

# 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 and cancel the PRESENTATION GALLERY or close the current presentation.
- 2 Click on the OPEN A PRESENTATION icon in the STANDARD TOOLBAR.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

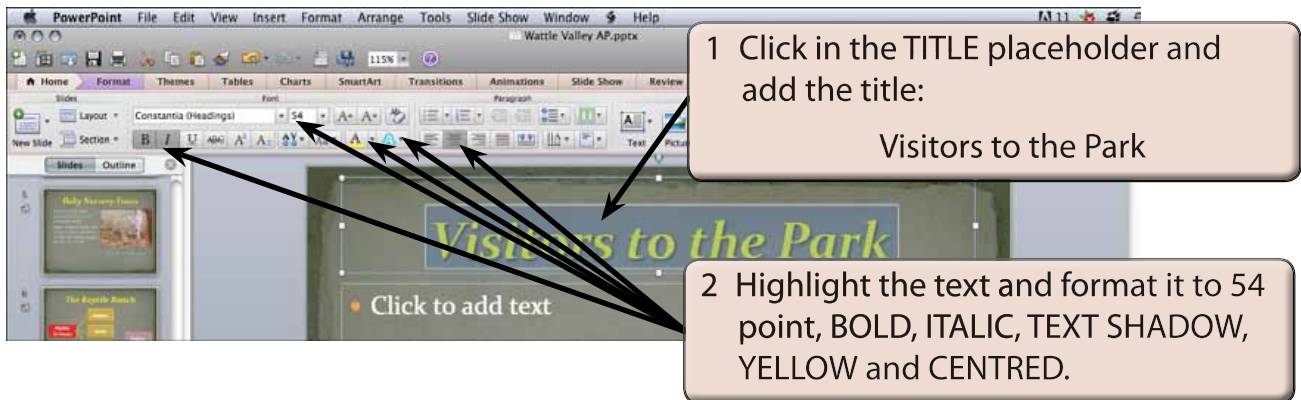
## Selecting the Slide Layout

1 Set the screen to the 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	Hours
Weekdays	9:00 – 11:00
	2:00 – 4:00
Saturday	9:00 – 11:00
	1:00 – 3:00
Sunday	1:00 – 3:00

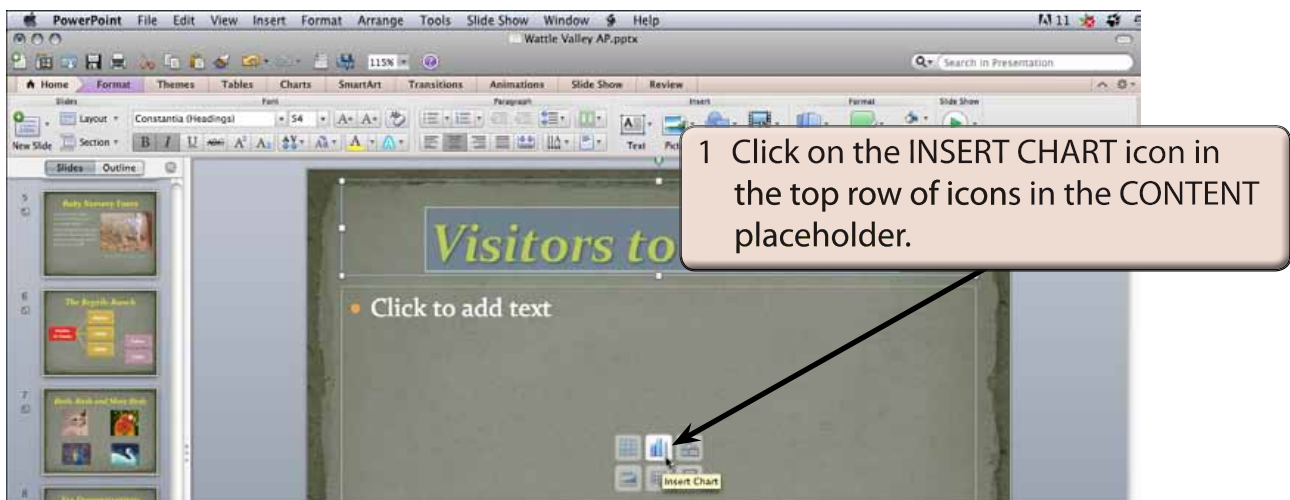
## Entering the Slide Title



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

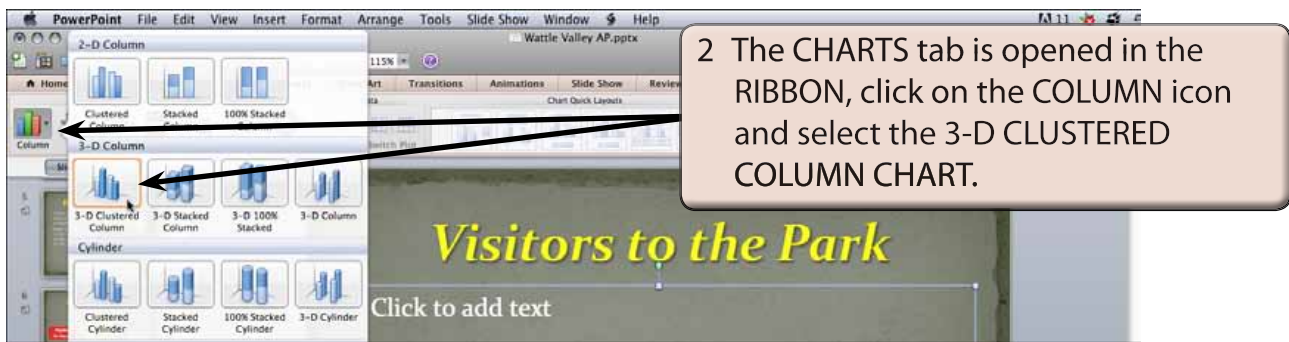
2 Highlight the text and format it to 54 point, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRED.

## Inserting the Chart

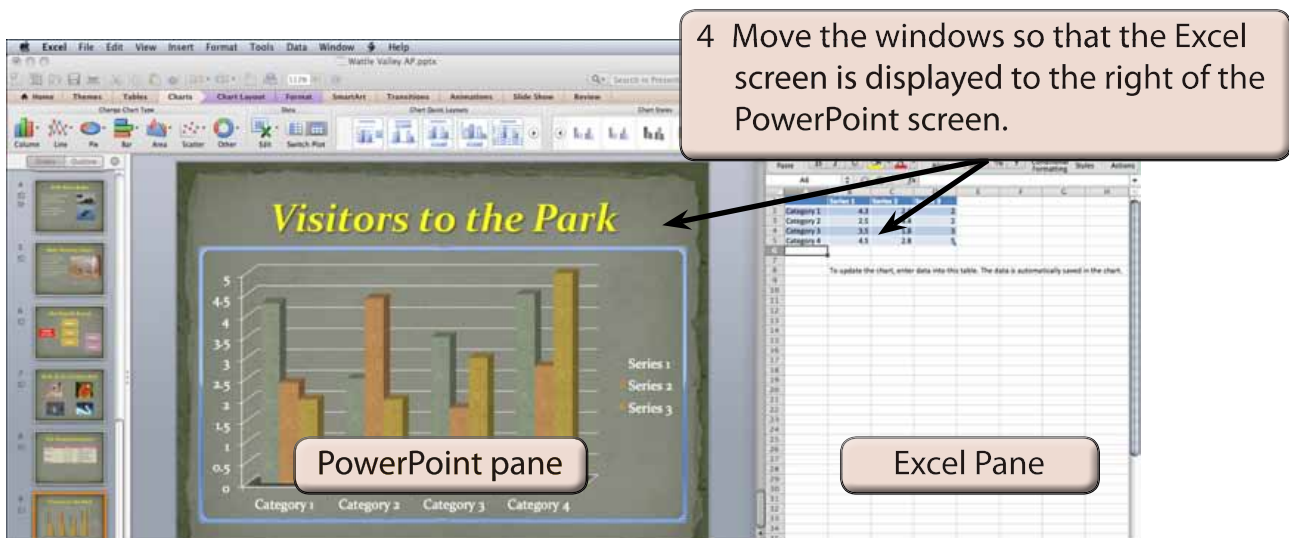


1 Click on the INSERT CHART icon in the top row of icons in the CONTENT placeholder.

**NOTE:** You can also insert a chart into a slide by selecting CHART from the INSERT menu.



3 Microsoft Excel should be launched.

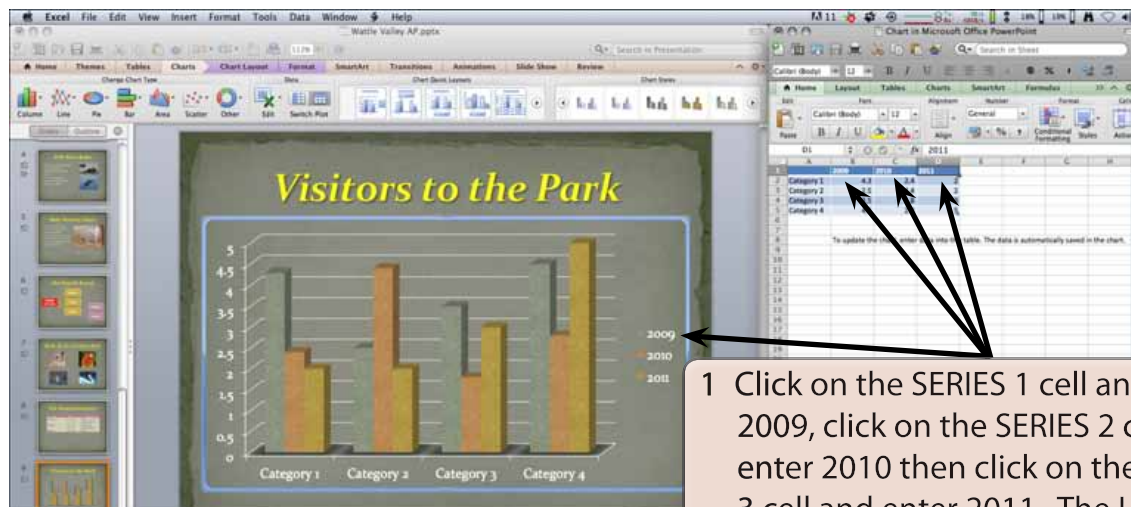


**NOTE:**

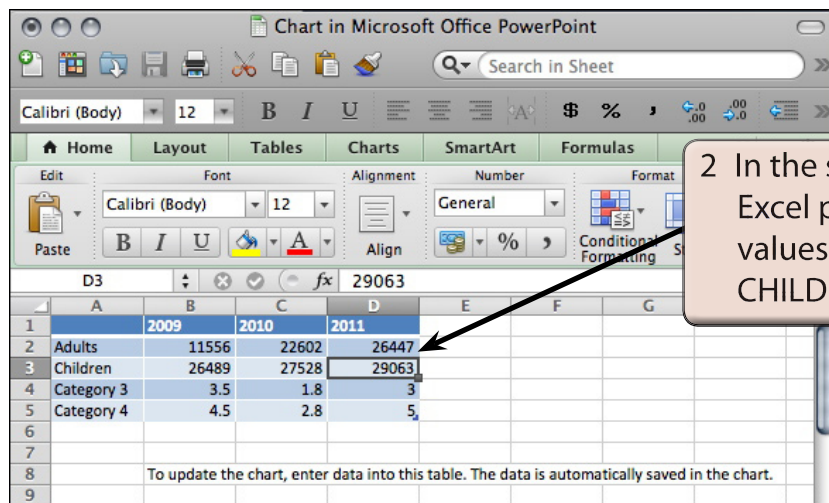
- i The PowerPoint pane shows a plot of the sample data that is provided in the Excel pane.
- ii You can reduce the width of the Excel pane so that just the table is visible and you can see the chart clearly in the PowerPoint pane.
- iii All charts created in Microsoft Office 2011 programs use the charting functions from within Microsoft Excel to produce a chart.

## Entering the Chart Data

The chart data is entered in the Excel pane.



1 Click on the SERIES 1 cell and enter 2009, click on the SERIES 2 cell and enter 2010 then click on the SERIES 3 cell and enter 2011. The LEGEND is updated in the chart.



2 In the second and third rows of the Excel 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 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.