


PowerPoint – Tables / Charts / Graphs

Open PowerPoint:

- Click on **Start** (located on the Taskbar at the bottom)
- Click on **Programs**
- Click on **Microsoft PowerPoint**

or

- Click on the **Microsoft PowerPoint icon** (located on the Microsoft Office Shortcut Toolbar) 
- Select **Blank Presentation** from the dialogue box
- Click **OK**

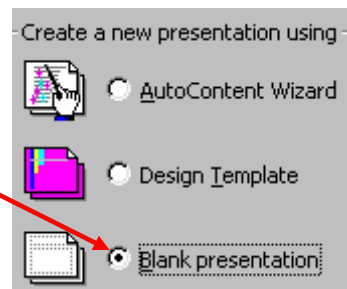




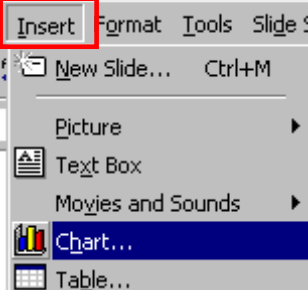
Chart:

I. Insert a chart:


Use a chart to illustrate data in an easy to read/understandable format, or to compare data.

- In the AutoLayout dialogue box - **Select a slide** by clicking on it
- Click **OK**

* If you chose a slide that does not have a chart/graph icon on it:

1. Click **Insert** on the menu bar 
 2. Click **Chart**
- or
3. Click the **Chart icon** on the toolbar 
- 

* If you chose a slide that has a chart/graph icon on it:

1. Add title and text
2. **Double-click the chart icon** on the slide 



Double click to add chart

II. Screen Layout:

View Datasheet

Import file

By Row

By Column

Data Table

Chart Type

Legend

Datasheet

		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

Format chart area

Chart on slide

title

90
80
70
60
50
40
30
20
10
0

1st Qtr 2nd Qtr 3rd Qtr 4th Qtr

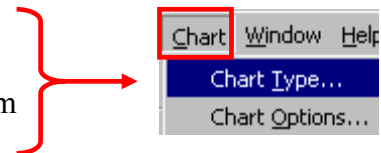
East
West
North

- A sample chart and Datasheet dialogue box containing sample data will appear, as illustrated above. **Type in your data.**
- Click “X” in the upper right corner of the Datasheet window, when finished entering data.

III. Chart Type:

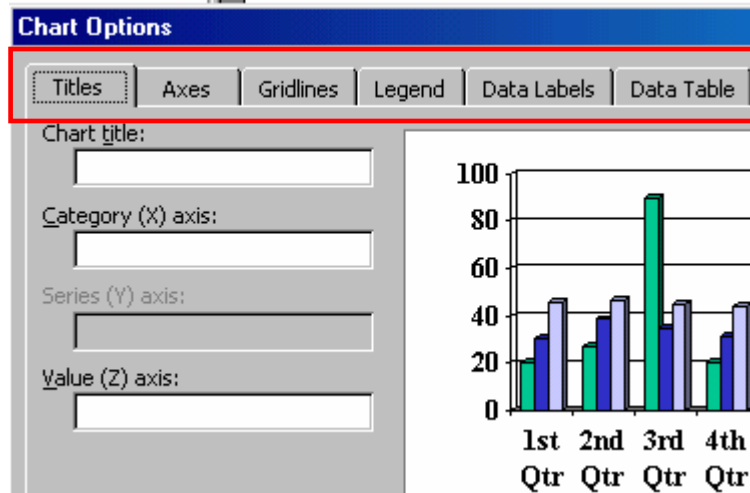
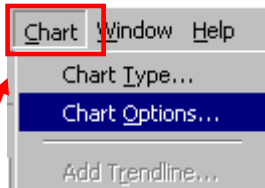
- Click **Chart** on the menu bar
 - Click **Chart Type - 2** to choose from: Standard or Custom
- or**

- Click **Chart Type icon** on the toolbar 
- Click **OK**



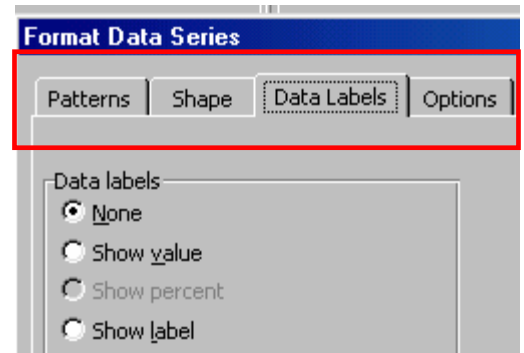
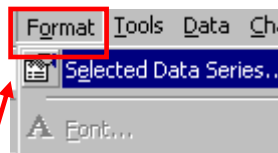
IV. Chart Options:

- Click **Chart** on the menu bar
- Click **Chart Options** –
 1. Title Tab – chart title, X and Y axis title
 2. Legend Tab – show or not show legend, placement of legend
 3. Data Label Tab – various information that identifies your data (EX: show %, show label, show % and label)
 4. Data Table Tab – show data table along with the graph or not
- Click **OK**



V. Format Data Series:

- **Double-click the graph** (click directly on the bar on the graph)
or
- **Click the graph once** to select it
- Click **Format** on the menu bar
- Click **Selected data series**
- Format **Data Series** dialog box:
 1. Patterns Tab – change Border and Chart color
 2. Options Tab – turn the chart by adding or subtracting degrees to first angle
 3. Shape Tab – shape of columns on graph
- Click **OK**

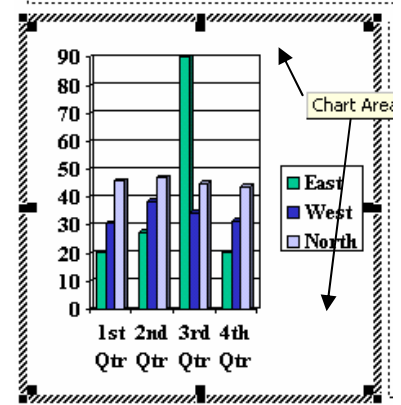
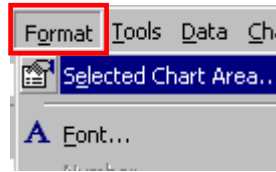


VI. Format Chart Area:

- **Double-click on chart area** (area behind graph)

or

- **Click once on the chart area**
- Click **Format** on the menu bar
- Click **Selected Chart Area**
- **Format Chart Area** dialogue box:



1. Patterns Tab – change Chart Area borders and color
2. Font Tab – change Font properties (changes all font in the chart area, including the font on the graph)

- Click **OK**

VII. Format Axis:

- **Double-click on the X or Y axis**

or

- Click on the axis **once**, then click **Format** on the menu bar
- Click **Selected Axis**
- Click on the **Scale** tab
- **Major Unit** = change to increments you want to see
- **Maximum** = last number shown on data
- **Alignment Tab** – changes the alignment of the text (horizontal, vertical, slant up, slant down)

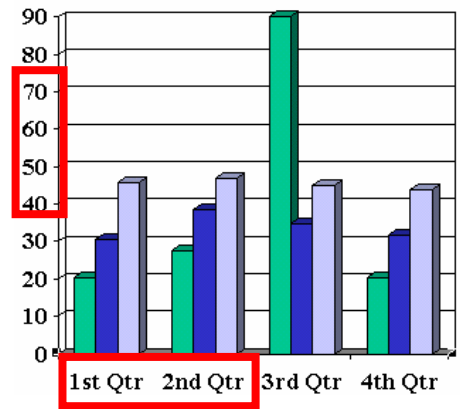


Table:

Create a table to organize information into rows and columns for easy readability.

I. Insert a Table:

- Insert a new slide – click **Insert** on the menu bar, then **New Slide**
- In the AutoLayout dialogue box - **Select a slide** by clicking on it
- Click **OK**



- * If you chose a Table Slide:

1. Add the title



Double click to add table

2. Double-click the table icon

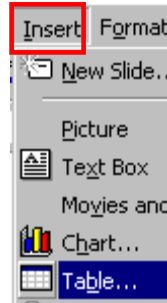
* If you chose a slide other than the Table Slide:

1. Click the **Table icon** on the toolbar 

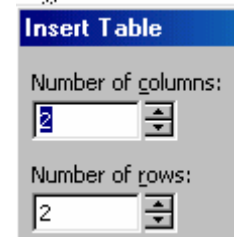
or

2. Click **Insert** on the menu bar

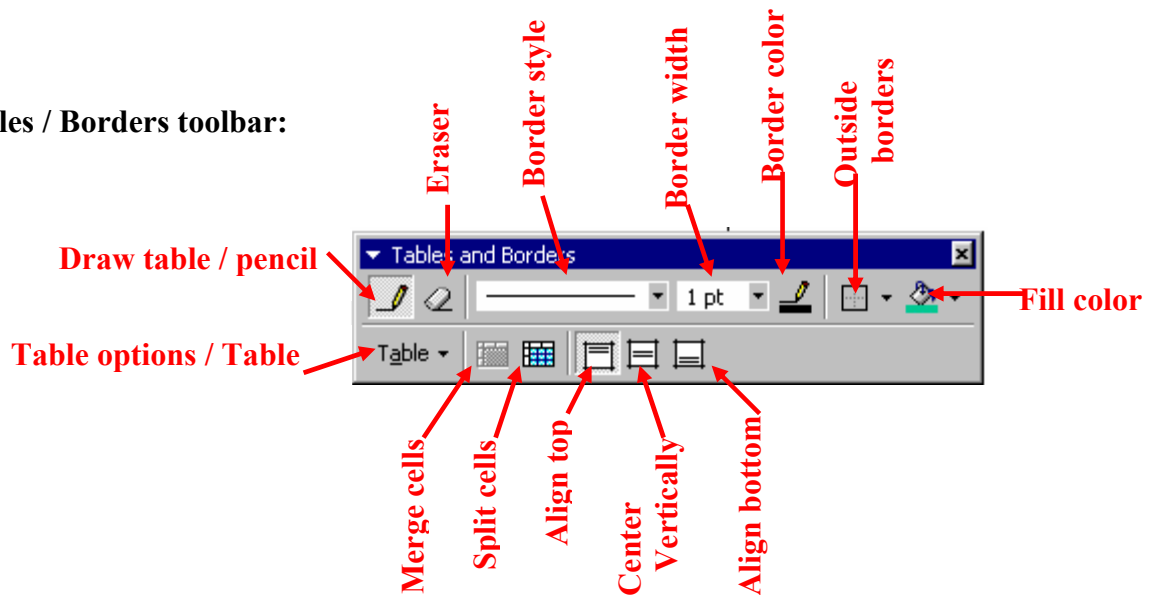
3. Click **Table**



- Insert Table dialogue box – **select the number of columns and rows**
- Click **OK**



- **Tables / Borders toolbar:**

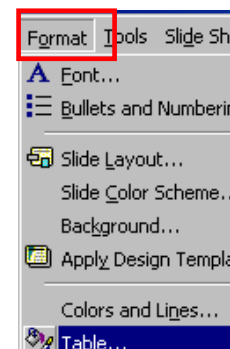


- **View toolbars:** - click **View** on the menu bar, then **Toolbars**
(a “check” means the toolbar is open and you should be able to see it; if you click on one that doesn’t have a “check” it should open up)
- **Type information into the table** – remember, the table should consist of important words / phrases; not complete sentences

II. Format Table:

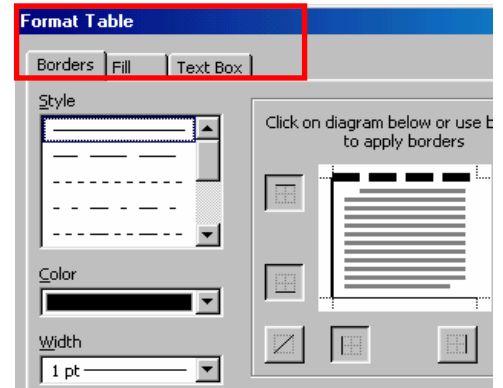
* Select the entire table to change all cells at one time.

- Click **Format** on the menu bar






- Click **Table**
- **Format Table** dialogue box:
 1. Borders Tab – change the Style, Color, and Width of border
 2. Fill Tab – change the Table Color
 3. Text Box Tab – manipulate the Text Alignment in cells, the Internal Margins, and Rotate the Text in cells

** If you use the icons on the toolbar to manipulate the border style and width – you must use the Draw Table icon (pencil) to click on the borders in order for them to change once you have made the border selections



III. Merge / Split Cells:

- **Highlight the cells to merge or split**
- Click the **Table icon**  on the Table/Borders toolbar
- Click **Merge Cells** or **Split Cell**
- or
- Click the **Merge icon**  or the **Split Cells icon**  on the Table/Borders toolbar

IV. Change Column Width / Row Height:

- Position the mouse over the border line - * the mouse changes to a double-headed arrow
- **Click and drag** the border to move it left, right, up and down

Chart Tips: (PowerPoint Workshop for Teachers by Janet Caughlin)

I. Line Charts:

- Best for showing trends and large numbers of data points
- Limit of 4 lines per chart
- Make the lines easy to distinguish from each other – use color
- Trend lines should be the thickest

II. Bar Charts:

- Best for showing differences in data set and related data
- Keep the colors well defined between bars
- Make sure the same colors represent the same data on all bars in the presentation
- Make positive and negative numbers different colors
- Use horizontal bars if you have lots of data

III. Pie Charts:

- Best for showing composition of total amount
- Limit of 6 slices
- Most important slice in upper right hand corner or arrange from largest to smallest
- Emphasize a particular piece by cutting it away, exploding it, or using a contrast color
- Put labels on outside of slice
- Display % next to each slice

Organizational Chart:

I. Create Organizational Chart:

- At the New Slide dialogue box, choose the **Organizational Chart** autolayout
- Click **OK**
- **Double-click the organizational chart placeholder**



Double click to add org chart

II. Enter Data:

- Select one line of text in the box
- Begin typing data
- Press Tab or Enter on the keyboard to move to the next line

III. Add a Box:

- **Click one of the following buttons** on the toolbar:

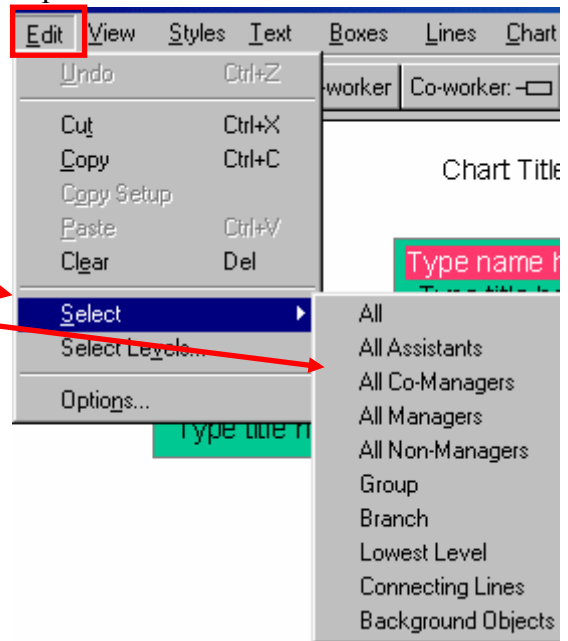
1. subordinate
2. co-worker (left)
3. co-worker (right)
4. manager
5. assistant



- Click on the box you want to attach the new box to – a new box should appear
- Continue in the same manner until the chart is complete

IV. Select Multiple Boxes:

- Click **Edit** on the menu bar
- Click **Select**
- Select boxes



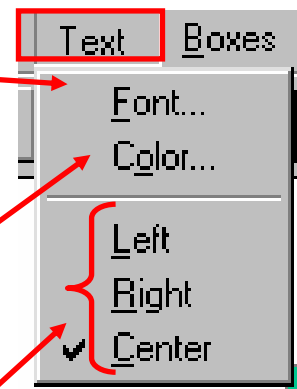
V. Delete a Box:

- Click in the box to delete
- Press **Delete** on the keyboard

VI. Chart Attributes:

A. Format Fonts:

- Select text
- Click **Text** on the menu bar
- Click **Font**
- **Make changes** to – Font, Font Style, and Size
- Click **OK**

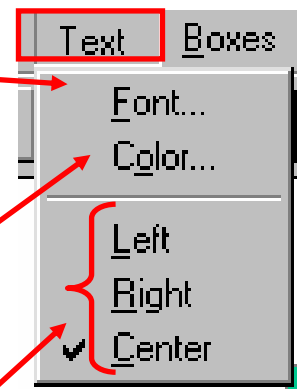


B. Format Text Color:

- Select text
- Click **Text** on the menu bar
- Click **Color**
- **Select font color**
- Click **OK**

C. Text Alignment:

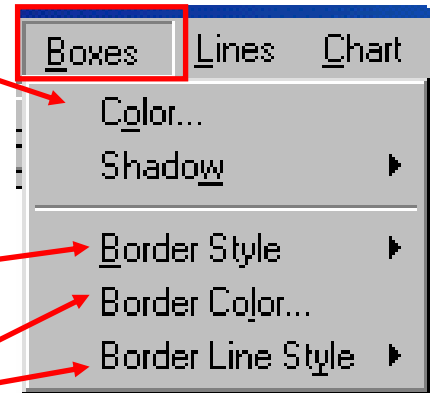
- Select text
- Click **Text** on the menu bar
- Click **Left, Right, or Center**



-

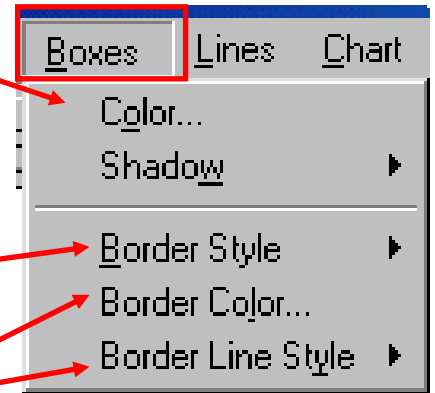
D. Box Color:

- Select the box
- Click **Boxes** on the menu bar
- Click **Color**
- **Select box background color**
- Click **OK**



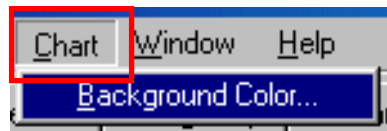
E. Box Border:

- Select the box
- Click **Boxes** on the menu bar
- Click **Border Style** – select style
- Click **Border Color** – select a color for the border; Click **OK**
- Click **Border Line Style** – select line style



VII. Chart Background Color:

- Click **Chart** on the menu bar
- Click **Background Color**
- **Select color** – keep in mind the color of your font and the color of your boxes
- Click **OK**



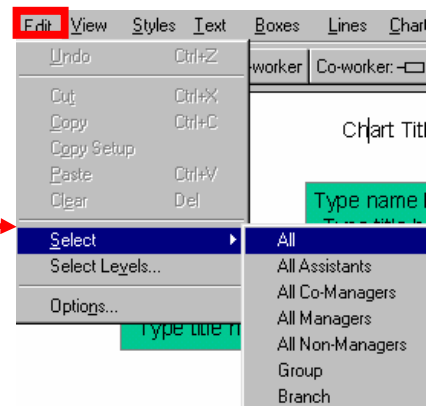
VIII. Line Connectors:

- Click **Edit** on the menu bar
- Click **Select**
- Click **All**

or

- **Click a Line Connector on the chart**
(change one line at a time)

- Click **Lines** on the menu bar
- Click **Thickness** – select line width
- Click **Style** – select line style (solid, dotted, dashed)
- Click **Color** – select line color; Click **OK**



XI. Update Chart on PPT Slide:

- Click **F**ile on the menu bar
- Click **U**ppdate **P**resentation
- Click **F**ile on menu bar
- Click **C**lose & **R**eturn to **P**resentation

