**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 (see illustration at right).
- The **Insert Chart** window will appear (see illustration below).

- 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** (see 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.

![Microsoft Excel Worksheet and Chart](image)

- 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 2013 Web Page](#) of the Siena Training Assistance Web Site.