

# Chart Layouts

Another way to display information in slides is through the use of a chart (or graph). Let's create a chart that shows the number of visitors to the Animal Park over a three year period.

## Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation.
- 2 Display the FILE menu and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

## Selecting the Layout

1 Set the screen to SLIDE 8.

Day	Times	Location
Weekdays	9:00 – 11:00	Nursery Avery
	2:00 – 4:00	Animal Hospital
Saturday	9:00 – 11:00	Reptile Ranch
Sunday	1:00 – 3:00	Animal Hospital

2 Set the TASK PANE to SLIDE LAYOUT, scroll to the bottom and click on the arrow next to the TITLE AND CHART layout.

3 Select INSERT NEW SLIDE.

**NOTE:** You can insert slides that contain text and a chart or you can use the INSERT menu to add a chart to an existing slide.

## Entering the Slide Title

1 Add the title:  
Visitors to the Park

2 Highlight the text and format it to CENTURY SCHOOLBOOK, 54 point, BOLD, ITALIC, SHADOW and YELLOW.

## Inserting the Chart

- 1 Double click on the CHART icon and the sample chart data is displayed.

2 This is the X-axis labels.

3 This is the Y-axis labels.

4 A sample chart is provided.

	A	B	C	D
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1 East	20.4	27.4	90	20.4
2 West	20.4	25.6	34.6	31.6
3 North	45.9	46.9	45	43.9

**NOTE:**

- i For the Wattle Valley Animal Park we will place the YEARS on the X-axis and the VISITOR NUMBERS on the Y-axis.
- ii When you create a chart your screen is set to CHART view.

## Entering the Chart Values

	A	B	C	D	E
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.1	27.4	90	20.4
2	West	30.6	38.6	34.6	31.6
3	North	45.9	46.9	45	43.9

1 Click on the top left cell to highlight all the cells in the datasheet.

2 Display the EDIT menu, highlight CLEAR and select ALL to remove the sample data from the datasheet.

	A	B	C	D	E
	2004	2005	2006		
1	Adults	11556	22602	26947	
2	Children	24809	34006	38671	
3					

3 Enter the labels and values shown into the datasheet.

4 The chart is created as you enter the values.

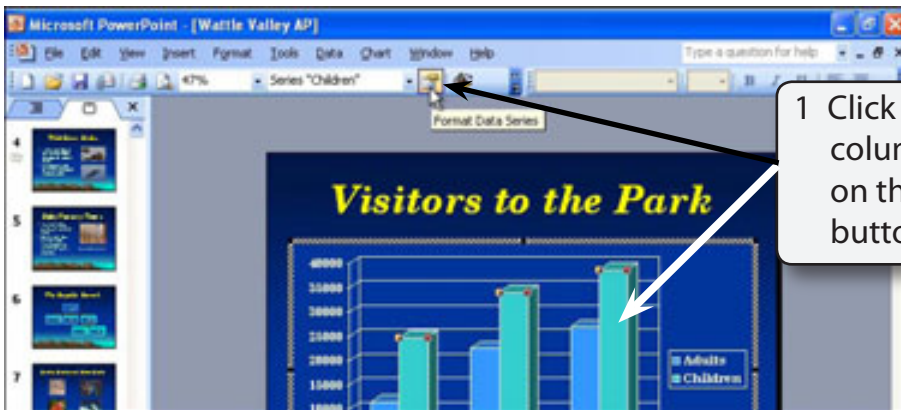
	A	B	C	D	E
	2004	2005	2006		
1	Adults	11556	22602	26947	
2	Children	24809	34006	38671	
3					

5 Click in the CLOSE BOX of the DATASHEET dialogue box as it is not needed any more.

- NOTE:**
- i The DATASHEET dialogue box can be re-opened at any time using the VIEW menu. This allows you to change values in the chart.
  - ii The CHART Tool Bar is displayed at the top of the screen.

## Changing the Appearance of the Columns

There are a range of changes that can be made to improve the appearance of the chart.



**NOTE:** You can also click the right mouse button on the column and select **FORMAT DATA SERIES**.

