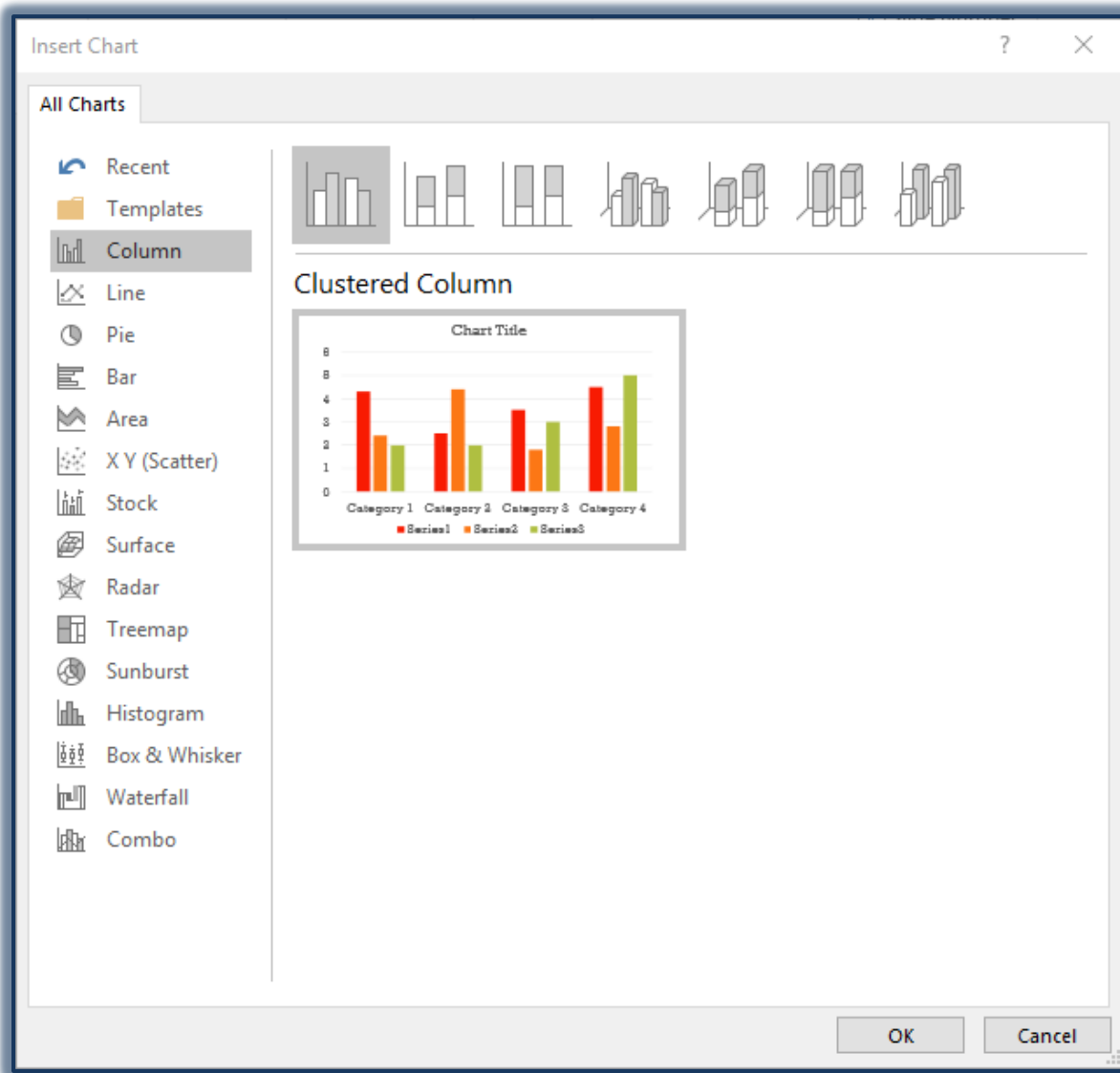
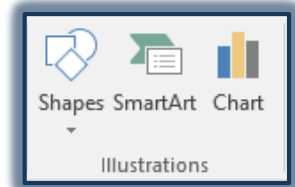


INSERT A GRAPH CHART

- ✦ Click the **Normal View** button at the bottom of the PowerPoint window.

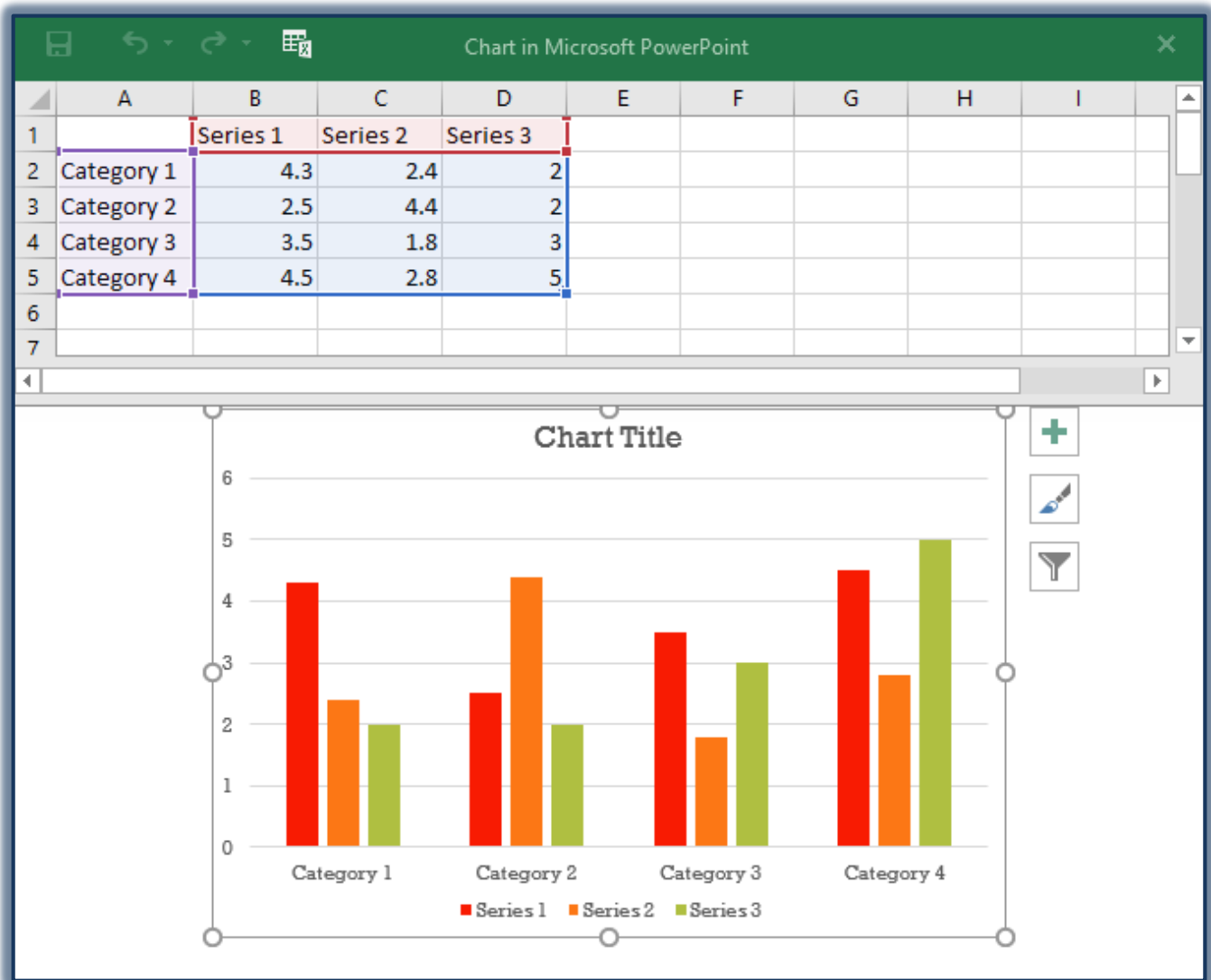


- ✦ Move to the slide in the presentation where the chart is to be inserted
- ✦ Select an appropriate **Slide Layout**.
- ✦ Click the **Insert Tab**.
- ✦ In the **Illustrations Group**, click the **Chart** button.
- ✦ The **Insert Chart** window will appear.
- ✦ Click one of the **Chart Types** in the left frame.
- ✦ Pick a **Chart Subtype** from the right frame.



- ✦ The **Chart Type** will display in the **View Area** of the window.
- ✦ Click **OK** to insert the chart into the slide.

- ✦ The **Microsoft Excel Worksheet** window will display above the **Chart** as shown in the illustration below.
 - ▣ This worksheet will be used to insert personalized data for the chart.
 - ▣ The data entered into the datasheet is converted to a graph.



- ✦ Click the first cell to be changed.
- ✦ Click the next cell to be changed or use the arrow keys or tab key to move from cell to cell.
- ✦ Continue this process until all the new data have been input.
- ✦ Click the graph to display the data in graphical view.
- ✦ The **Chart** will display in the slide and will reflect the information for the new data that was input.
- ✦ Close the **Excel** window when the data has been entered into the worksheet.
- ✦ The **Chart** will display in the window.
- ✦ Use the **Chart Tools Contextual Tabs** to make formatting and data changes to the chart.
- ✦ To move the chart so it looks better on the slide do one of the following:

- ▣ Click the chart and use the arrow keys on the keyboard to move the chart so it is placed better on the slide.
 - ▣ Click the **Chart Tools, Format Tab** and in the **Arrange Group**, click the **Align** button.
- ✦ An explanation of each of these tabs and the buttons on the ribbons can be found on the **PowerPoint 2016 Web Page** of the **IT Training Assistance Web Site**.