

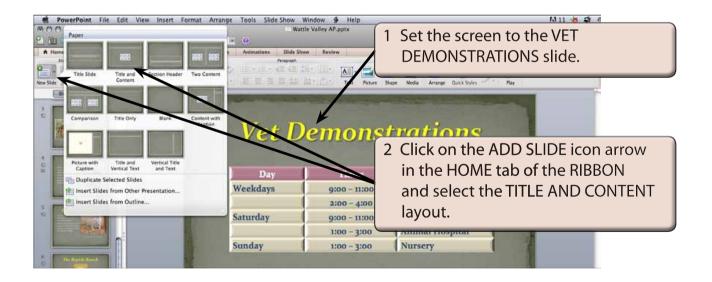
# **Inserting Charts into Slides**

Another way to display information in slides is though 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.

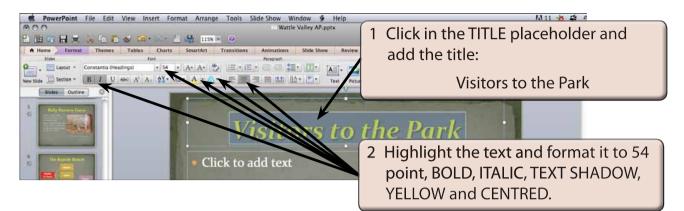
### Loading the Presentation

- 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.

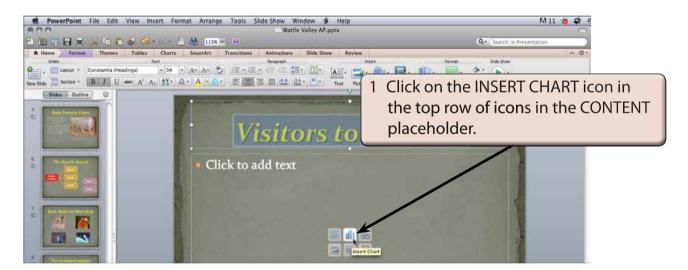
#### Selecting the Slide Layout



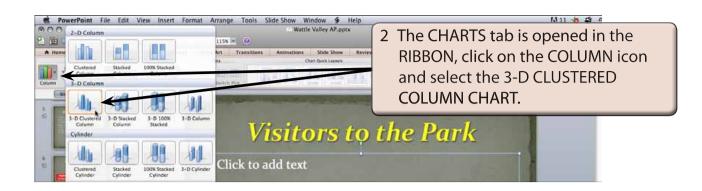
# **Entering the Slide Title**



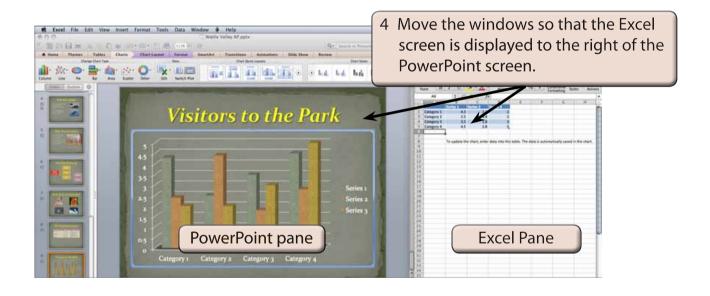
# **Inserting the Chart**



# 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.

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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.