# Inserting Charts into Slides

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

Loading the Presentation

1   Load Microsoft PowerPoint or close the current presentation and click on the FILE tab.

2   Click on OPEN OTHER PRESENTATIONS in the START window or OPEN in the BACKSTAGE VIEW.

3   Browse to your STORAGE folder and open the WATTLE VALLEY AP file.
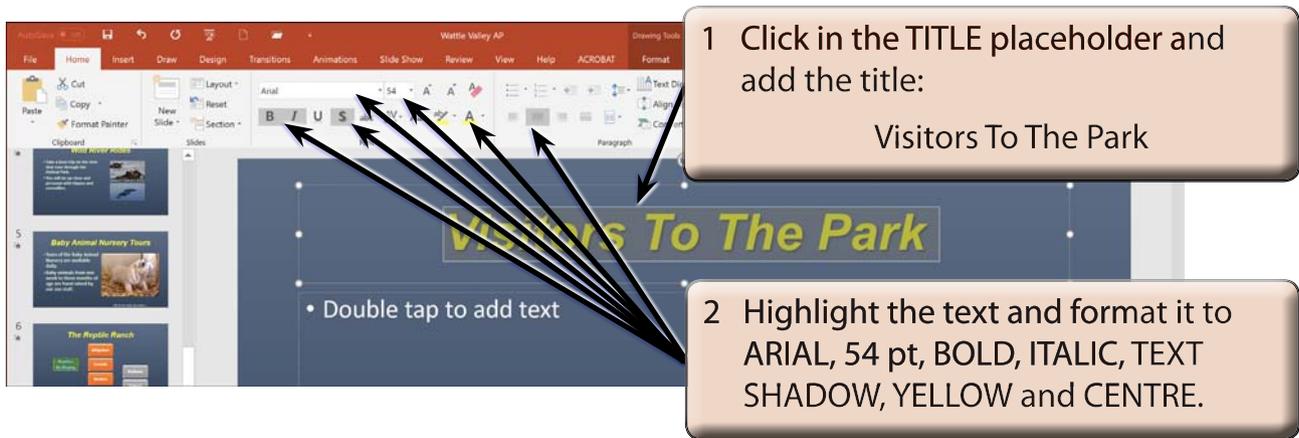
Selecting the Slide Layout
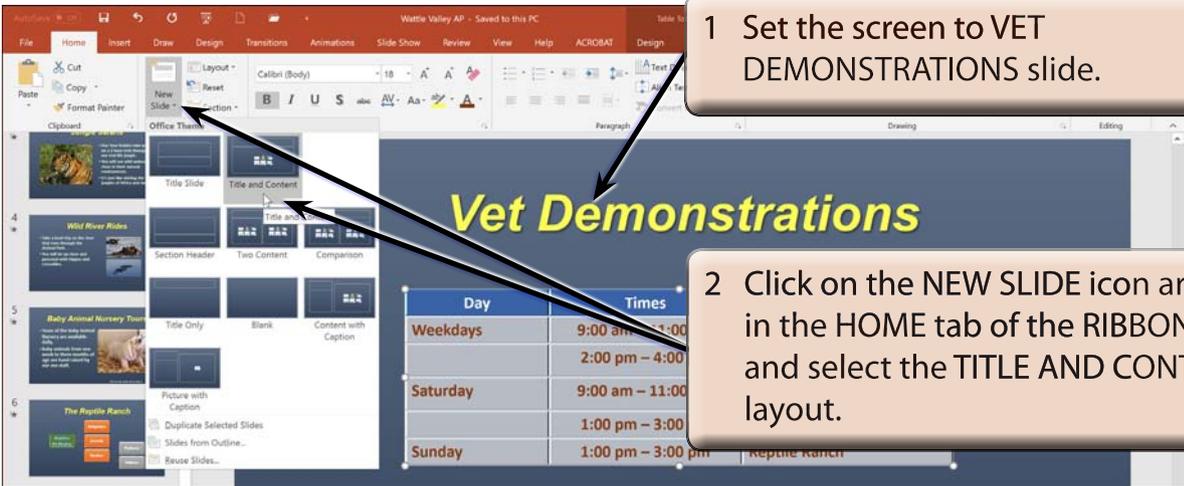
1   Set the screen to VET DEMONSTRATIONS slide.

2   Click on the NEW 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 pt, BOLD, ITALIC, TEXT SHADOW, YELLOW and CENTRE.
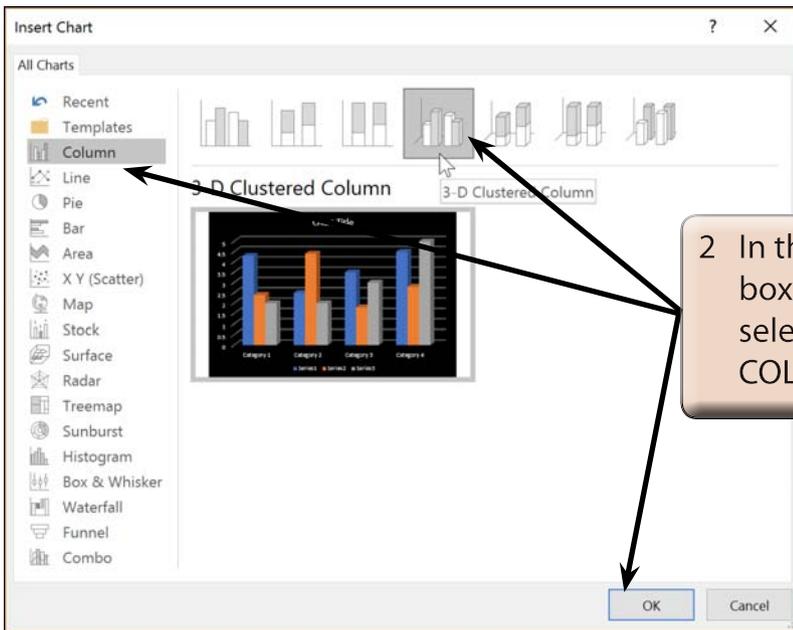
Inserting the Chart
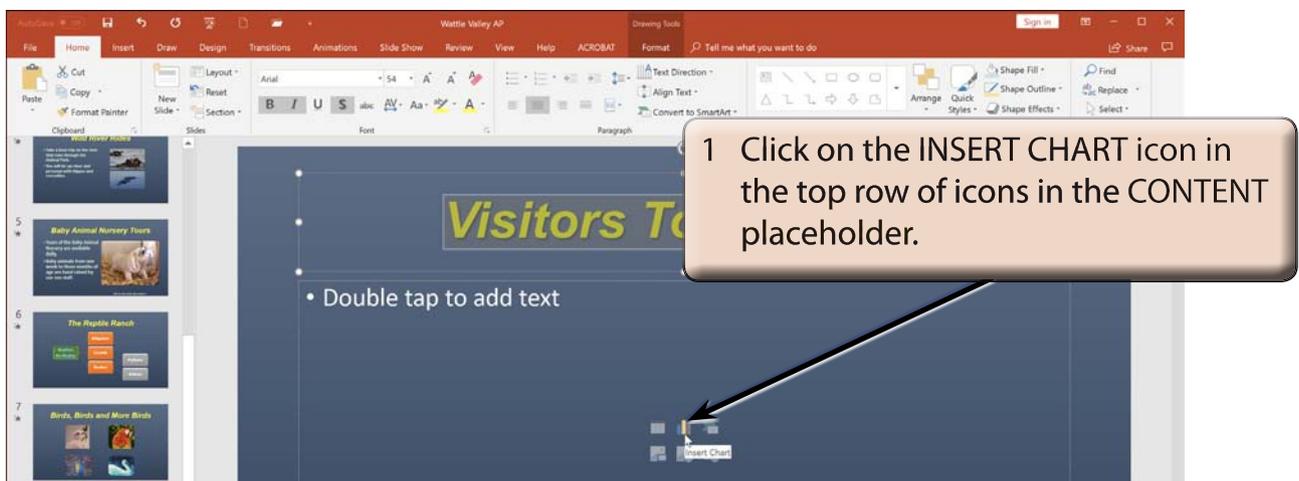
1 Click on the INSERT CHART icon in the top row of icons in the CONTENT placeholder.

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.
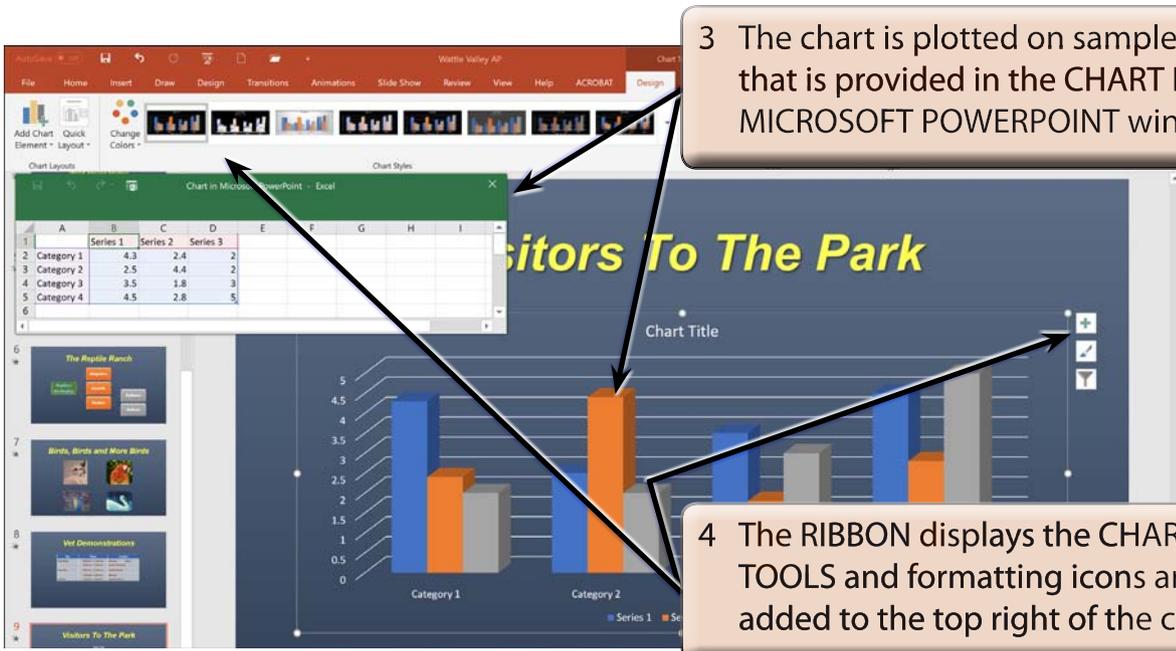
3 The chart is plotted on sample data that is provided in the CHART IN MICROSOFT POWERPOINT window.

4 The RIBBON displays the CHART TOOLS and formatting icons are added to the top right of the chart.

NOTE: All charts created in Microsoft Office 2019 programs use the charting functions from within Microsoft Excel to produce the chart.

Entering the Chart Data

The chart data is entered in the CHART IN MICROSOFT POWERPOINT pane.
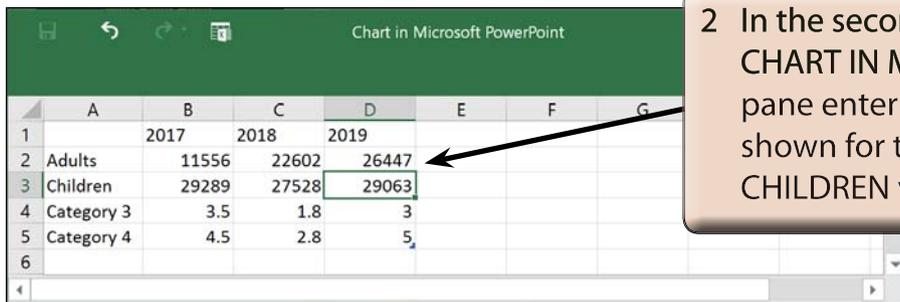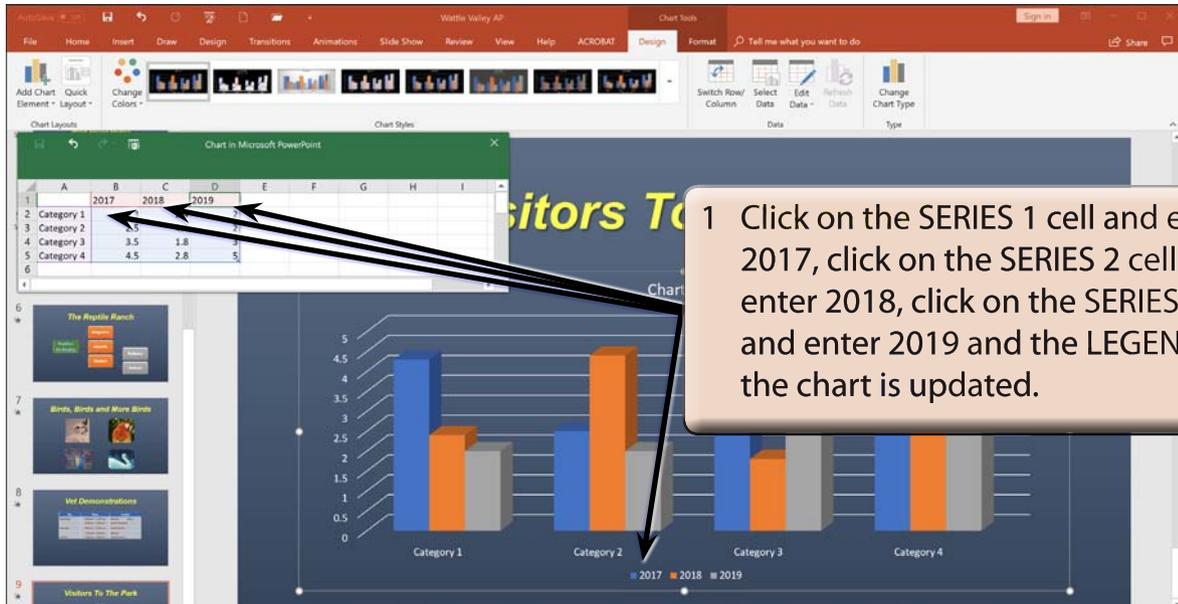

1   Click on the SERIES 1 cell and enter 2017, click on the SERIES 2 cell and enter 2018, click on the SERIES 3 cell and enter 2019 and the LEGEND in the chart is updated.

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

	A	B	C	D	E	F	G
1		2017	2018	2019			
2	Adults	11556	22602	26447			
3	Children	29289	27528	29063			
4	Category 3	3.5	1.8	3			
5	Category 4	4.5	2.8	5			
6							

NOTE: i   The chart is updated in the PowerPoint slide as you enter the data.

　　　　　ii   The top row in the CHART IN MICROSOFT POWERPOINT pane is the LEGEND values, the left column is the X-AXIS values and values within the rows and columns are the Y-AXIS values.