

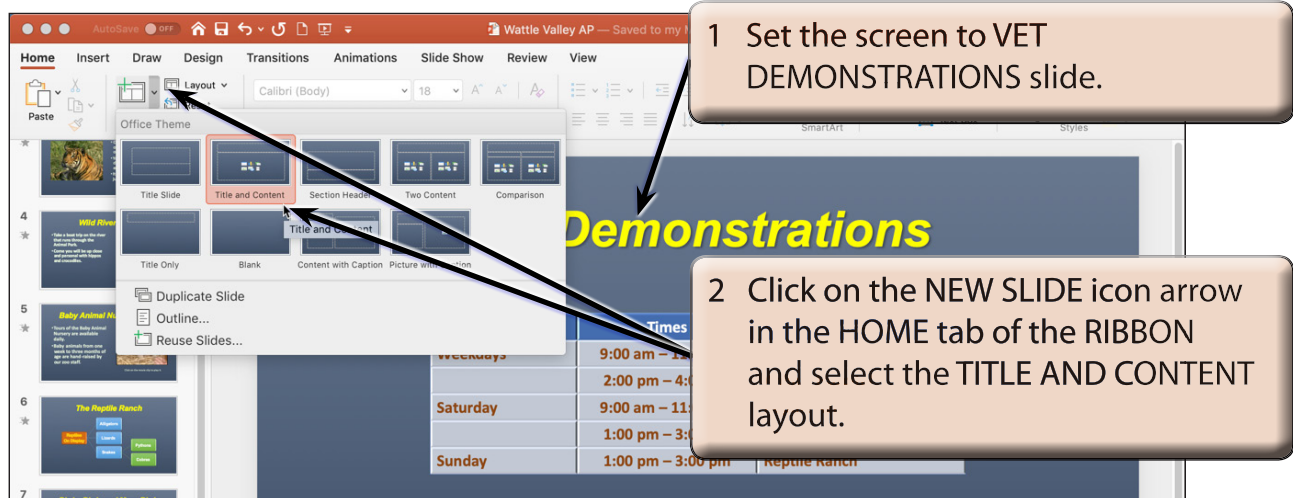
Inserting Charts into Slides

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 Wattle Valley Animal Park over a three year period.

Loading the Presentation

- 1 If you are starting a new session, load Microsoft PowerPoint and click on the OPEN icon in the START screen.
- 2 If you are continuing from the last chapter, close the current presentation then display the FILE menu and select OPEN.
- 3 Browse to 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 NEW 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 pt, BOLD, ITALIC, YELLOW and CENTRE, then use the SHAPE FORMAT tab to apply a SHADOW effect.

Inserting the Chart

1 Click on the INSERT CHART icon in the top row of icons in the CONTENT placeholder, highlight COLUMN and select the 3D-CLUSTERED COLUMN chart.

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

2 The chart is plotted on sample data that is provided in the CHART IN MICROSOFT POWERPOINT window.

3 You can reduce the size of the DATA window by dragging its bottom right corner in so that you can see the chart and the data.

	Series 1	Series 2	Series 3
Category 1	4.3	2.4	2
Category 2	2.5	4.4	2
Category 3	3.5	1.8	3
Category 4	4.5	2.8	5

NOTE: All charts created in Microsoft Office 2019 programs use the charting functions from within Microsoft Excel to produce the chart.

Entering the Chart Data

The chart data is entered in the CHART IN MICROSOFT POWERPOINT pane.

1 Click on the SERIES 1 cell and enter 2017, click on the SERIES 2 cell and enter 2018, click on the SERIES 3 cell and enter 2019, press <return> and the LEGEND in the chart is updated.

	2017	2018	2019
Category 1	2.5	4.4	3
Category 2	3.5	1.8	3
Category 3	4.5	2.8	5

	A	B	C	D	E	F
1		2017	2018	2019		
2	Adults	11556	22602	26447		
3	Children	29289	27528	29063		
4	Category 3	3.5	1.8	3		
5	Category 4	4.5	2.8	5		
6						

2 In the second and third rows of the CHART IN MICROSOFT POWERPOINT 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 slide as you enter the data.
- ii The top row in the CHART IN MICROSOFT POWERPOINT pane is the LEGEND values, the left column is the X-AXIS values and values within the rows and columns are the Y-AXIS values.

3 The unused sample data needs to be removed from the plot.

	A	B	C	D	E	F
1		2017	2018	2019		
2	Adults	11556	22602	26447		
3	Children	29289	27528	29063		
4	Category 3	3.5	1.8	3		
5	Category 4	4.5	2.8	5		
6						

4 Move the pointer over the bottom right corner of the sample data (cell D5) until it changes to diagonal arrows and drag the handle up to the base of cell D3.

5 The unwanted cells are now outside the coloured plot area.