

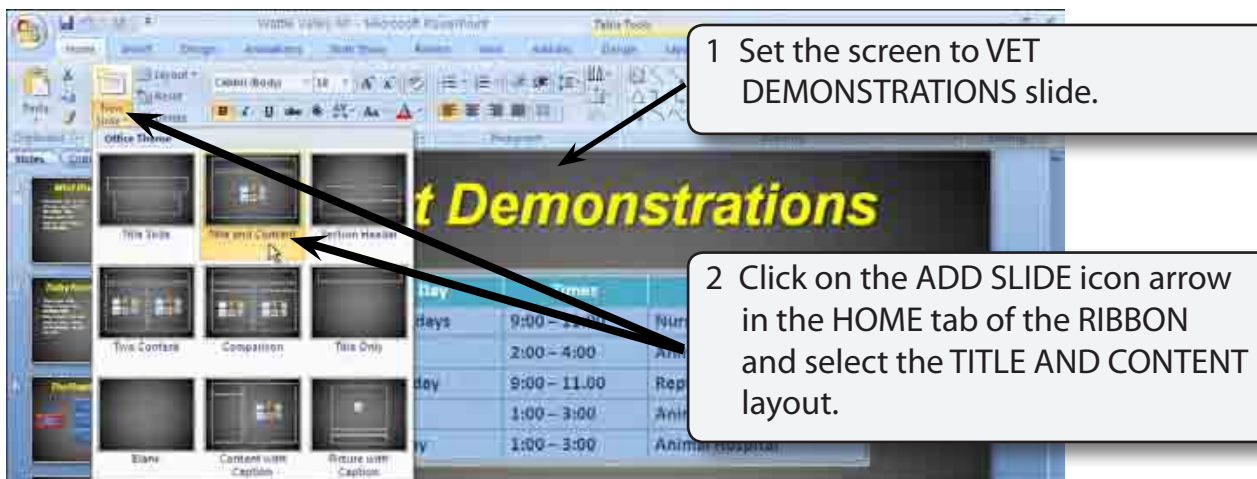
## Inserting Charts into Slides

Another way to display information in slides is through the use of a chart (or graph). Let's create a chart that shows the number of visitors to the Animal Park over a three year period.

### Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation.
- 2 Click on the OFFICE BUTTON and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

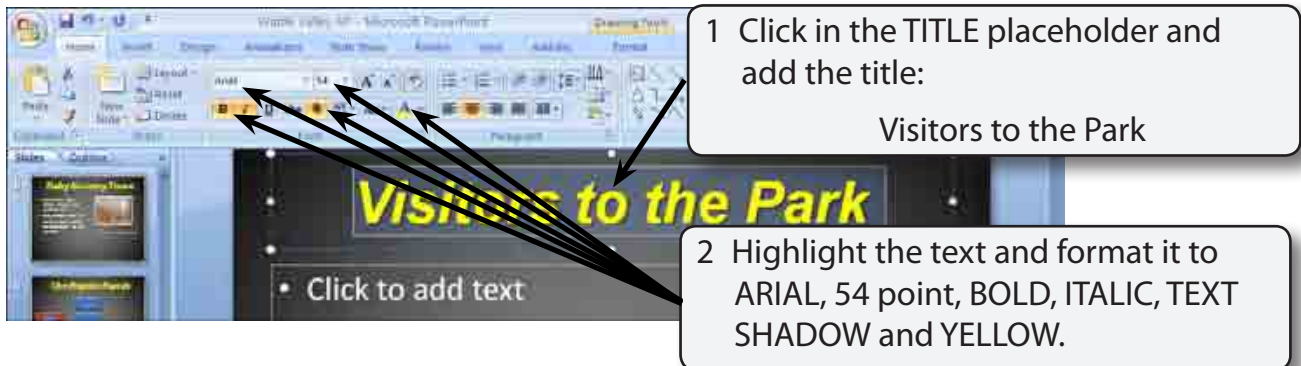
### Selecting the Slide Layout



1 Set the screen to VET DEMONSTRATIONS slide.

2 Click on the ADD SLIDE icon arrow in the HOME tab of the RIBBON and select the TITLE AND CONTENT layout.

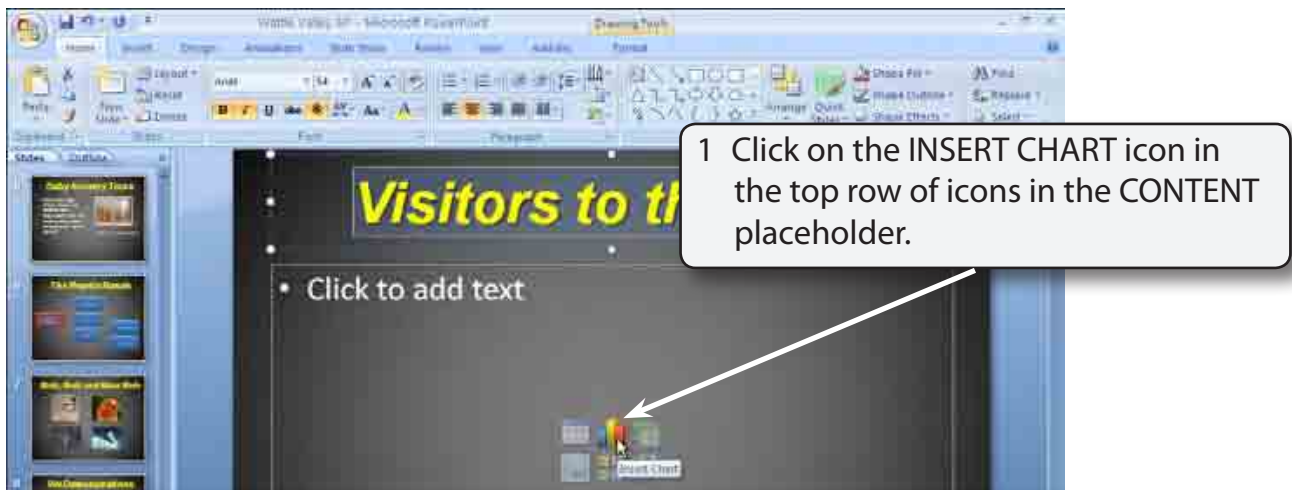
## Entering the Slide Title



1 Click in the TITLE placeholder and add the title:  
Visitors to the Park

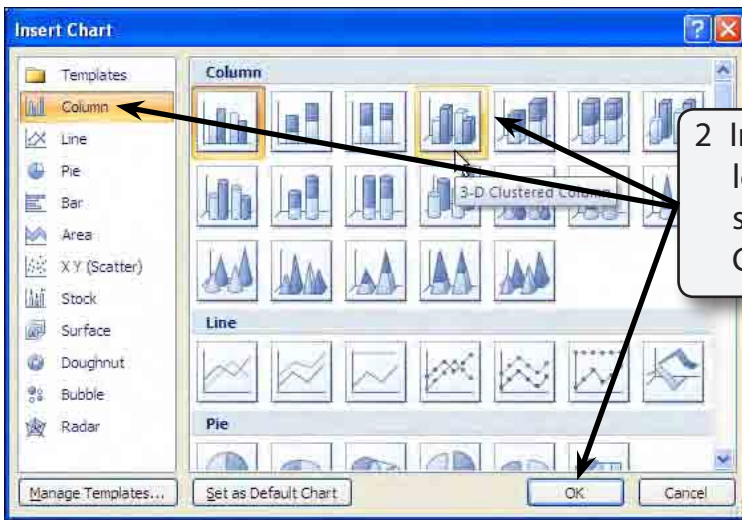
2 Highlight the text and format it to ARIAL, 54 point, BOLD, ITALIC, TEXT SHADOW and YELLOW.

## Inserting the Chart

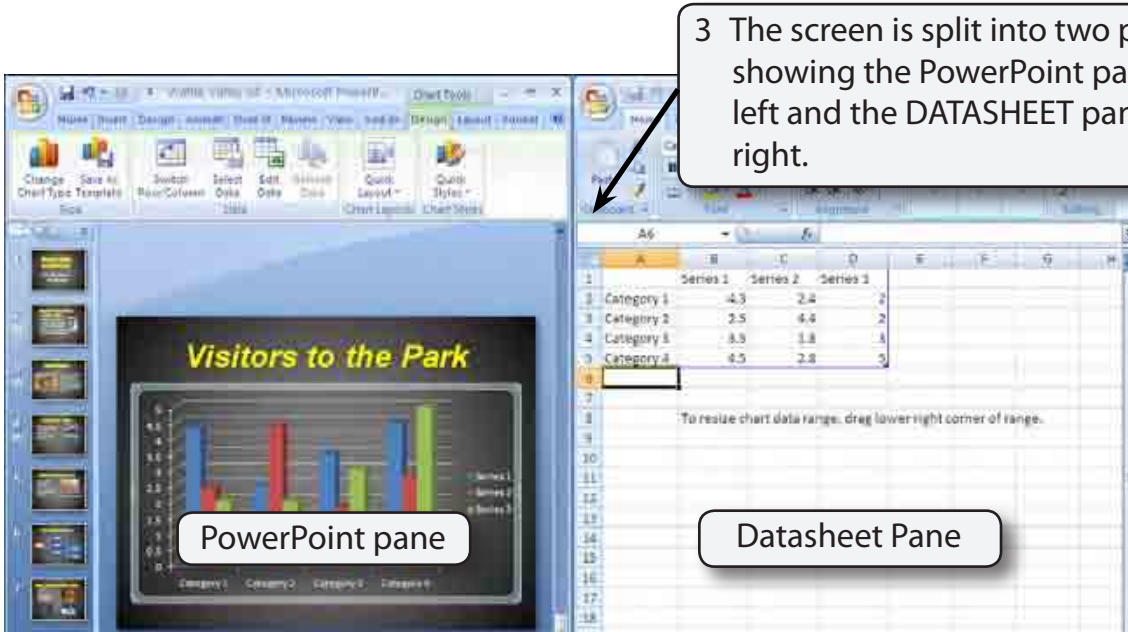


1 Click on the INSERT CHART icon in the top row of icons in the CONTENT placeholder.

**NOTE:** You can also insert a chart into a slide by clicking on the CHART icon in the INSERT tab of the RIBBON.



2 In the INSERT CHART dialogue box leave the COLUMN category selected, select the 3-D CLUSTERED COLUMN CHART and select OK.



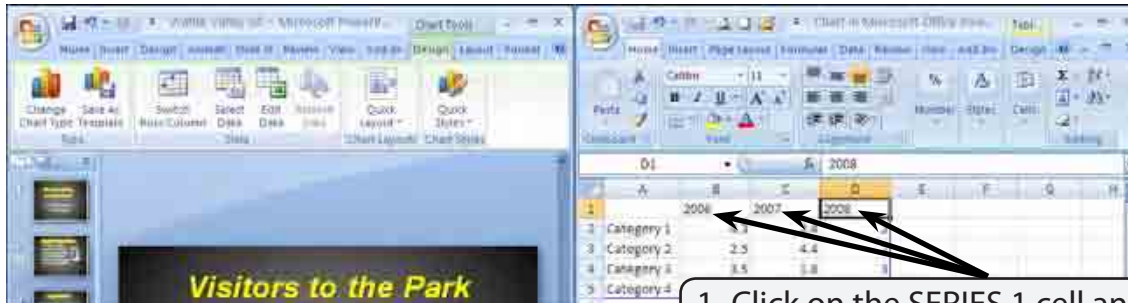
3 The screen is split into two panes showing the PowerPoint pane on the left and the DATASHEET pane on the right.

**NOTE:**

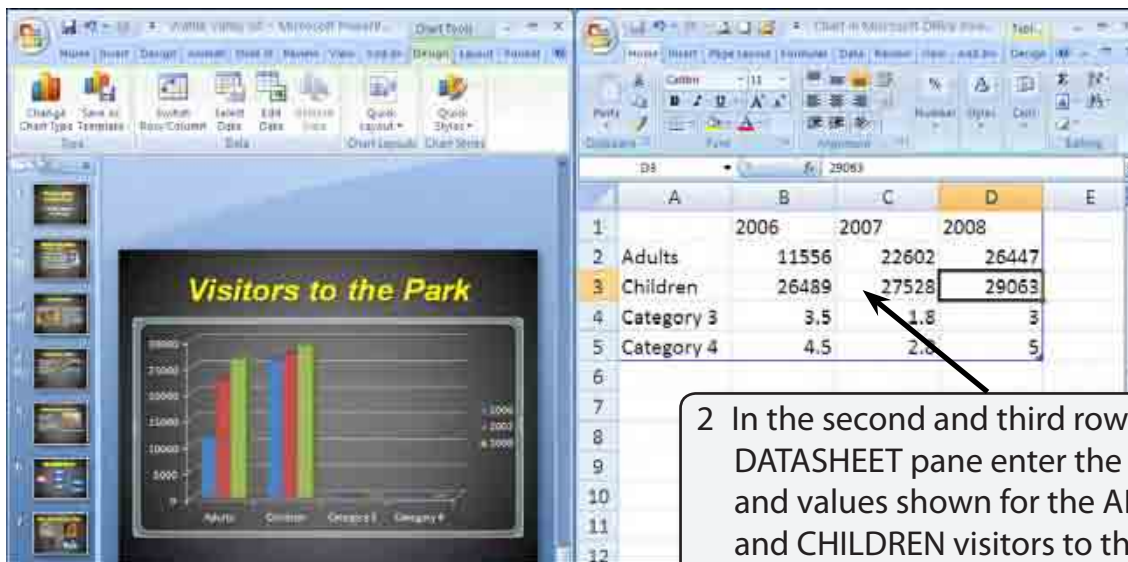
- i The PowerPoint pane shows a plot of the sample data that is provided in the Datasheet pane.
- ii You can click on the FIT SLIDE TO CURRENT WINDOW icon in the ZOOM controls of the POWERPOINT pane if the whole chart is not visible.

## Entering the Chart Data

The chart data is entered in the DATASHEET pane.



1 Click on the SERIES 1 cell and enter 2006, click on the SERIES 2 cell and enter 2007 and click on the SERIES 3 cell and enter 2008.

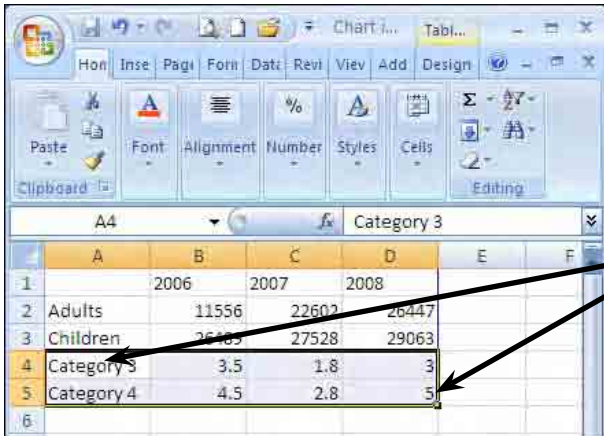


2 In the second and third rows of the DATASHEET pane enter the labels and values shown for the ADULTS and CHILDREN visitors to the Park.

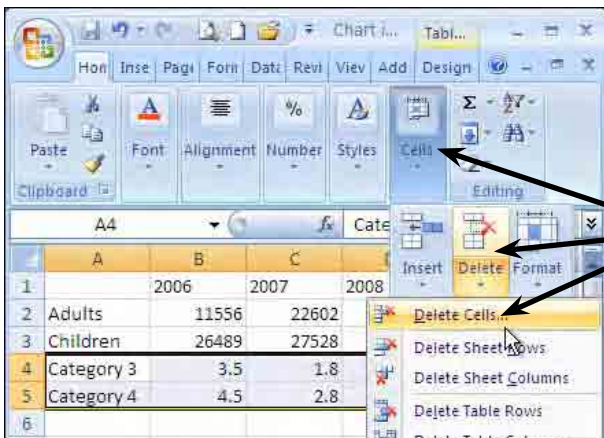
**NOTE:**

- i The chart is updated in the PowerPoint pane as you enter the data.
- ii The top row in the DATASHEET is the LEGEND values, the left column is the X-AXIS values and values in the centre of the DATASHEET are the Y-AXIS values.

3 The unused sample data in the DATASHEET pane needs to be deleted.



4 Highlight cells A4 to B5 in the DATASHEET pane by dragging the mouse pointer across them.



5 Click on the CELLS icon in the DATASHEET RIBBON, click on the DELETE icon and select DELETE CELLS.



6 Click on the CLOSE WINDOW box of the DATASHEET pane to close the pane.

**NOTE:** The DATASHEET pane can be re-opened at any time using the EDIT DATA icon in the CHART TOOLS - LAYOUT tab of the RIBBON.