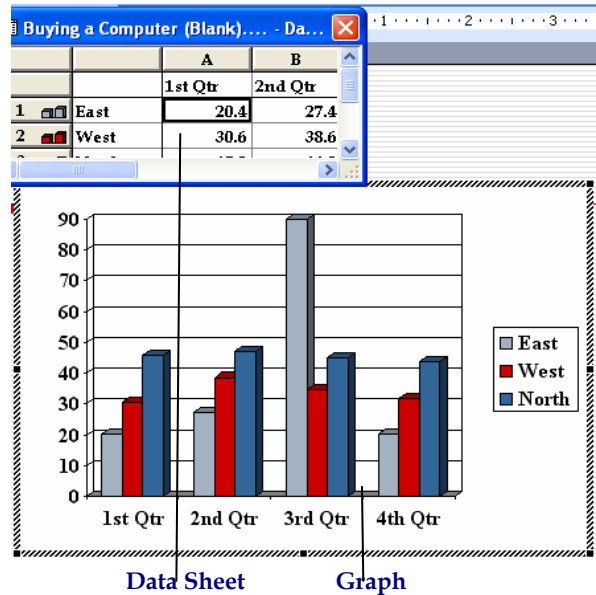


## INSERTING A GRAPH CHART

- ❖ Click the **Normal View** button at the bottom of the PowerPoint window.
- ❖ Move to the last slide in the presentation by doing one of the following:
  - Press down the **Ctrl** key and press the **End** key.
  - Click the last slide in the **Slide Tab** area of the **Normal View** window.
- ❖ Insert a **New Slide** at the end of the presentation.
- ❖ Choose the **Title only Slide Layout** for this slide.
- ❖ Choose one of the following methods to start creating the chart:
  - Click the **Insert Chart** button on the **Standard** toolbar.
  - Choose **Insert** on the **Menu Bar** and then select **Chart**.
- ❖ The **Microsoft Graph** window will appear (see illustration at right).
- ❖ The **Datasheet** will be displayed in the window.
  - This datasheet can be changed to reflect personal information data.
  - It is set up like a spreadsheet with rows, columns, and cells.
  - Each rectangle in the datasheet is called a cell that holds text or numbers.
  - The data entered into the datasheet is converted to a graph.
- ❖ To change the numbers in the datasheet.
  - Click inside a cell that contains a label or value.
  - Input the data to be used for the graph.
  - Each piece of data is input into a separate cell.
- ❖ Click the first cell to be changed.
- ❖ Click the next cell to be changed or use the arrow keys or tab key to move from cell to cell.
- ❖ Continue this process until all the new data has been input.
- ❖ Click the graph to display the data in graphical view.
- ❖ Click anywhere inside the slide to leave Microsoft Graph and return to the slide.
- ❖ The Chart will display in the slide and will reflect the information for the new data that was input.
- ❖ Double-click the chart to activate it.
- ❖ Right click on one of the axis in the chart.
- ❖ Choose **Format Axis** from the list of choices.
- ❖ Click the **Scale** tab to select it.
- ❖ Change the **Number of categories between tick-mark labels** to the number **(one) 1**.
- ❖ Click the **OK** button to exit the dialog box.
- ❖ Click outside the Microsoft Graph area to deselect it.
- ❖ Click on the chart and using the arrow keys on the keyboard, move the chart so it is placed better on the slide.



## Removing Columns and Rows

If the sample chart contains more rows or columns than are needed for the chart data, they will have to be removed in order for the chart to work properly.

### To Remove a Column:

- ❖ Right-click the header of the column, the area where the letter column letter appears.
- ❖ Choose **Delete** from the shortcut menu.

### To Remove a Row:

- ❖ Right-click the row header, the area where the row numbers appear.
- ❖ Click **Delete** in the shortcut menu.

**NOTE:** A column and/or row cannot be removed by clicking the Delete key on the keyboard. This key will only remove the data from the column or row but will not remove the row.

## Changing the Chart Type

By default, a three-dimensional column chart is created by Microsoft Graph. However, there are several different formats that may be used for the chart. To change the type of chart used in the presentation, complete the following steps:

- ❖ Double-click on the chart to open the Microsoft Graph window.
- ❖ Choose **Chart** from the **Menu Bar**.
- ❖ Choose **Chart Type** from the list of choices.
- ❖ The **Chart Type** dialog box will appear (see illustration).
- ❖ Click the desired chart type from the list under **Chart Type**.
- ❖ Click a chart subtype from the **Chart Subtype** area. These will change depending on the type of chart chosen.
- ❖ Click the **Press and Hold to View Sample** button to view a sample of the chart.
- ❖ To make the chosen chart type the default, click the **Set as Default Chart** button.
- ❖ When all the choices have been made, click **OK** to exit the dialog box.
- ❖ Once again, click outside the Microsoft Graph window to deselect it.

