**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.

![Insert Chart Window](image)

- 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.