

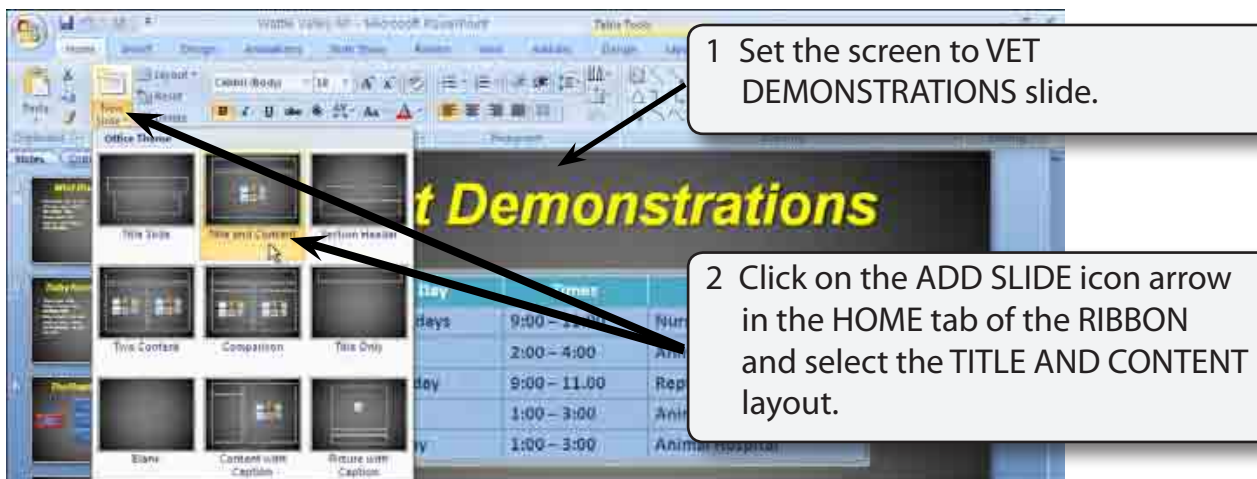
Inserting Charts into Slides

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 Click on the OFFICE BUTTON and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

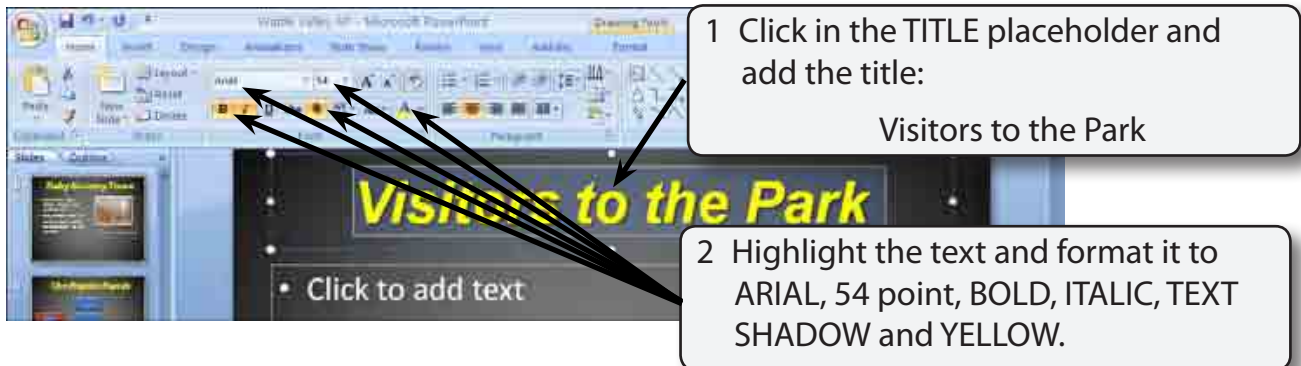
Selecting the Slide Layout



1 Set the screen to VET DEMONSTRATIONS slide.

2 Click on the ADD SLIDE icon arrow in the HOME tab of the RIBBON and select the TITLE AND CONTENT layout.

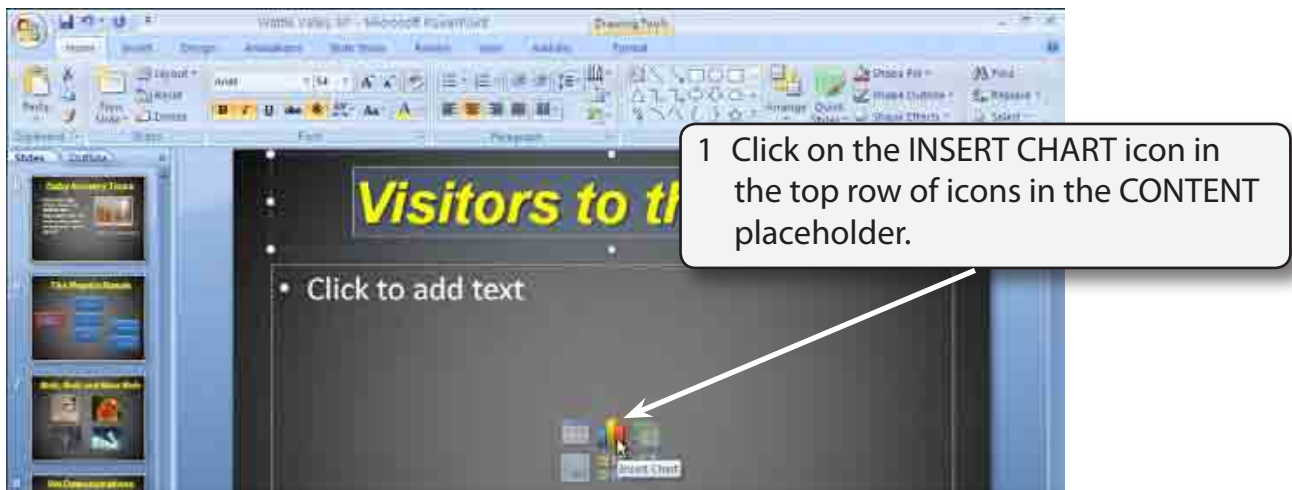
Entering the Slide Title



1 Click in the TITLE placeholder and add the title:
Visitors to the Park

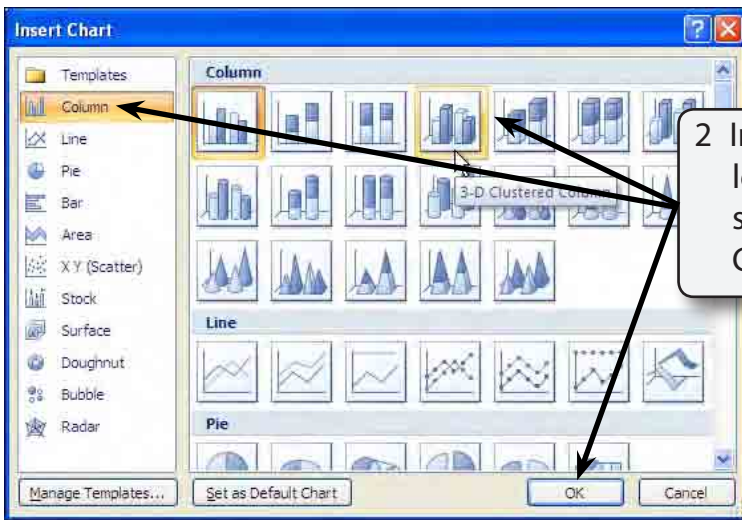
2 Highlight the text and format it to ARIAL, 54 point, BOLD, ITALIC, TEXT SHADOW and YELLOW.

Inserting the Chart

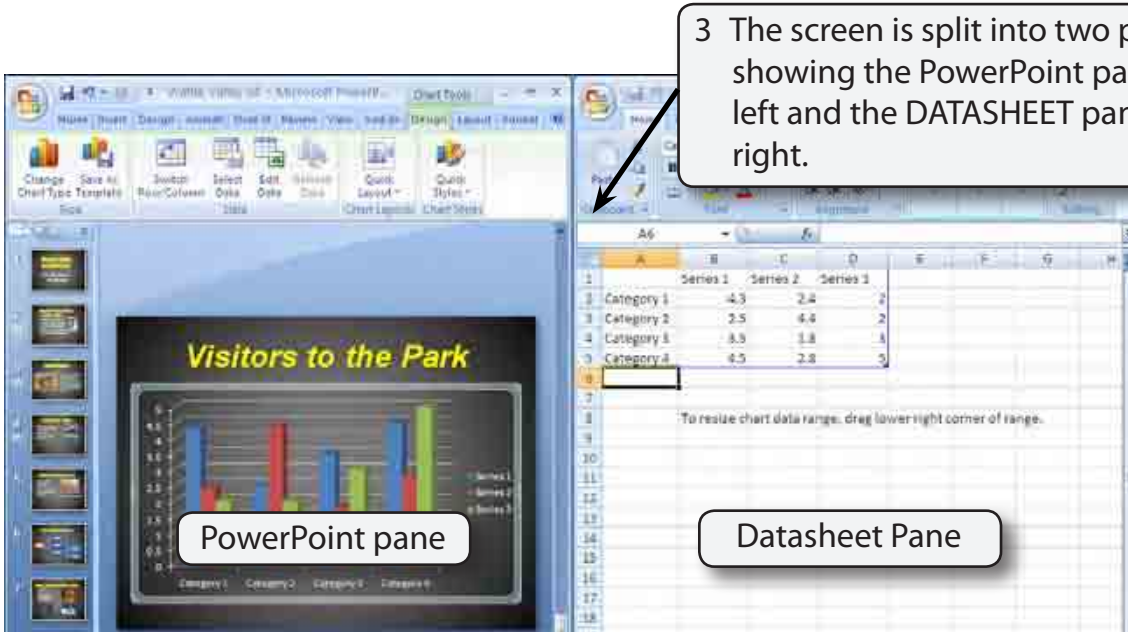


1 Click on the INSERT CHART icon in the top row of icons in the CONTENT placeholder.

NOTE: You can also insert a chart into a slide by clicking on the CHART icon in the INSERT tab of the RIBBON.



2 In the INSERT CHART dialogue box leave the COLUMN category selected, select the 3-D CLUSTERED COLUMN CHART and select OK.



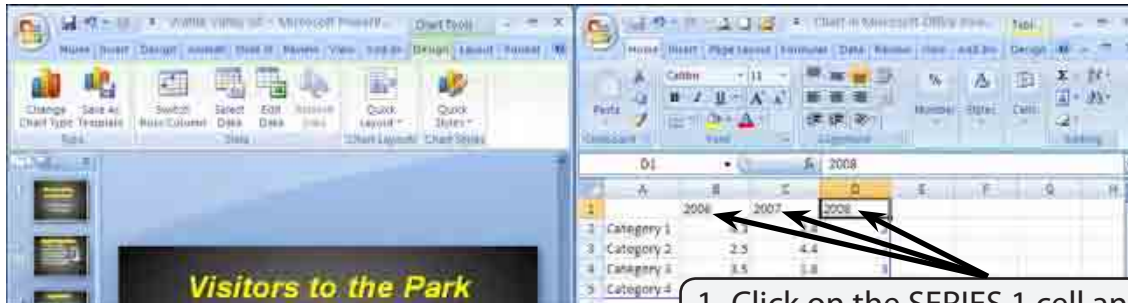
3 The screen is split into two panes showing the PowerPoint pane on the left and the DATASHEET pane on the right.

NOTE:

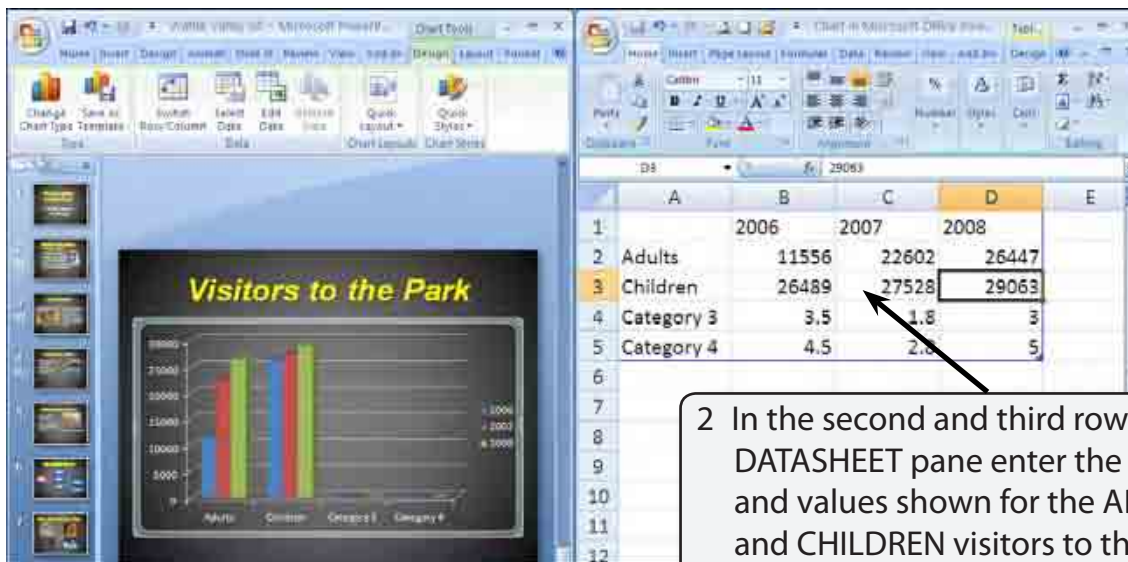
- i The PowerPoint pane shows a plot of the sample data that is provided in the Datasheet pane.
- ii You can click on the FIT SLIDE TO CURRENT WINDOW icon in the ZOOM controls of the POWERPOINT pane if the whole chart is not visible.

Entering the Chart Data

The chart data is entered in the DATASHEET pane.



1 Click on the SERIES 1 cell and enter 2006, click on the SERIES 2 cell and enter 2007 and click on the SERIES 3 cell and enter 2008.

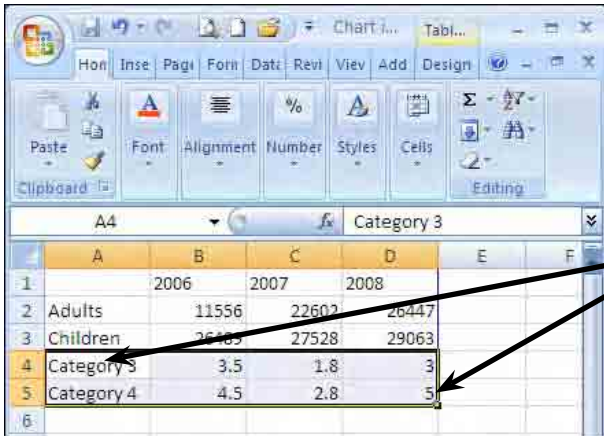


2 In the second and third rows of the DATASHEET pane enter the labels and values shown for the ADULTS and CHILDREN visitors to the Park.

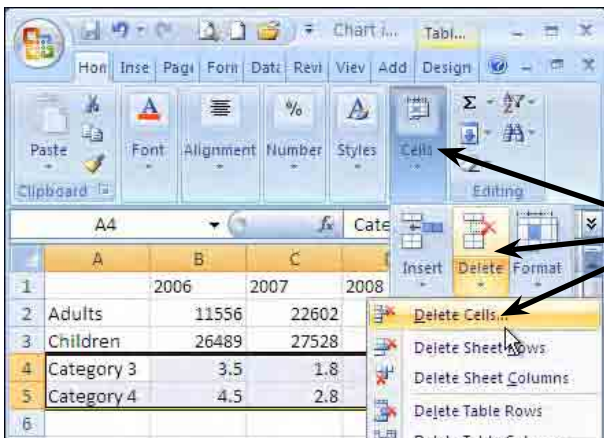
NOTE:

- i The chart is updated in the PowerPoint pane as you enter the data.
- ii The top row in the DATASHEET is the LEGEND values, the left column is the X-AXIS values and values in the centre of the DATASHEET are the Y-AXIS values.

3 The unused sample data in the DATASHEET pane needs to be deleted.



4 Highlight cells A4 to B5 in the DATASHEET pane by dragging the mouse pointer across them.



5 Click on the CELLS icon in the DATASHEET RIBBON, click on the DELETE icon and select DELETE CELLS.



6 Click on the CLOSE WINDOW box of the DATASHEET pane to close the pane.

NOTE: The DATASHEET pane can be re-opened at any time using the EDIT DATA icon in the CHART TOOLS - LAYOUT tab of the RIBBON.