

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 FILE tab and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

Selecting the Slide Layout

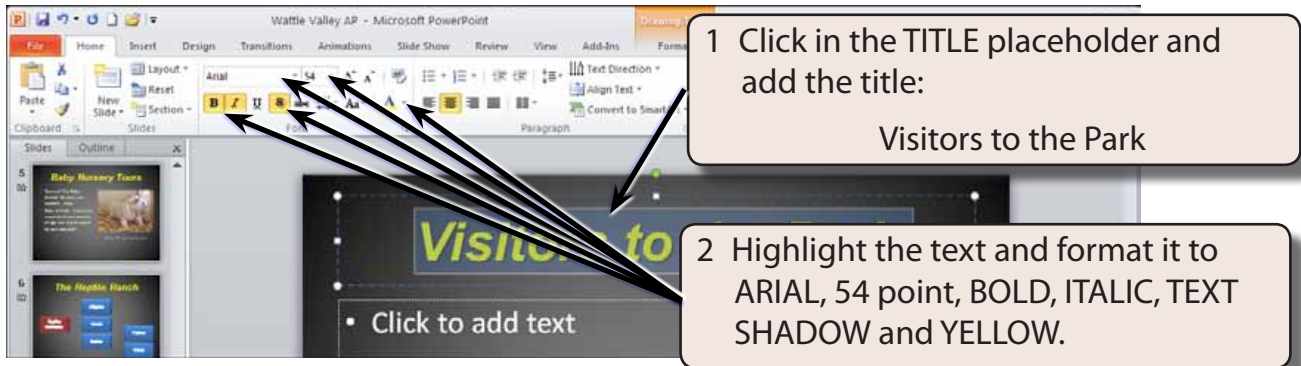
1 Set the screen to VET DEMONSTRATIONS slide.

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

| Day | Time |
|----------|--------------|
| Weekdays | 9:00 – 11:00 |
| | 2:00 – 4:00 |
| Saturday | 9:00 – 11:00 |
| | 1:00 – 3:00 |
| Sunday | 1:00 – 3:00 |

Animal Hospital
Nursery

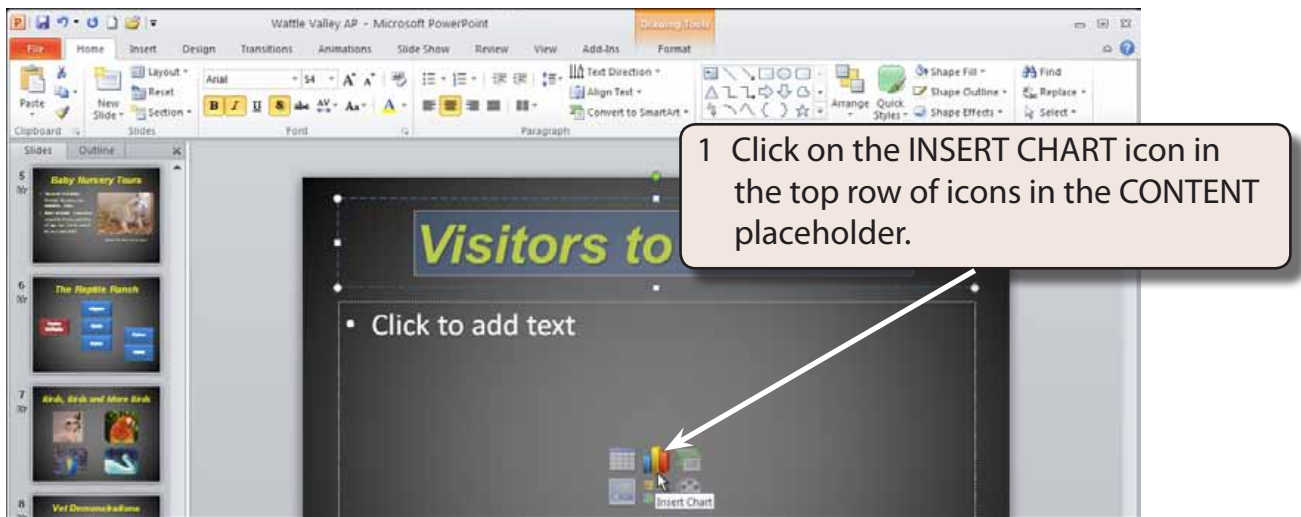
Entering the Slide Title



The screenshot shows the Microsoft PowerPoint 2010 interface. The title bar reads "Wattle Valley AP - Microsoft PowerPoint". The ribbon is set to the "Format" tab. The main slide area shows a title placeholder with the text "Visitors to the Park" in a large, bold, italicized, yellow font with a shadow effect. Below the title is a bullet point that says "Click to add text". The "Format" ribbon is visible, with the "Font" group selected. The font is set to "Arial", size "54". The "Text Shadow" and "Text Outline" options are checked. The "Text Color" is set to yellow. The "Text Effects" group is also visible.

- 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.

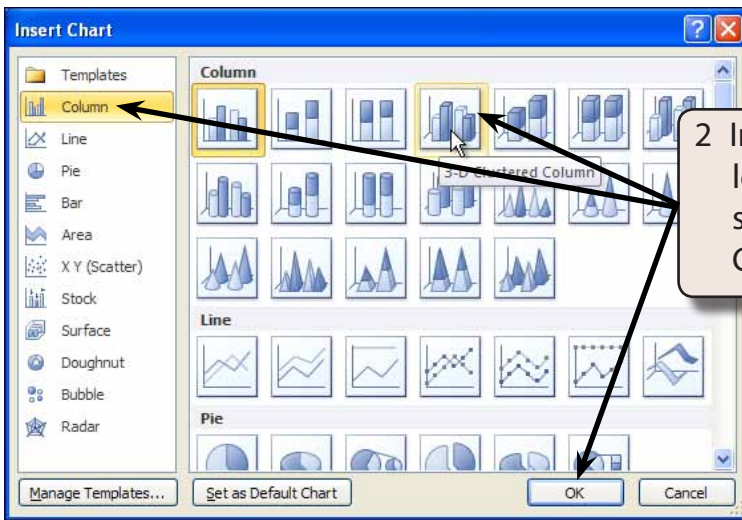
Inserting the Chart



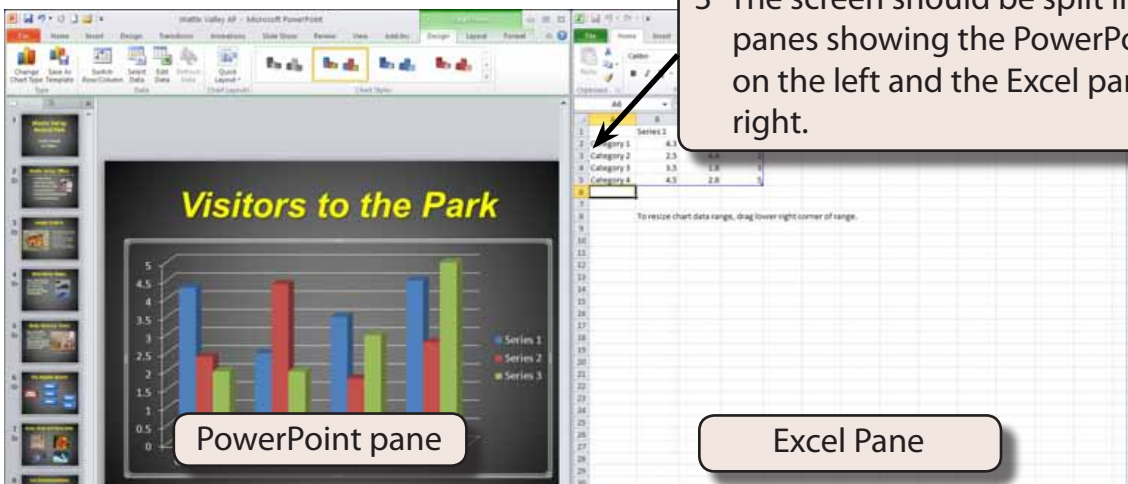
The screenshot shows the Microsoft PowerPoint 2010 interface. The title bar reads "Wattle Valley AP - Microsoft PowerPoint". The ribbon is set to the "Format" tab. The main slide area shows a title placeholder with the text "Visitors to the Park" in a large, bold, italicized, yellow font with a shadow effect. Below the title is a bullet point that says "Click to add text". The "Format" ribbon is visible, with the "Font" group selected. The font is set to "Arial", size "54". The "Text Shadow" and "Text Outline" options are checked. The "Text Color" is set to yellow. The "Text Effects" group is also visible.

- 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.



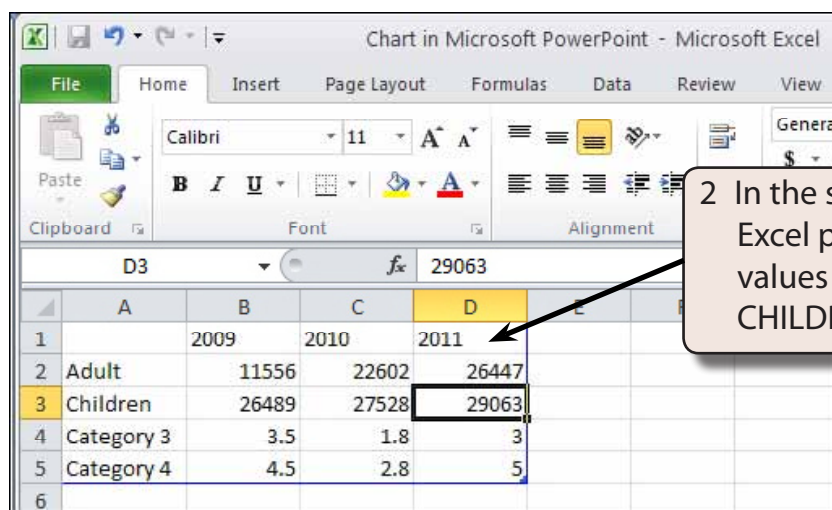
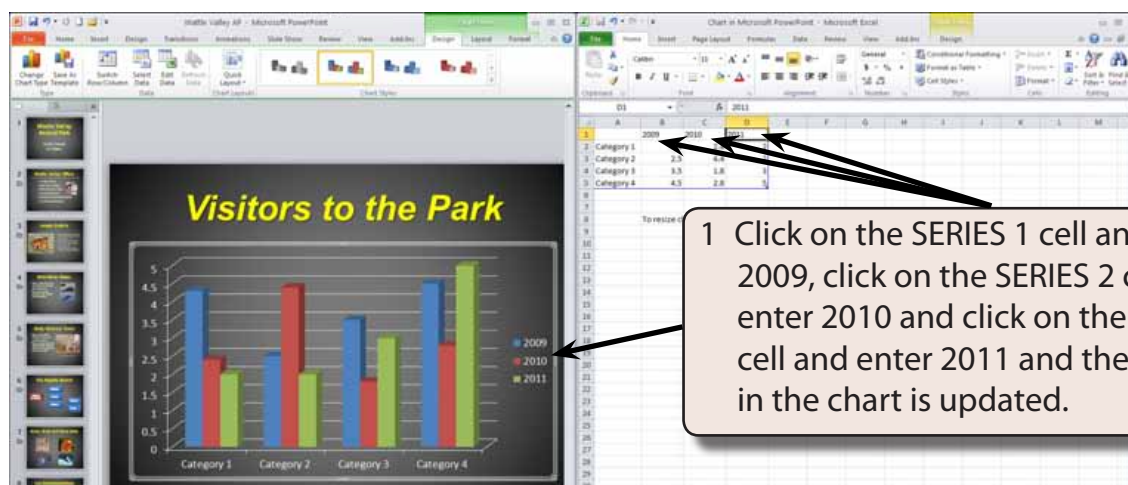
3 The screen should be split into two panes showing the PowerPoint pane on the left and the Excel pane on the right.

NOTE:

- i The PowerPoint pane shows a plot of the sample data that is provided in the Excel pane.
- ii If your screen is not split evenly into 2 panes, reduce the width of the Excel pane so that you can see the chart.
- iii All charts created in Microsoft Office 2010 programs use the charting functions from within Microsoft Excel to produce the chart.

Entering the Chart Data

The chart data is entered in the Excel pane.



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