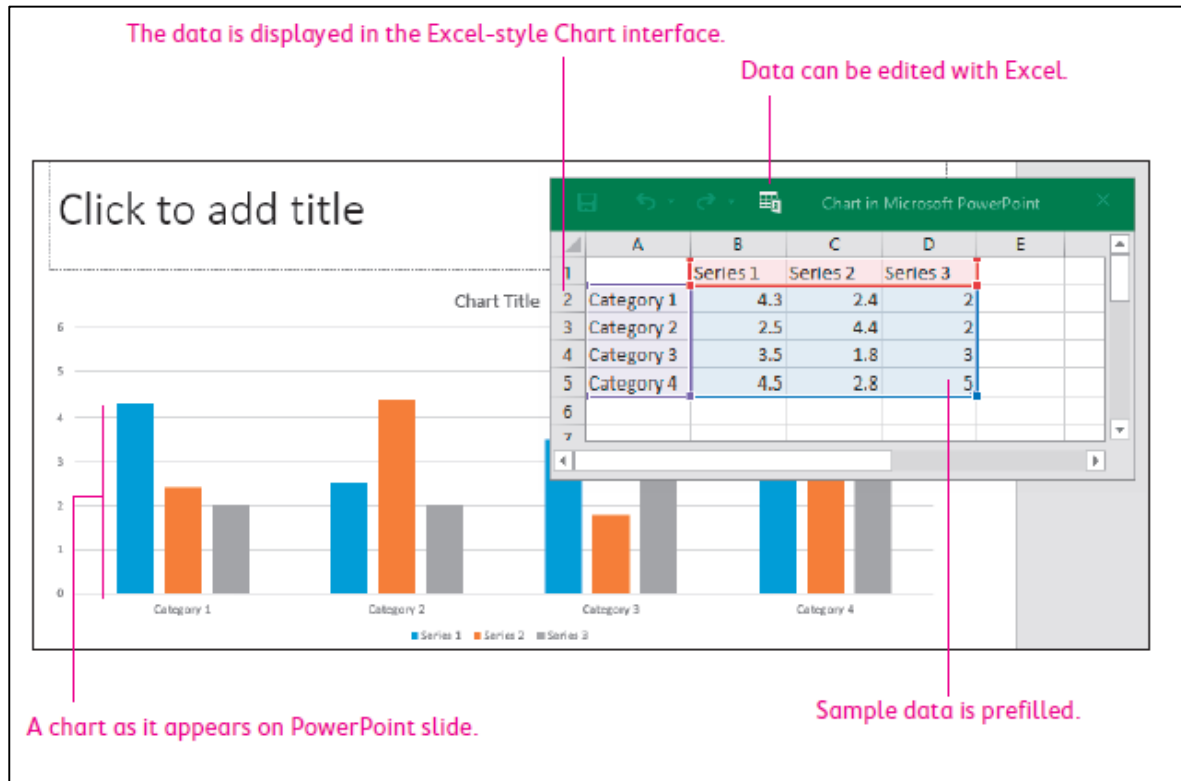
Shapes SmartArt Chart

Images Illustrations

You can insert a chart via the Insert Chart slide icon or from the Ribbon.

Editing Chart Data

- Chart Tools → Design → Data → Edit Data
- PowerPoint starts a basic version of Excel (Chart) to edit data



Modifying Charts

- Change the chart type, style, and color scheme
- Adapt the chart size to fit your presentation
- Add or remove various chart elements

Working with External Excel Documents

- Benefits of Linking

- Only data is linked

- Charts can be pasted from Excel



- Change the chart formatting to match the slide theme

- ◆ Default setting



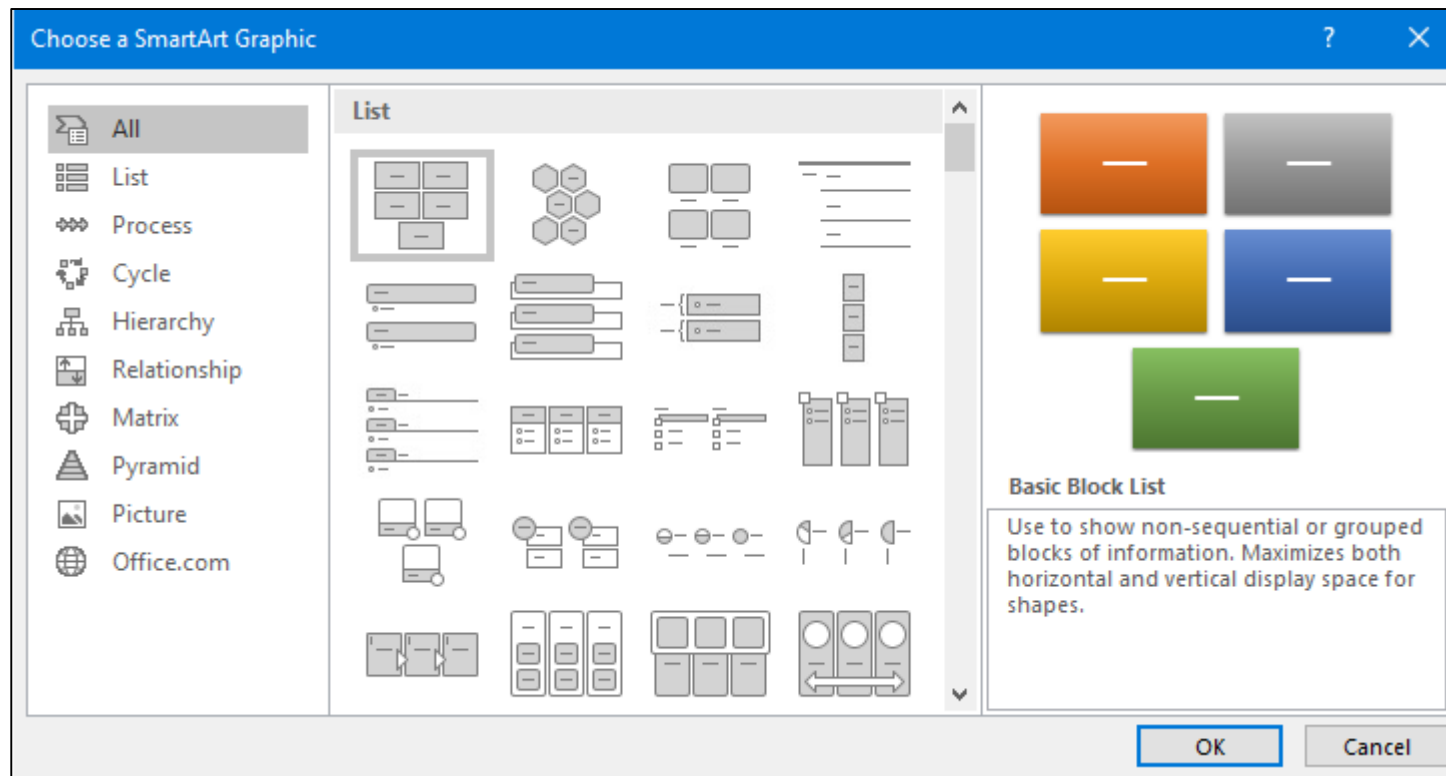
- Keep the Excel chart formatting



- Past the chart as a picture; data is not editable

Creating SmartArt Diagrams

- Various charts, lists, and flow charts to enhance a presentation



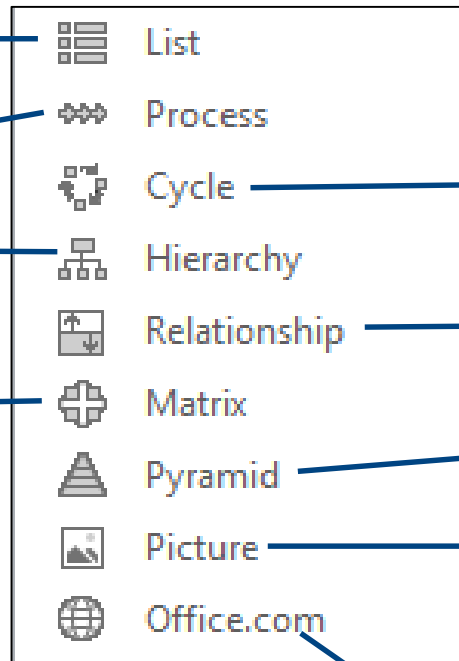
SmartArt Types

For nonsequential
blocks of info

To show a progression

For hierarchical relationships

To show relationship of
components to a whole



For a continuing sequence
of stages

To show interlocking or
overlapping information

For proportional relationships

Uses one or more pictures

Download more!



LABYRINTH
LEARNING™