FastCourse Series

Chapter 5: Adding Charts to a Presentation

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Learning Objectives

- After studying this chapter, you will be able to:
  - Insert charts to display numerical data
  - Link to and use data in an Excel spreadsheet to create a chart
  - Format charts and change chart types
  - Repair broken links to external documents
  - Create and reorder SmartArt diagrams

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Inserting Charts

- Based on numerical data in a spreadsheet
- Works very closely with Excel data
- Four common chart types:

COMMON CHART TYPES

Chart Type	Icon	Best Used to…
Column		Show one-time (nonadjacent) results, such as those of a survey, depicted as vertical bars
Bar		Show the same type of results as a column chart, but with horizontal bars
Line		Show continual change over time, such as profit or loss over several months
Pie		Compare portion(s) to a whole, such as hours spent on various tasks in a single day

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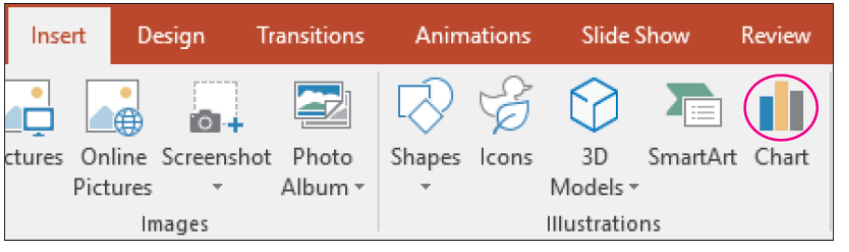
Embedded Charts

- PowerPoint has four layouts featuring an Insert Chart icon:
  - Title and Content
  - Two Content
  - Comparison
  - Content with Caption

You can insert a chart via the Insert Chart slide icon or from the Ribbon.



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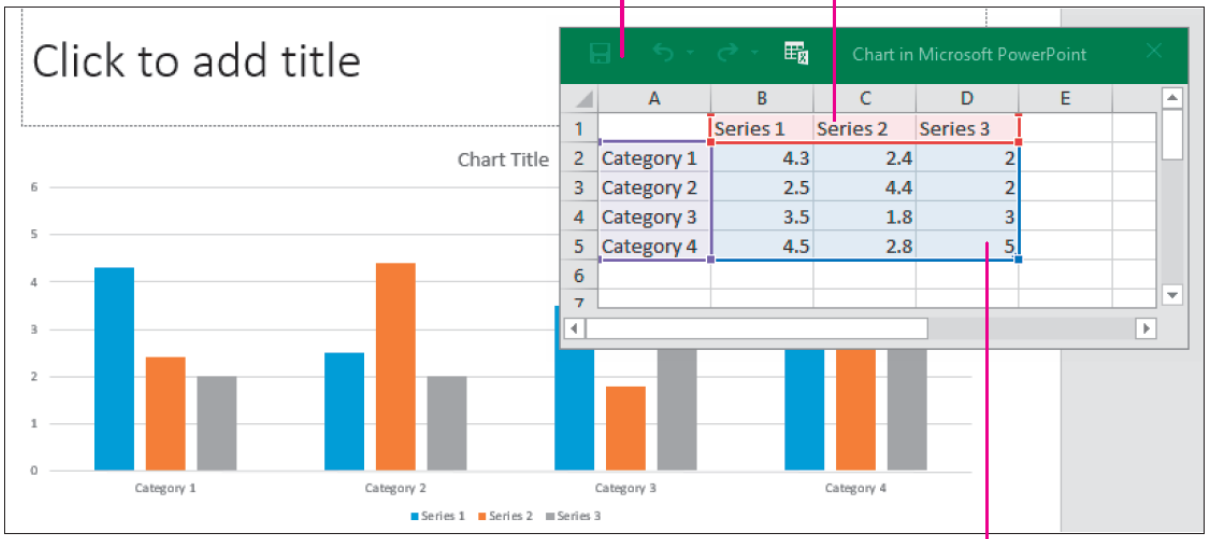
Editing Chart Data

- PowerPoint launches a basic version of Excel called "Chart" to help you edit data.

The data is displayed in the Excel-style Chart interface.

Data can be edited with Excel.



Sample data is prefilled.

Note the basic Excel window called "Chart" that allows you to easily edit your data.

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Modifying Charts

- Select a chart to view the Design and Format contextual tabs that provide formatting and modification options.

Note the different types of chart modifications available on the Design and Format contextual tabs.

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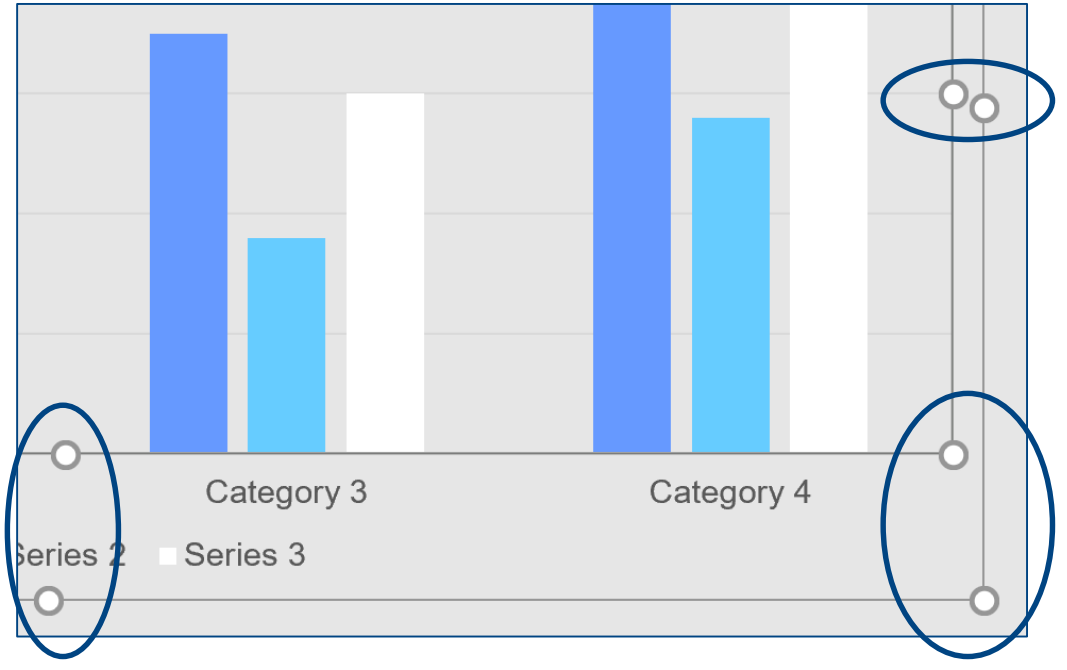
Modifying the Chart Size

Circular sizing handles allow you to resize your chart.



Sizing handles on the sides of a chart allow you to adjust the width.

Sizing handles on the corners of a chart allow you to adjust both the height and width.

Sizing handles on the top and bottom of a chart allow you to adjust the height.

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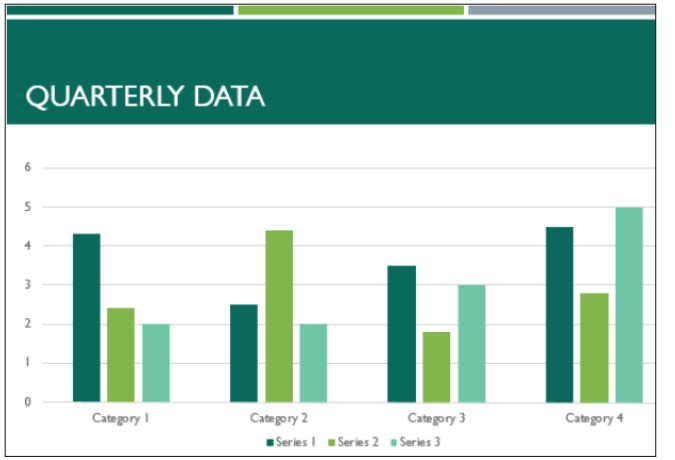
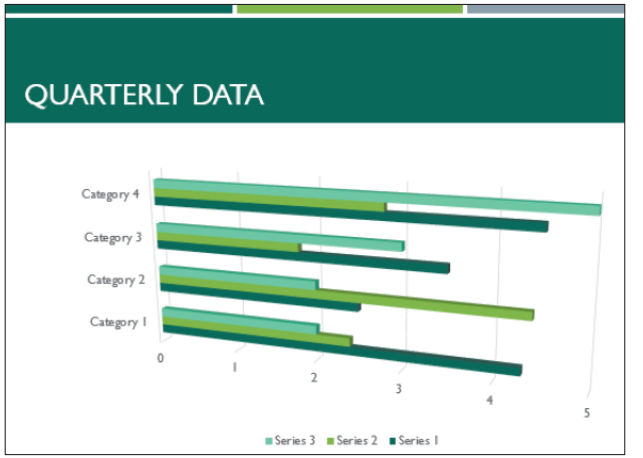
Changing the Chart Type

You may wish to try out a variety of chart types to determine which one will tell the story about your data the best.





In this example, the chart on the top displays the data as a clustered column chart, and the one on the bottom displays it as a 3-D clustered bar chart.

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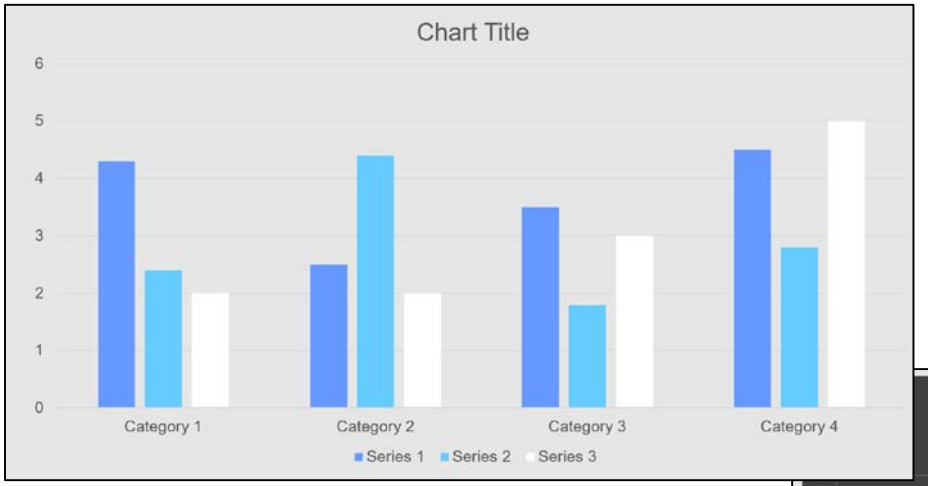
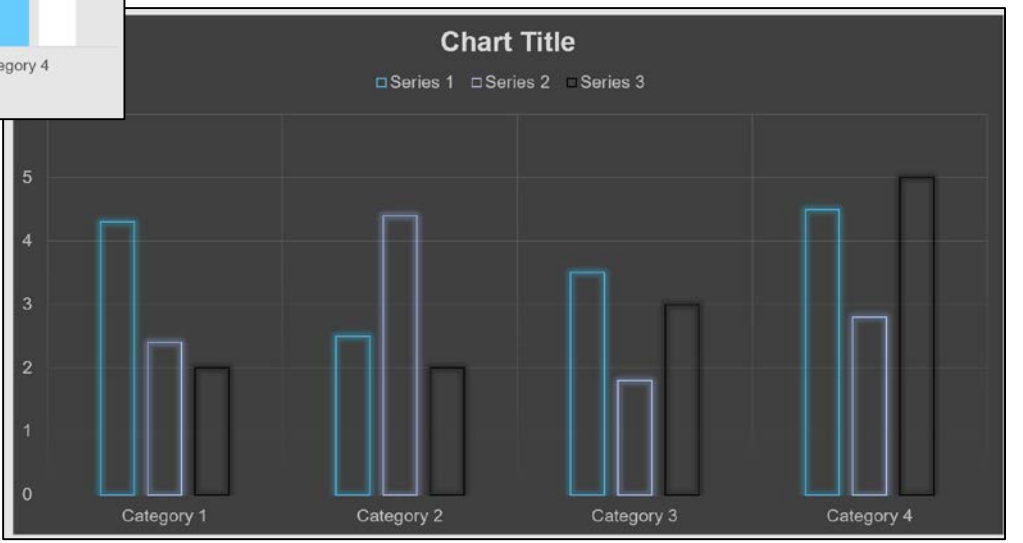
Changing the Chart Style and Color Scheme





These two charts contain the same data, they just have a different style and colors applied.

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Working with External Excel Documents

- Object Linking and Embedding (OLE) creates links between source and destination documents.
- With linking, a chart (the data only) is updated when the source data changes.
- Chart options when pasted from Excel:
  - Change the chart formatting to match the slide theme (the default setting).
  - Keep the Excel chart formatting.
  - Paste the chart as a picture; data is not editable.

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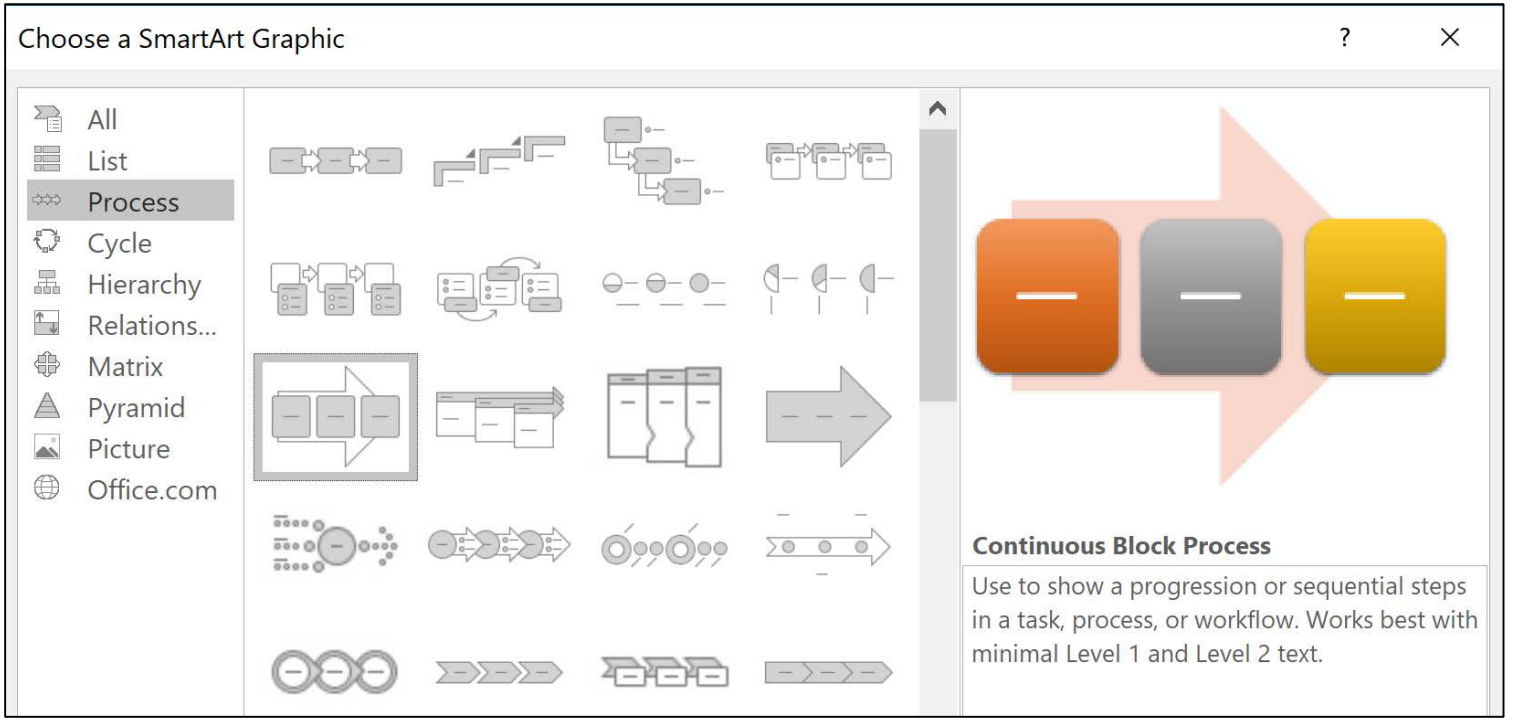
Creating SmartArt Diagrams

Various charts, lists, and flow charts are available for enhancing presentations.



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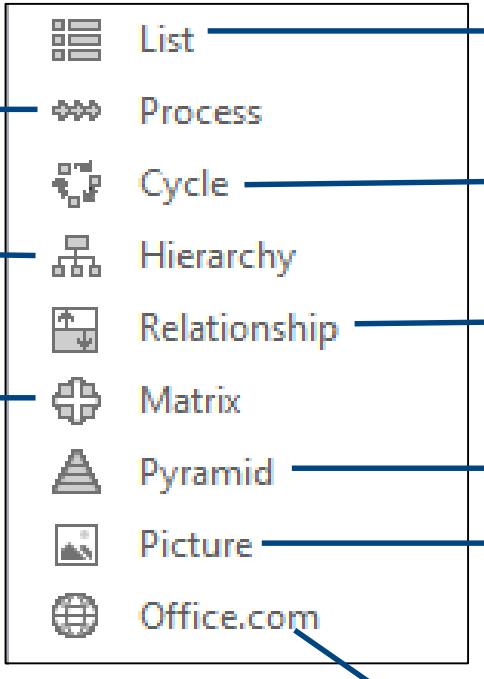
SmartArt Types



For nonsequential blocks of info

To show a progression

For a continuing sequence of stages

For hierarchical relationships

To show interlocking or overlapping information

Shows the relationship of components to a whole

For proportional relationships

Uses one or more pictures

Download more!

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Creating SmartArt Graphics

- You can convert an existing list into a SmartArt graphic.
- These automatically create and align boxes and lines as information is added.
- Customize and format to get the right look:
  - Text formatting
  - The color scheme
  - Effects such as 3-D
- You can add additional elements to the graphic.

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