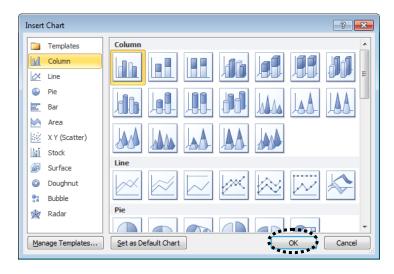


Graphs

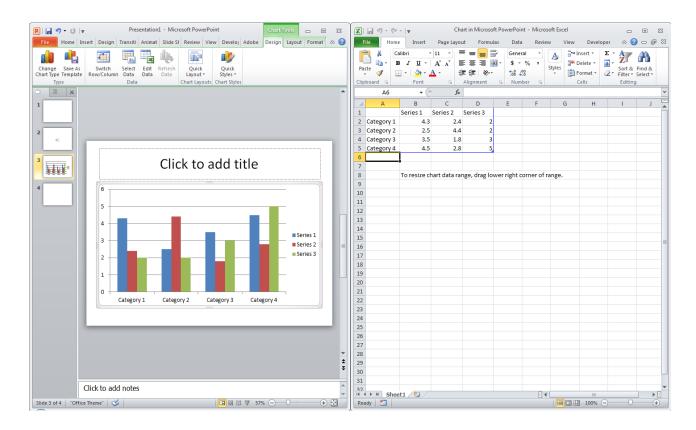
Insert > Chart



Select the type of chart you wish to use, and then click **OK**



A excel window will open, allowing you to edit the data in your chart



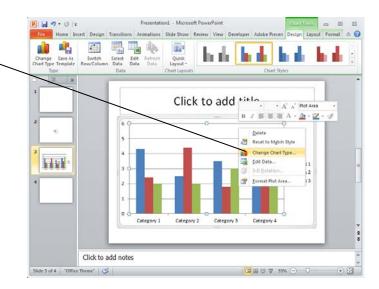


- Add your data to the table
- You can add extra rows and columns. Right Click on a column or row and select Insert

Chart in Microsoft PowerPoint - Microsoft Excel X | 🚽 10 + (21 + | 🔻 File Home Formulas Calibri - 11 ¥ A **-** \mathbf{B} I<u>U</u> - A A \$ - % ₽¥ D Styles Paste **V** ♦ - A -≇ ≇ | ≫→ .00 .00 Fi Fi f_x Α6 Series 2 Series 3 Series 1 2 Category 1 3 Category 2 2.5 4 Category 3 1.8 3.5 5 Category 4 4.5 2.8 8 To resize chart data range, drag lower right corner of range. 9 10

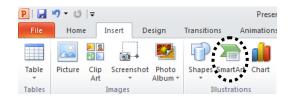
If the table disappears, **Right click** on the chart > **Edit Data**, it will appear again.

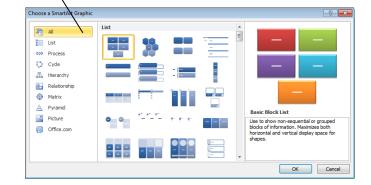
- To change the type of chart right click on the Chart – Change Chart Type
 - To add animation to your chart Select the chart > Animations > Custom Animation



Diagrams

- Insert > SmartArt
- Choose a Diagram type
- Click on objects within the diagram to edit them
- Right click on objects to change their properties
- To add custom animations
 - Go to Animations > Animation
 - Select the object you wish to animate, click on Add Animation





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