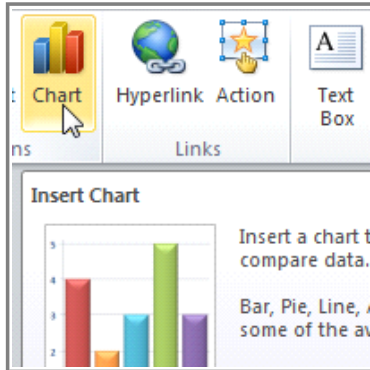




Introduction

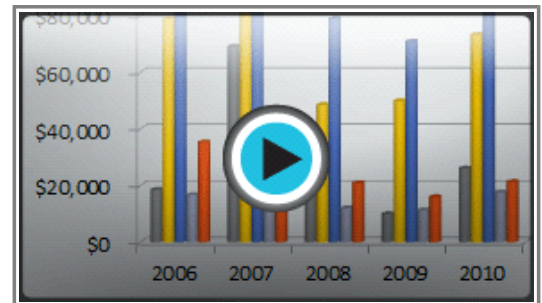


A **chart** is a tool you can use to **communicate your data graphically**. Displaying charts in PowerPoint allows your audience to see the **meaning behind the numbers**, and they make showing **comparisons** and **trends** a lot easier. In this lesson, you will learn how to **insert** charts and **modify** them so that they communicate information effectively.

Charts

In many ways, charts are an ideal way to present information in **PowerPoint 2010**. They give you an **illustration** of your data. A chart can help you **show your audience** what your data means and why it's important. Plus, they can add **visual interest** to slide shows that are otherwise filled with text.

➤➤➤ Watch the video to learn about the basics of working with charts.



Watch the video (3:46). [Need help?](#)

Types of Charts

➤➤➤ Use the interactive below to view examples of some of the types of charts that are available in PowerPoint.

Identifying the Parts of a Chart

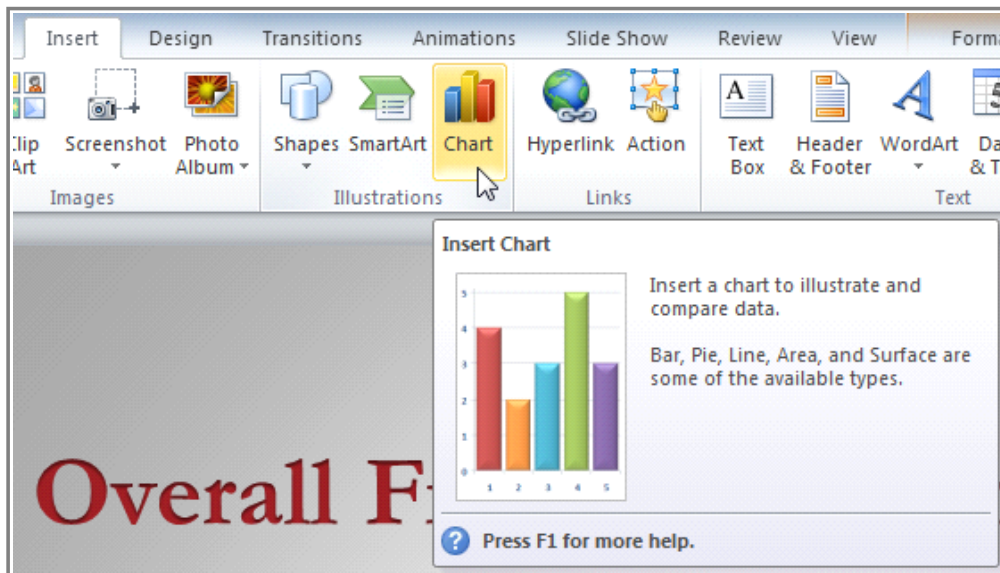
➤➤➤ Use the interactive below to learn about the different parts of a chart.

Inserting Charts

PowerPoint uses an **Excel worksheet** as a placeholder for entering chart data. Therefore, when you insert or edit a chart in PowerPoint, an Excel window will automatically open. The process is user-friendly, but if you are totally unfamiliar with Excel, you might want to review our **Excel 2010 [Cell Basics](#)** lesson.

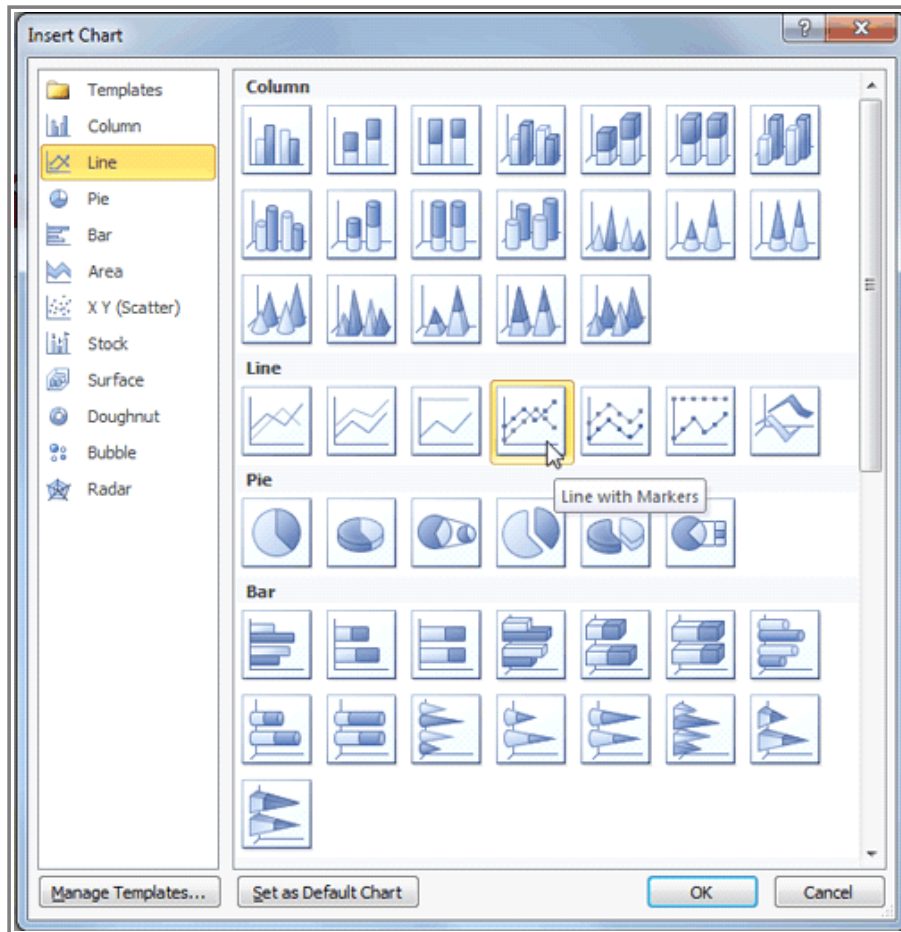
To Insert a Chart:

1. Select the **Insert** tab.
2. Click the **Insert Chart** command in the **Illustrations Group**. The **Insert Chart** dialog box will appear.



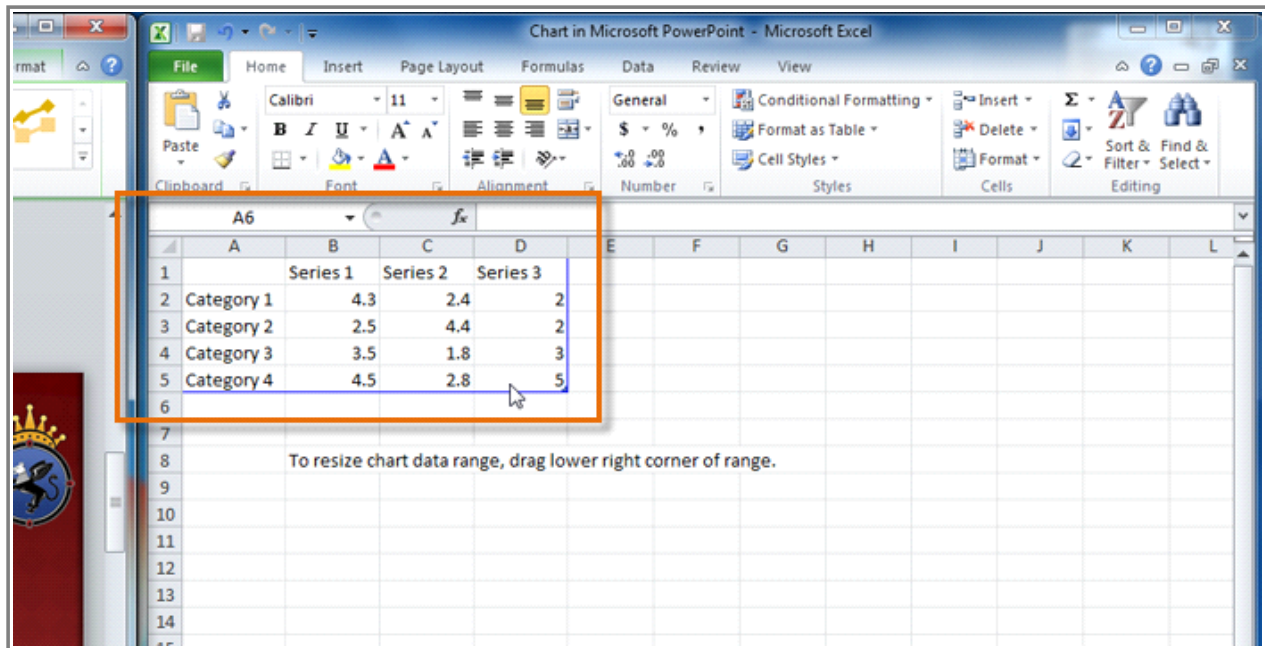
Inserting a chart

3. Select a **category** from the left pane of the dialog box and review the **charts** that appear in the center. If you are unsure about which chart best fits your needs, review the **Types of Charts** interactive on page 2.



The Insert Chart dialog box

4. Select the desired chart.
5. Click **OK**. An Excel window will open with a placeholder for your data.



Excel window with the data placeholder

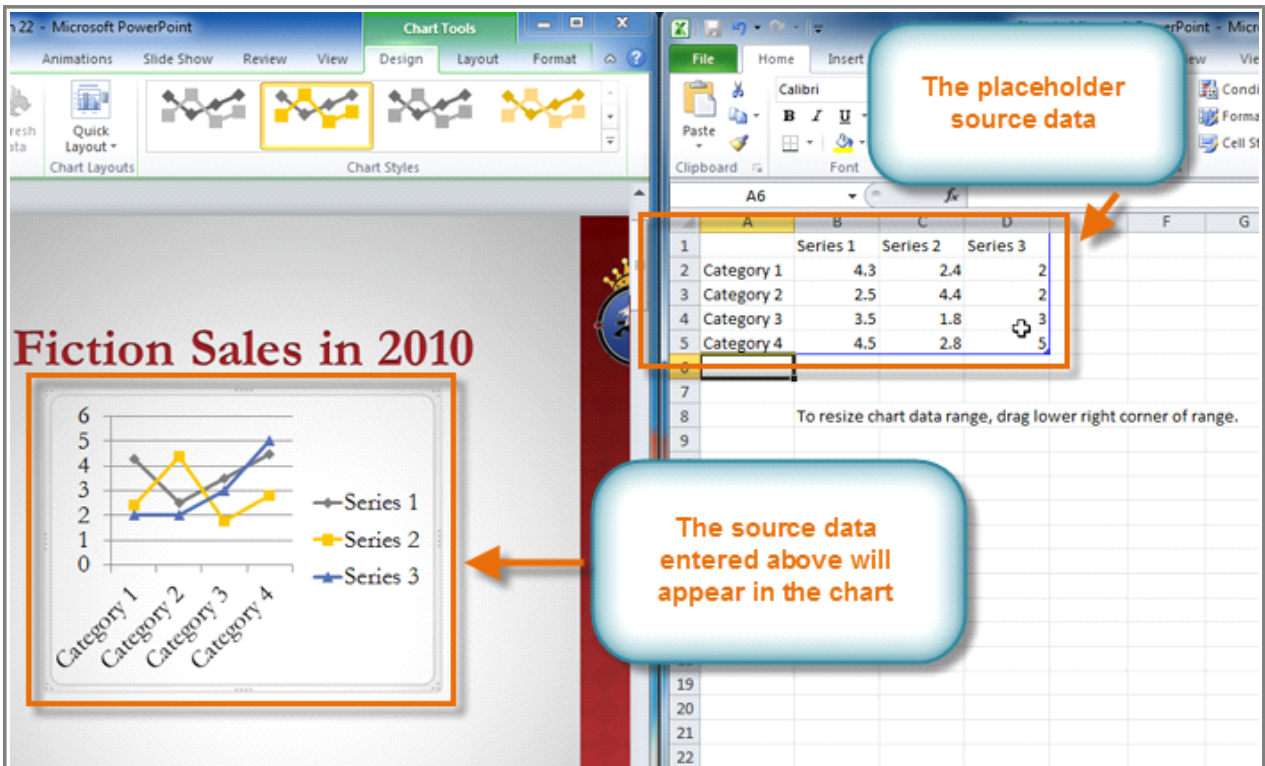
If a slide layout has a content placeholder, you can also click the **Insert Chart** command to insert a new chart.



Inserting a chart in the placeholder

To Enter Chart Data:

The data that appears in the Excel spreadsheet is **placeholder source data** that you will replace with your own information. The Excel source data is used to create the PowerPoint chart.



The placeholder source data

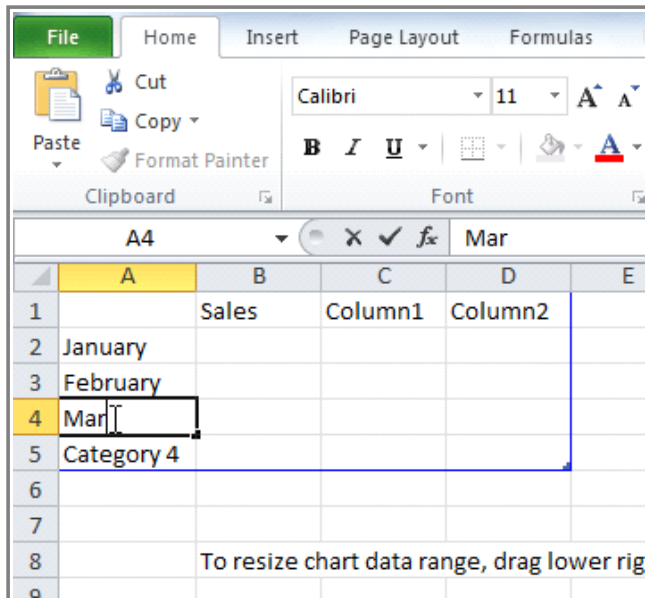
	Series 1	Series 2	Series 3	
1				
2	Category 1	4.3	2.4	2
3	Category 2	2.5	4.4	2
4	Category 3	3.5	1.8	3
5	Category 4	4.5	2.8	5

To resize chart data range, drag lower right corner of range.

The source data entered above will appear in the chart

The placeholder source data and the corresponding chart

1. Enter your data into the Excel spreadsheet. If you are not sure how to enter data into an Excel spreadsheet, review the **Excel 2010 [Cell Basics](#)** lesson.



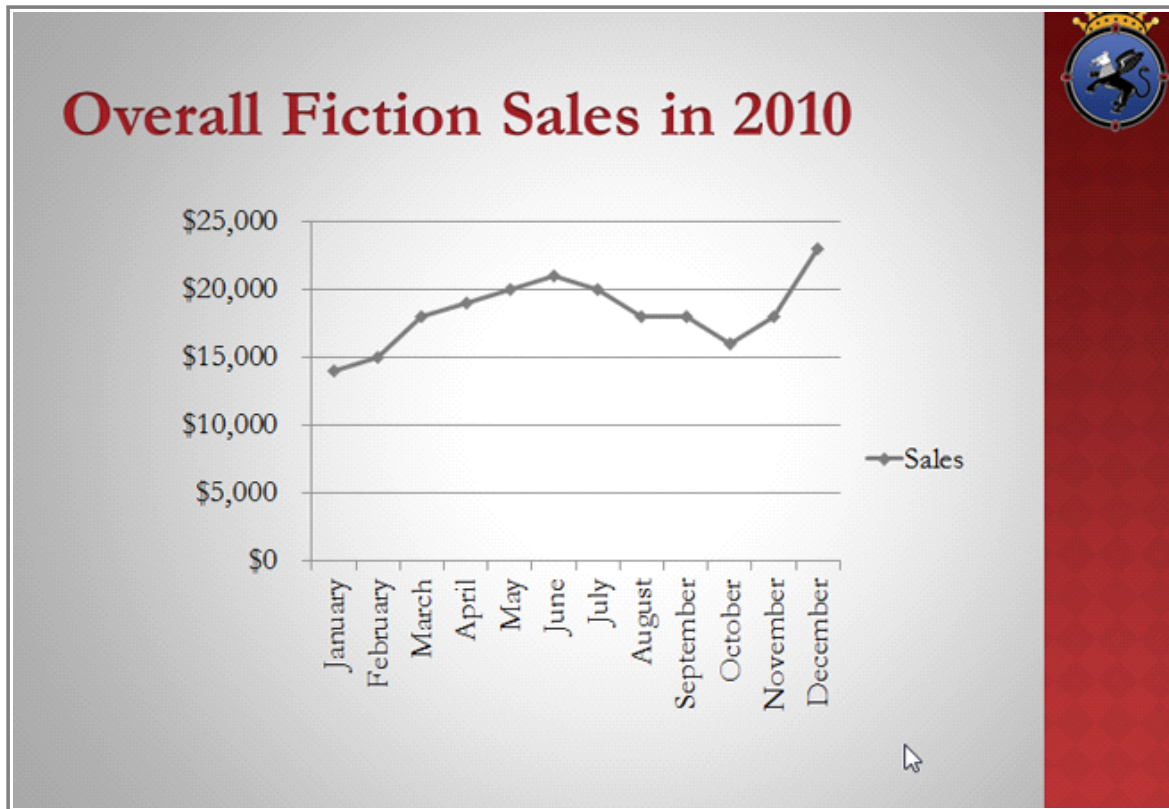
Entering data into the spreadsheet

2. If necessary, click and drag the **lower-right corner** of the **blue line** to increase or decrease the **data range** for rows and columns. Only the data enclosed by the blue lines will appear in the chart.

	A	B	C	D
1		Sales		
2	January	\$14,000		
3	February	\$15,000		
4	March	\$18,000		
5	April	\$19,000		
6	May	\$20,000		
7	June	\$21,000		
8	July	\$20,000		
9	August	\$18,000		
10	September	\$18,000		
11	October	\$16,000		
12	November	\$18,000		
13	December	\$23,000		
14				

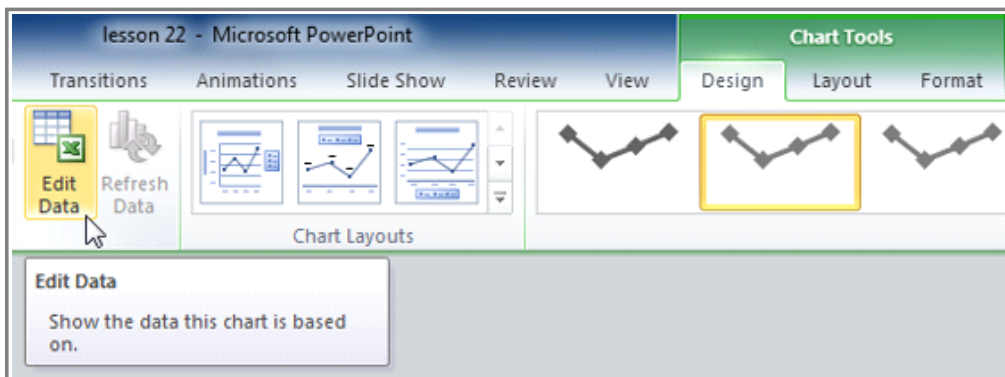
Dragging the blue line to decrease the data range

3. Close Excel. You **do not** need to save the spreadsheet. The PowerPoint chart will update to reflect the new source data.



The completed chart

You can edit the chart data at any time by selecting your chart and clicking the **Edit Data** command in the **Data** group on the **Chart Tools Design** tab.



The Edit Data command

Copying and Pasting Existing Excel Data

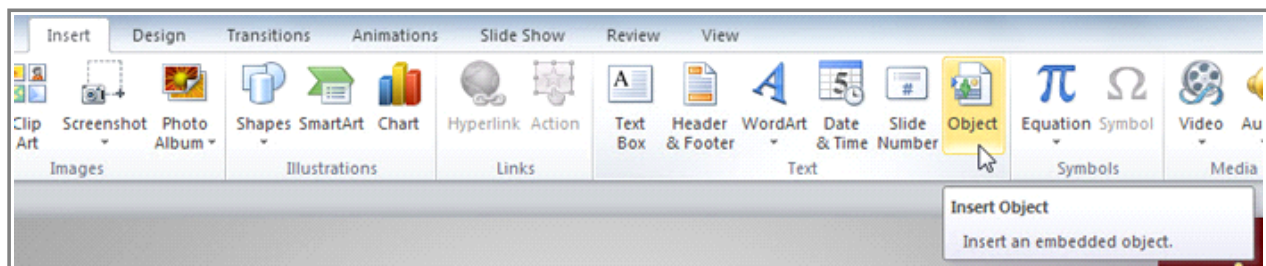
If you already have an **Excel worksheet** with data you would like to use for a PowerPoint chart, you can

transfer the data by **copying** and **pasting** it. When the Excel window opens, simply open your existing worksheet, select and copy the data, and paste it into the worksheet in place of the placeholder data. Be sure to drag the **blue line** to surround all the data you would like to include in the chart.

Importing a Chart from Excel

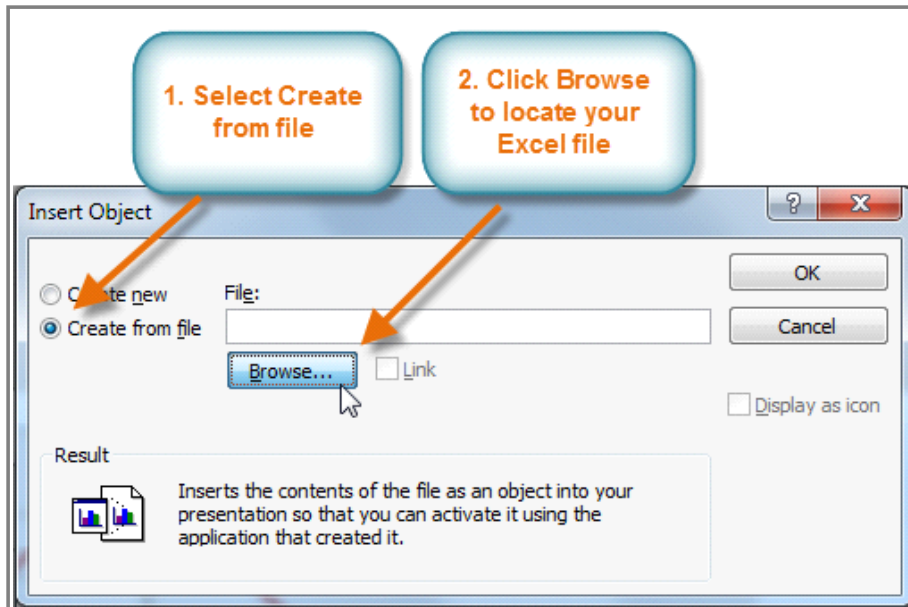
If you have already created a chart in Excel, you can import and link it to your PowerPoint presentation. When you insert an Excel chart in PowerPoint, any updates you make to the original Excel chart will automatically update in your PowerPoint presentation, as long as the files remain in the same location. This can be a convenient and time-saving feature for presentations that require frequent updating.

1. Click the **Insert** tab and locate the **Text** group.
2. Click the **Insert Object** command. A dialog box will appear.



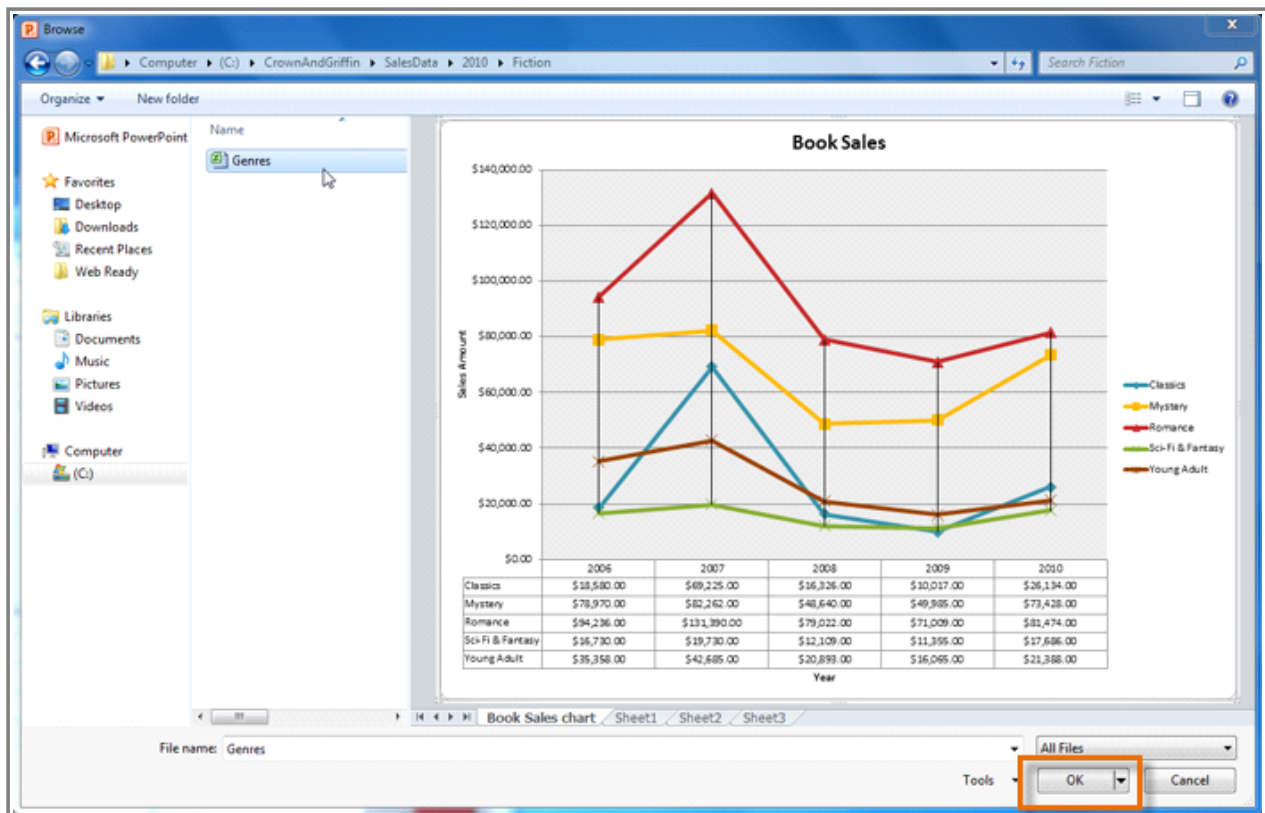
The Insert Object command

3. In the dialog box, select **Create from file**.
4. Click **Browse**.



The Insert Object dialog box

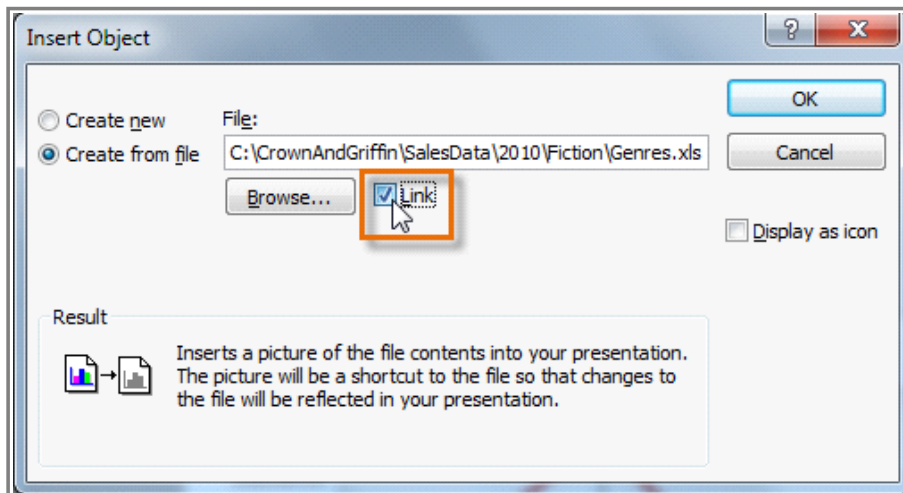
- Find and select the desired Excel chart, then click **OK**.



Selecting and previewing the desired file

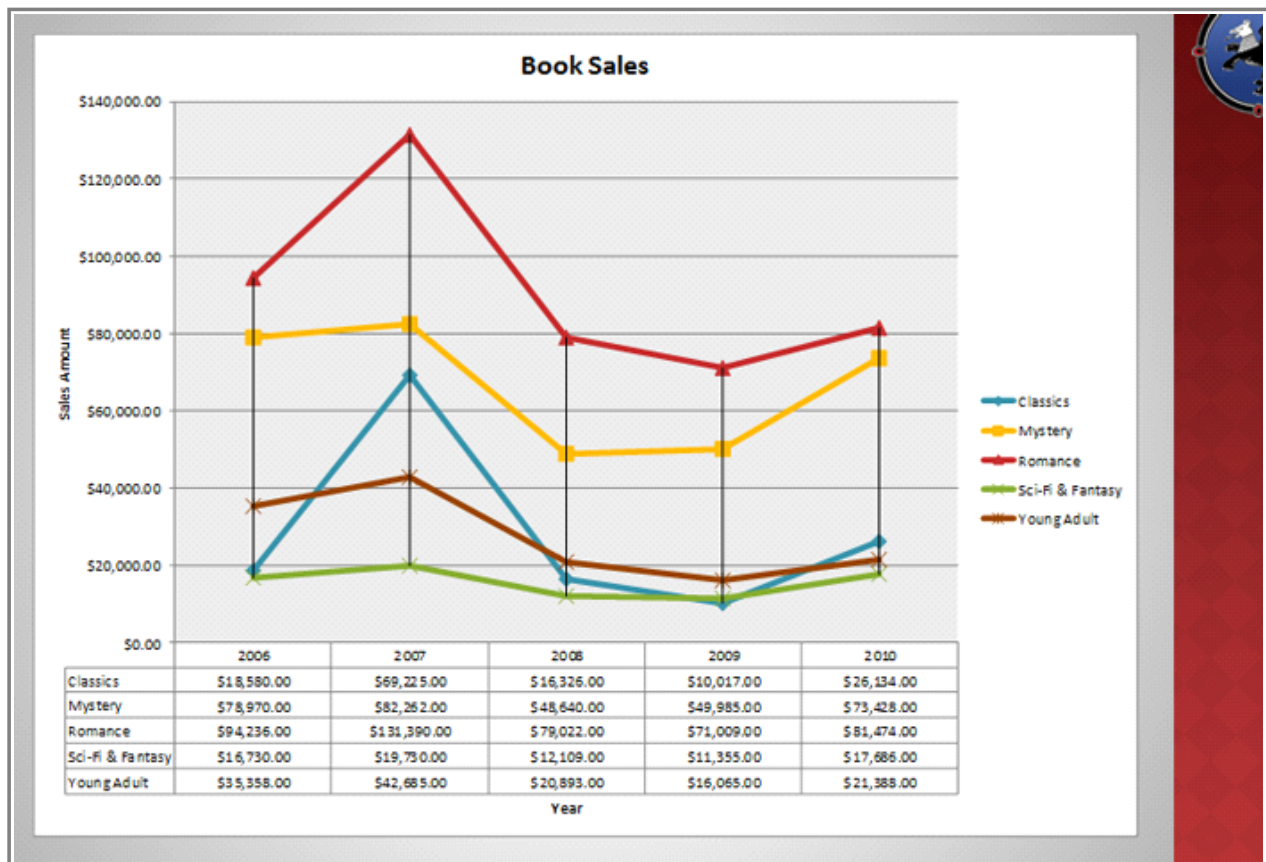
- Click the **Link** checkbox if you would like to **link the data** to the Excel chart. This will enable your

PowerPoint chart to update itself when changes are made to the Excel chart.




Linking the chart to the original Excel file

7. Click **OK**. The chart will now appear in your PowerPoint presentation.




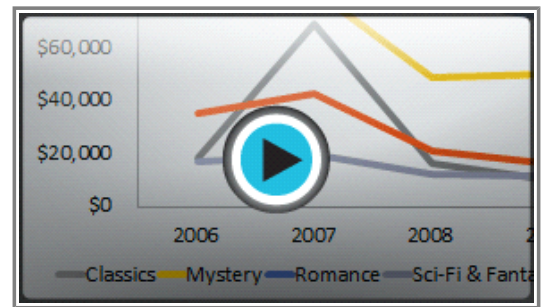
The inserted chart

To **edit** an imported chart, double-click it to open the Excel placeholder. After you have finished editing, be sure to **save** the chart in Excel.

 Once you have imported a chart, be careful not to delete or move the original Excel file. If the location of either the PowerPoint presentation or the Excel file changes, you may have to insert the chart again in order for it to display correctly.

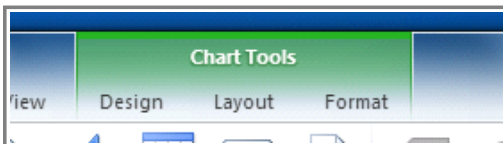
Modifying Charts with Chart Tools

 Watch the video to learn about the basics of modifying charts.



Watch the video (1:55). [Need help?](#)

Once you insert a chart, a set of **Chart Tools** will appear on the Ribbon. These are only visible when the chart is selected. You can use the three tabs grouped under Chart Tools to **modify** your chart.



The Chart Tools tab

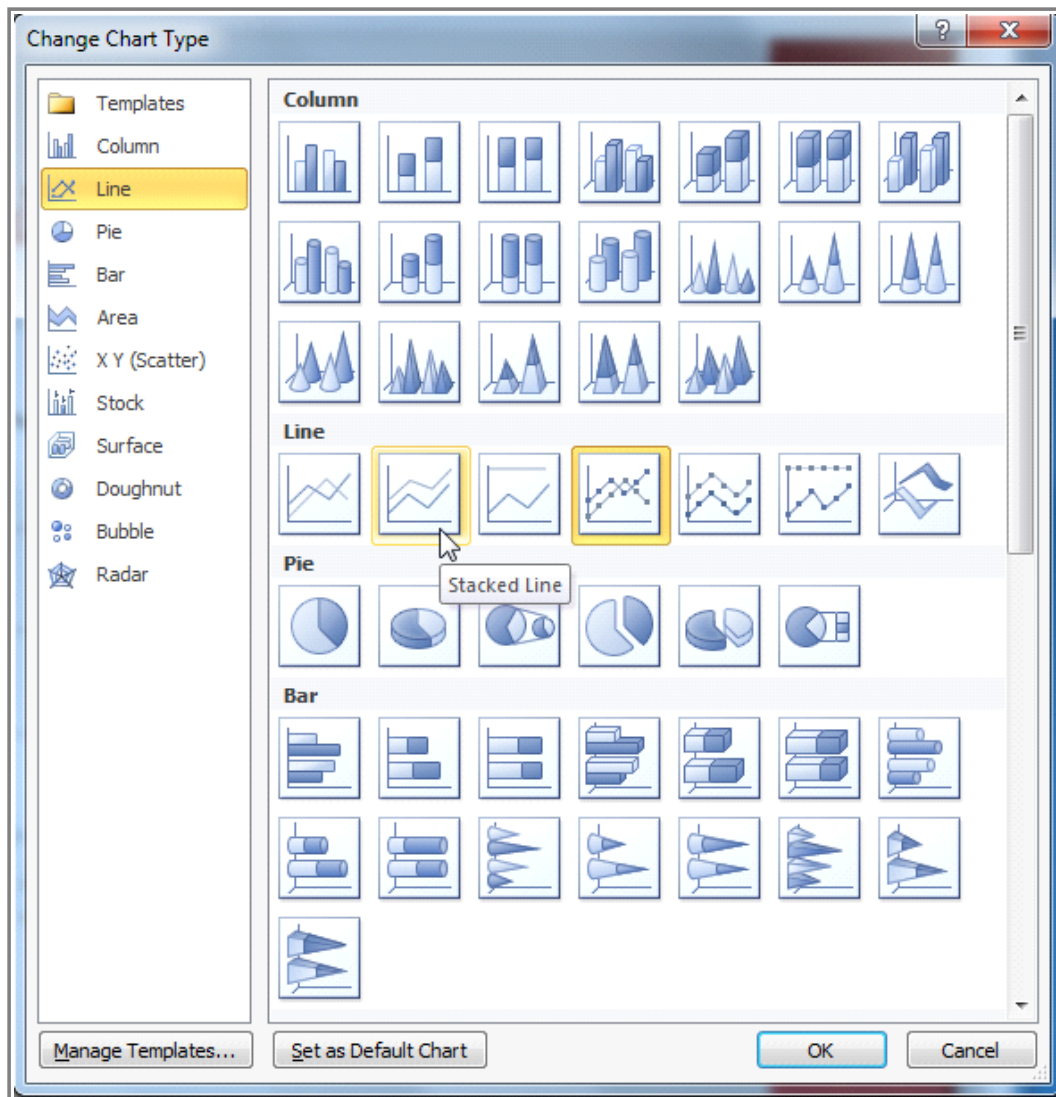
To Change the Chart Type:

1. From the **Design** tab, click the **Change Chart Type** command. A dialog box will appear.



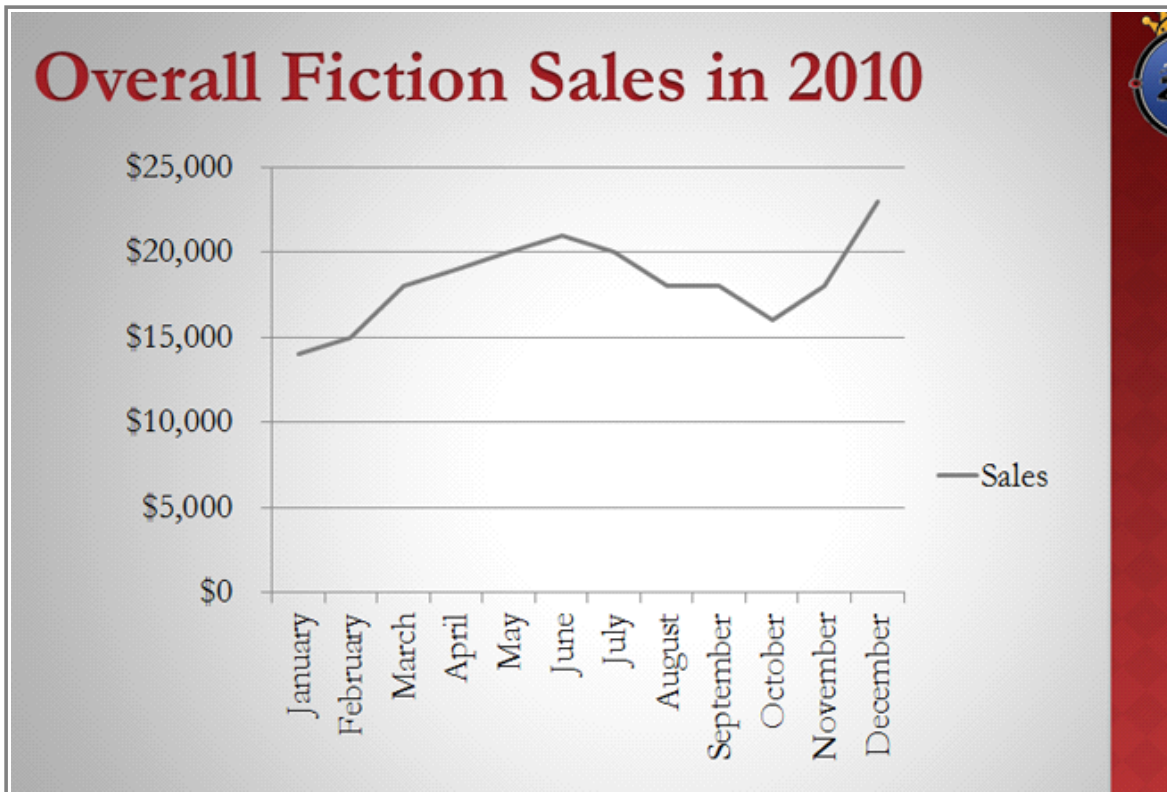
The Change Chart Type command

2. Select the desired chart type.



Choosing a new chart type

3. Click **OK**. The chart will update to reflect the new Chart Type.



The modified chart

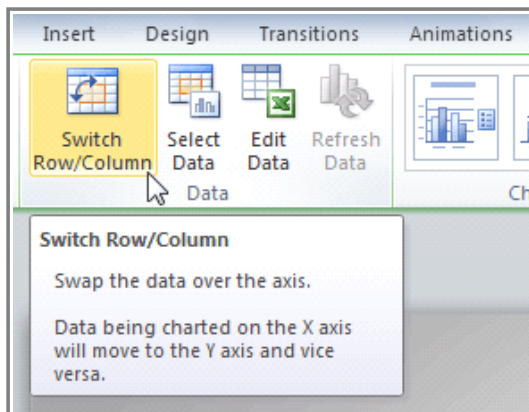
To Switch Row and Column Data:

Sometimes when you create a chart, the data may not be grouped the way you want it to be. In the **clustered column chart** below on the left, the Book Genre Sales statistics are grouped **by Genre**, with a column for each year. However, you could also **switch the row and column data** so that the chart will group the statistics **by year**, with columns for each genre, as in the chart on the right. In both cases, the chart contains the **same data**; it's just organized differently.



Sales Chart before and after switching row and column data

1. Select the **chart**.
2. From the **Chart Tools Design** tab, select the **Edit** command in the **Data** group. The Excel placeholder will open.
3. Return to your PowerPoint slide. Select the **Switch Row/Column** command in the **Data** group.

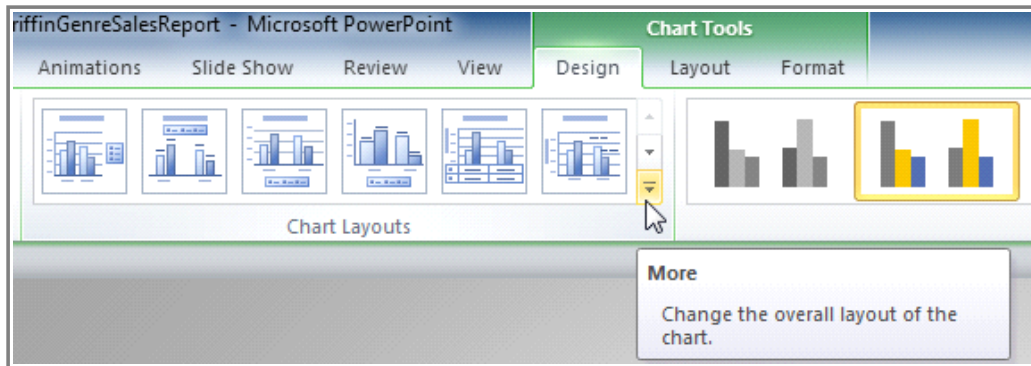


The Switch Row/Column Command

4. The chart will adjust the data.

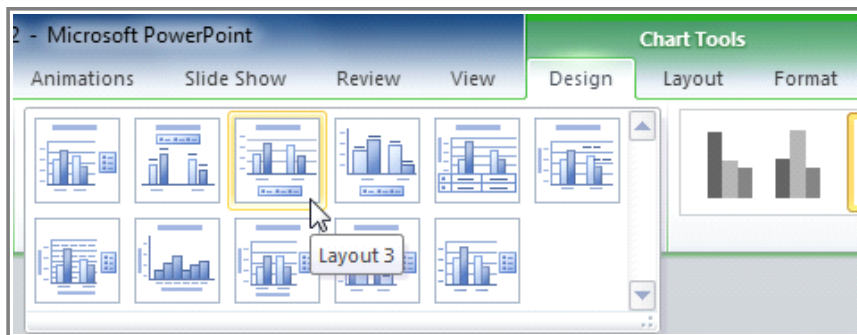
To Change the Chart Layout:

1. Select the **Chart Tools Design** tab.
2. Click the **More** drop-down arrow in the **Chart Layouts** group to see all of the available layouts.



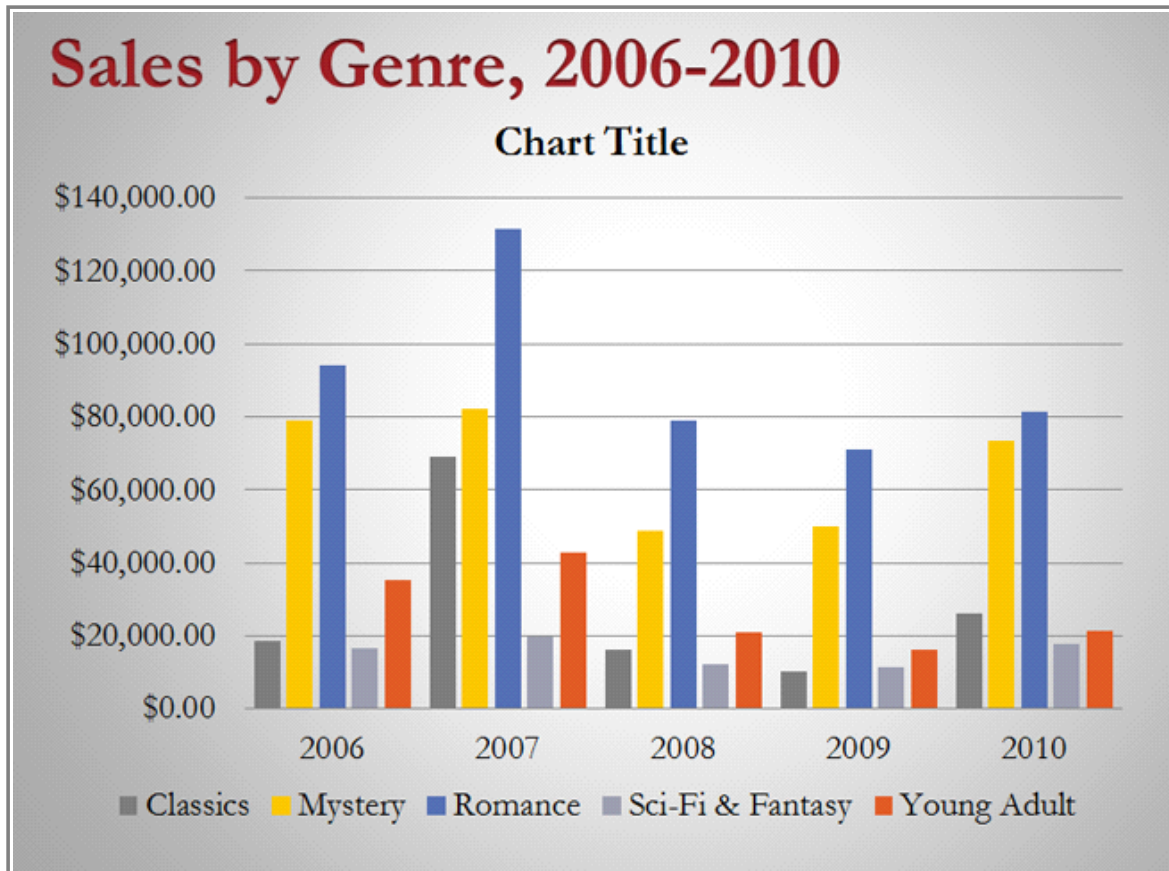
The More Layouts drop-down arrow

3. Select the desired layout.



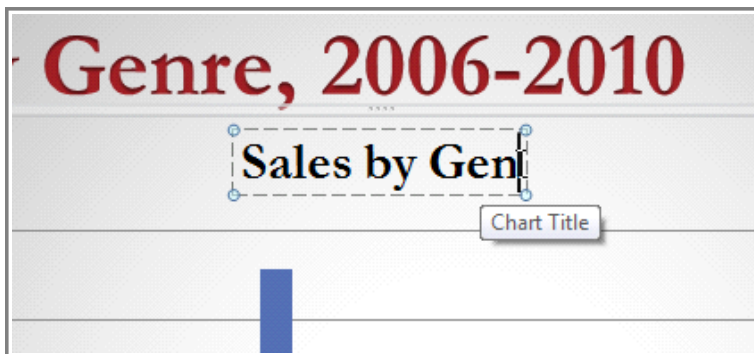
Selecting a new layout

4. The chart will update to reflect the new layout.



The modified chart

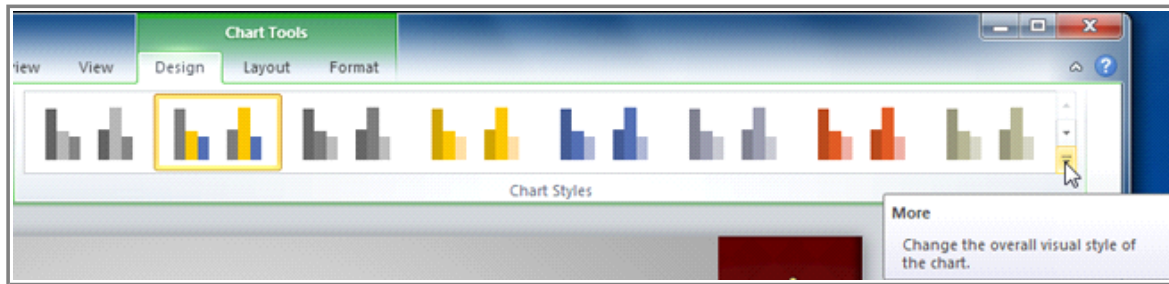
Some layouts include things like **chart titles** and **legend labels**. To change them, just place the **insertion point** in the text and begin typing.



Changing the chart title

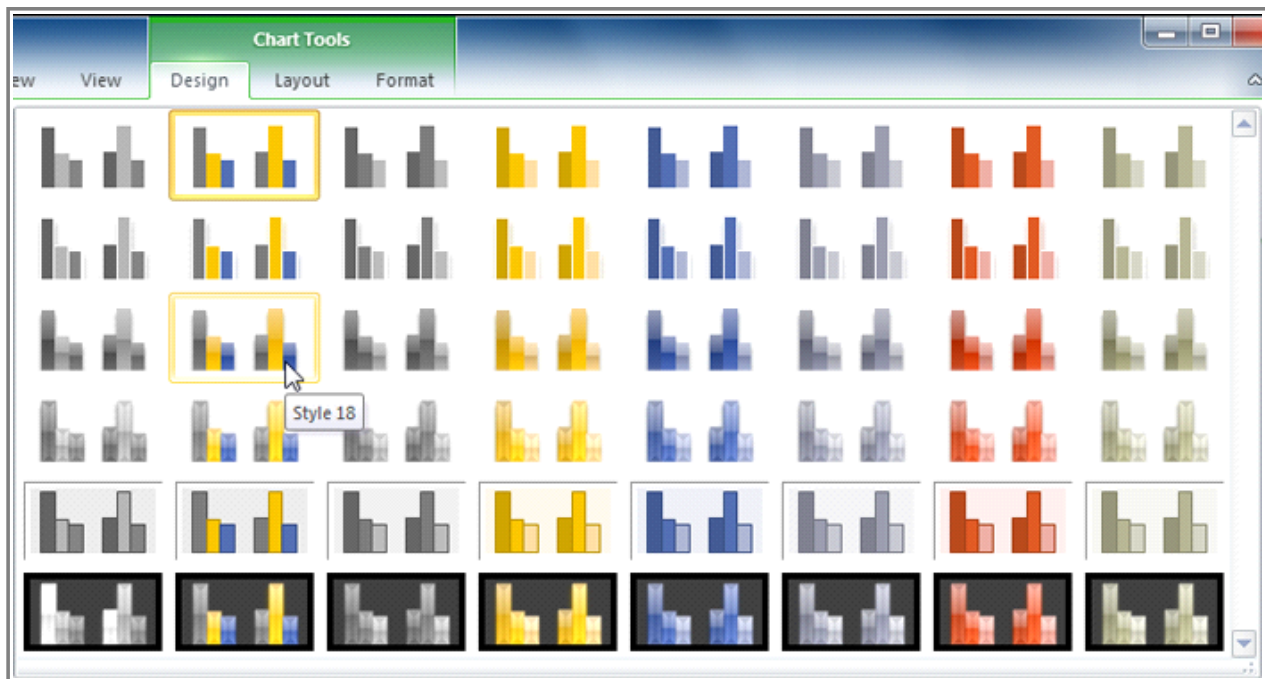
To Change the Chart Style:

1. Select the **Chart Tools Design** tab.



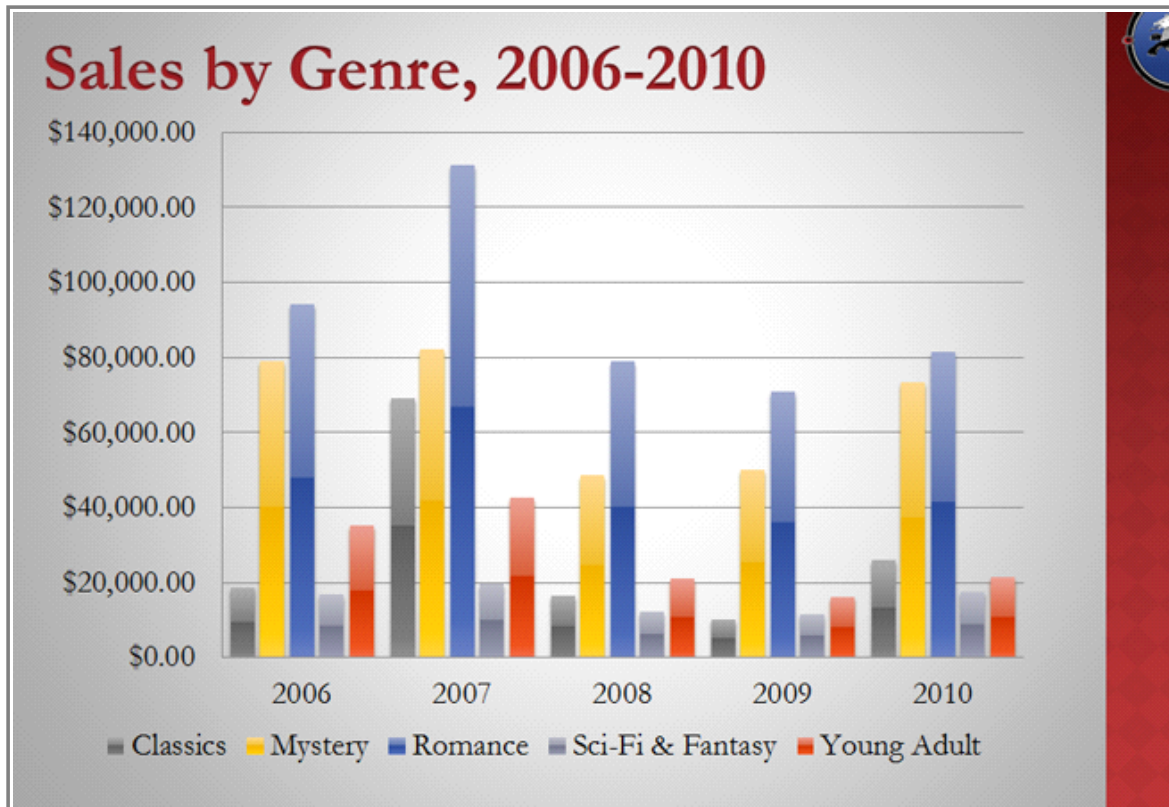
The Chart Styles group

2. Click the **More** drop-down arrow in the **Chart Styles** group to see all of the available styles.
3. Select the desired style.



Selecting a new chart style

4. The chart will update to reflect the new style.



The modified chart

Challenge!



1. Open an **existing PowerPoint presentation**. If you want, you can use [this example](#).
2. Insert a new **chart**. If you are using the example, edit the data for the chart on slide 3 to delete the data from the months September through December.
3. Change the **chart layout**.
4. Apply a **chart style**. If the new style includes a **chart title** or any **labels**, edit those.
5. Switch the **row and column data**.