Chapter 5: Adding Charts to a Presentation

LABYRINTH
LEARNING™

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 SmartArt diagrams

LABYRINTH
LEARNING™

Common Chart Types

- Four common chart types:

COMMON CHART TYPES

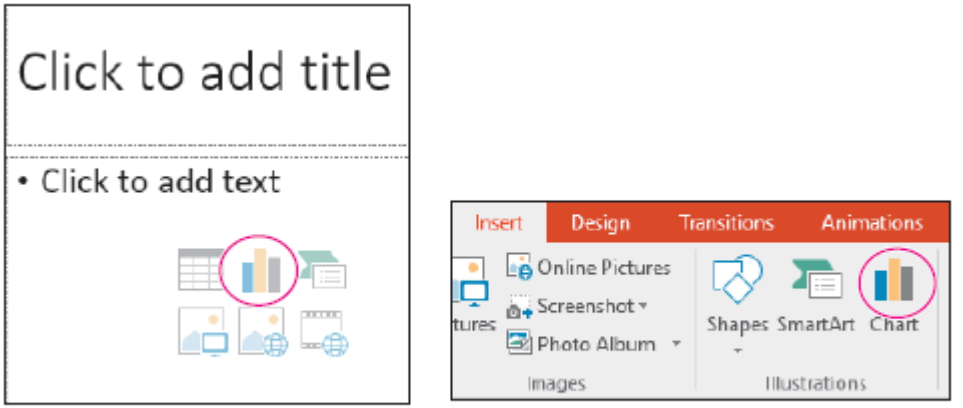
Chart Type	Icon	Best used to...
Column		Show one-time (nonadjacent) results, such as those of a survey, depicted as vertical bars
Bar		Show the same type of results as a column chart, but with horizontal bars
Line		Show continual change over time, such as profit or loss over several months
Pie		Compare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

- Six new chart types:
  - Box and Whisker, Treemap, Sunburst, Waterfall, Histogram, and Pareto

LABYRINTH LEARNING™

Inserting a Chart

- Insert → Illustrations → Chart

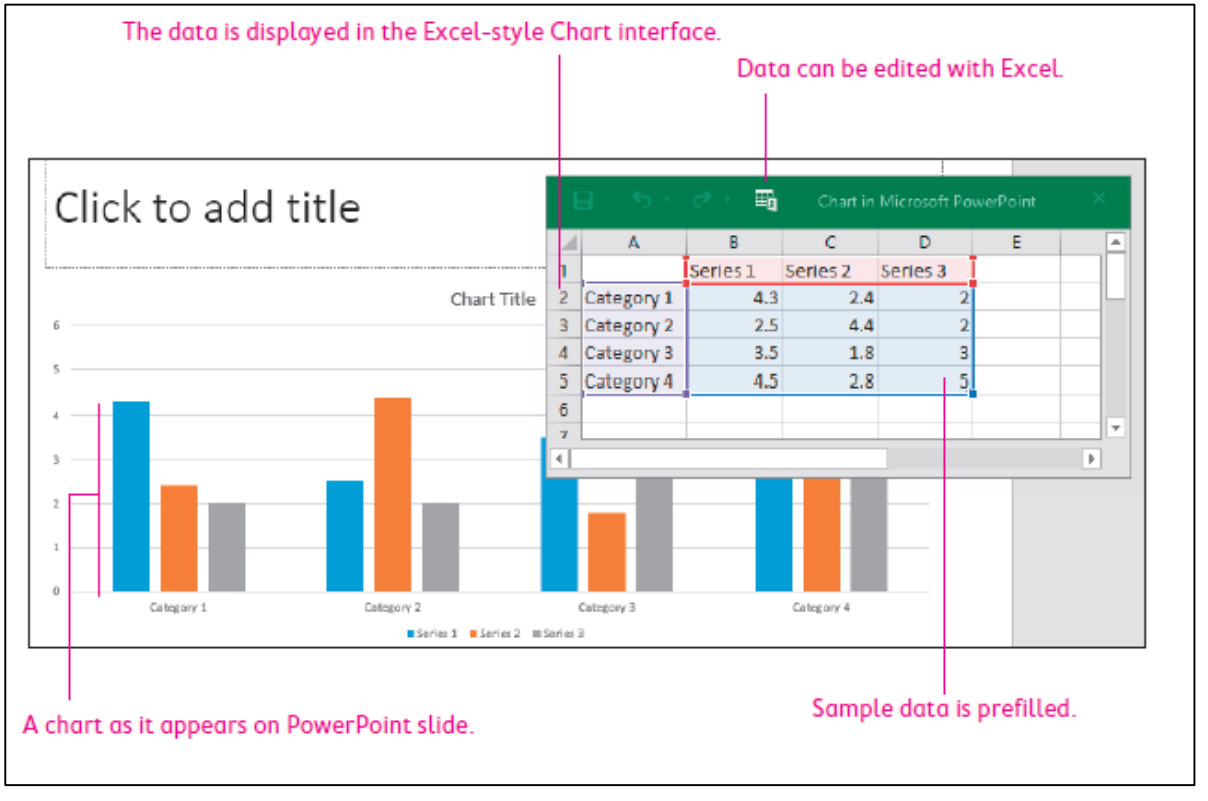


You can insert a chart via the Insert Chart slide icon or from the Ribbon.

LABYRINTH LEARNING™

Editing Chart Data

- Chart Tools → Design → Data → Edit Data
- PowerPoint starts a basic version of Excel (Chart) to edit data



LABYRINTH LEARNING™

Modifying Charts

- Change the chart type, style, and color scheme
- Adapt the chart size to fit your presentation
- Add or remove various chart elements

LABYRINTH
LEARNING™

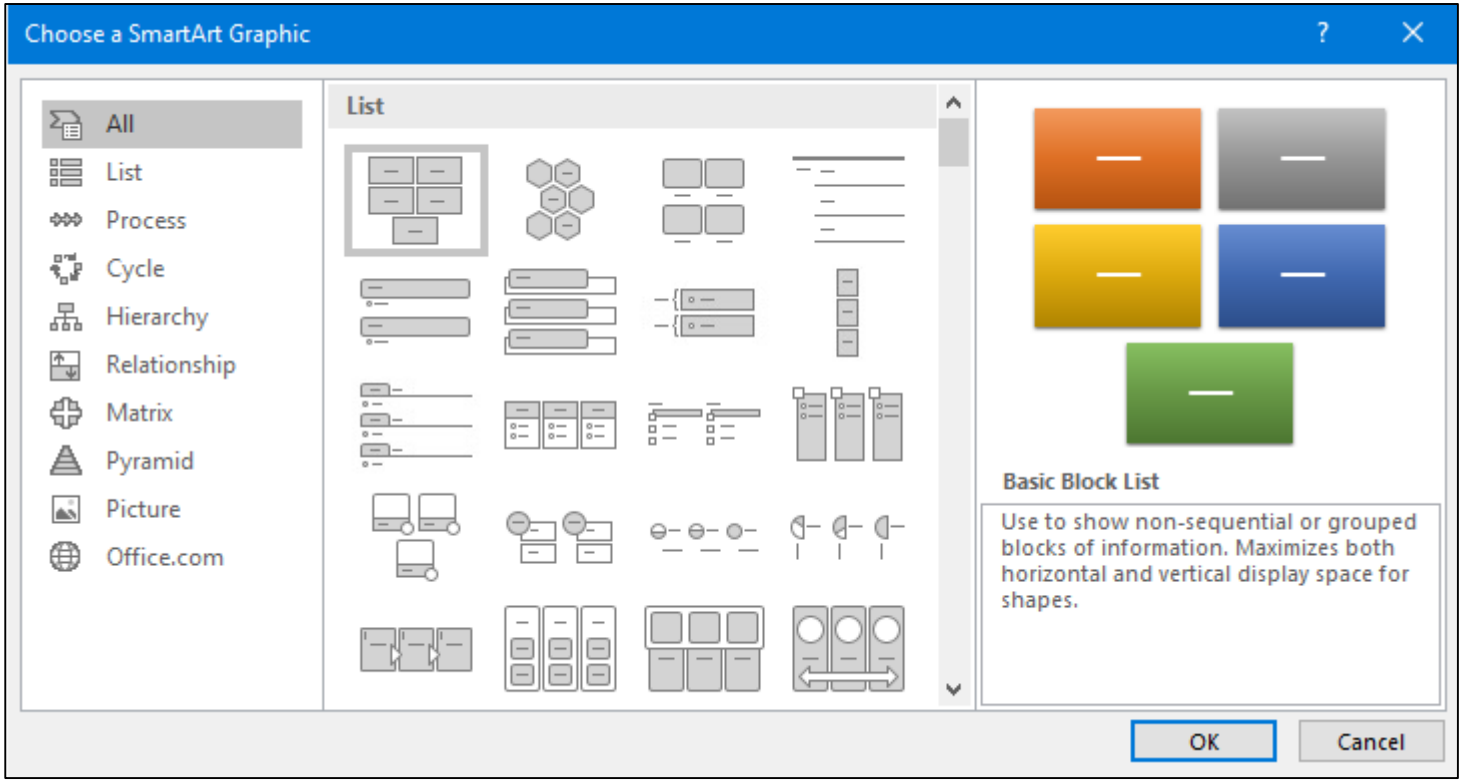
Linking to External Excel Documents

- Benefits of Linking
- Only data is linked
- Charts can be pasted from Excel
  - Change the chart formatting to match the slide theme
    - Default setting
  - Keep the Excel chart formatting
  - Past the chart as a picture; data is not editable

LABYRINTH LEARNING™

SmartArt Diagrams

- Various charts, lists, and flow charts to enhance a presentation



LABYRINTH LEARNING™

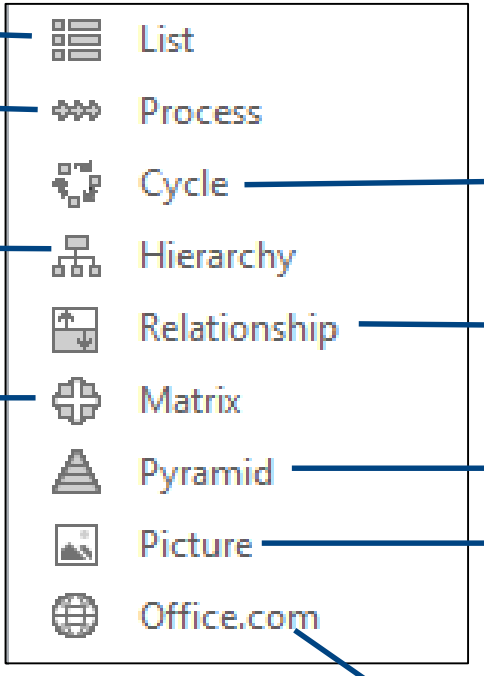
SmartArt Types

For nonsequential blocks of info

To show a progression

For hierarchical relationships

Show relationship of components to a whole



For a continuing sequence of stages

Show interlocking or overlapping information

For proportional relationships

Uses one or more pictures

Download more!

LABYRINTH LEARNING™