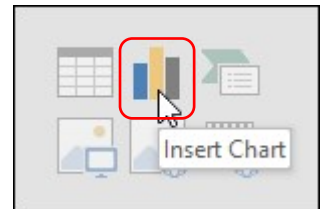


## Inserting charts

Charts make numerical data more meaningful to an audience. This is because they provide a visual representation of numerical data which makes it easier to understand.

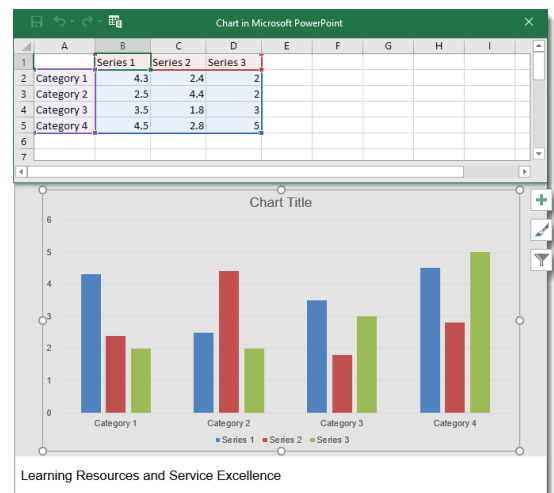
### Inserting a chart

1. Click on **New Slide** in the **Slides** group, located on the **Home** tab. Select a content slide (e.g. **Title and Content**). Then click on **Insert Chart** in the centre of the slide.



Alternatively, select the slide on which you want the chart to appear. Click the **Insert** tab, then click **Charts**, located in the **Illustrations** group.

2. The **Insert Chart** dialog box appears. Select the type of chart required and click **OK**. This opens a split screen view of the PowerPoint presentation and an Excel datasheet.

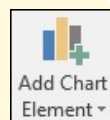


3. Enter the data to be plotted on the chart into the datasheet. As you overtype the default data you will see the chart change accordingly. Once the data has been entered, the datasheet can be closed.

4. Click on any area of the chart to activate the **Chart Tools** tab. Click on the **Design** or **Format** tabs to change the way the elements of the chart are displayed.

#### The Design tab

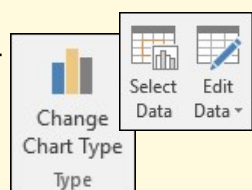
Add chart elements like axis title, chart title, data labels and more.



Change the colour or style of your chart.

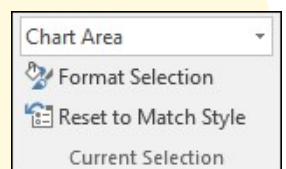


Select or edit the data or change the chart type.



#### The Format tab

Select the chart element you wish to format (e.g. chart area, chart title, data series).



**Format selection** displays formatting options in a pane on the right hand side.

You can

also change the style, fill or outline of a shape, or add effects such as shadow or reflection.

