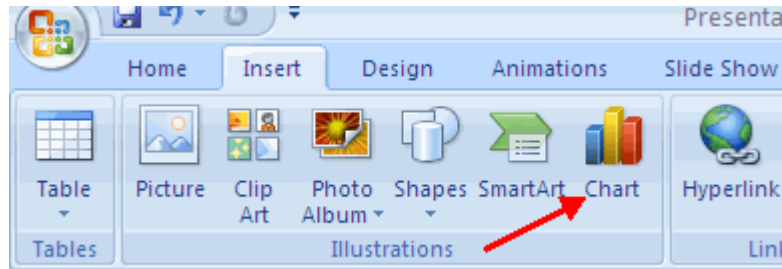


## PowerPoint 2007- Charts

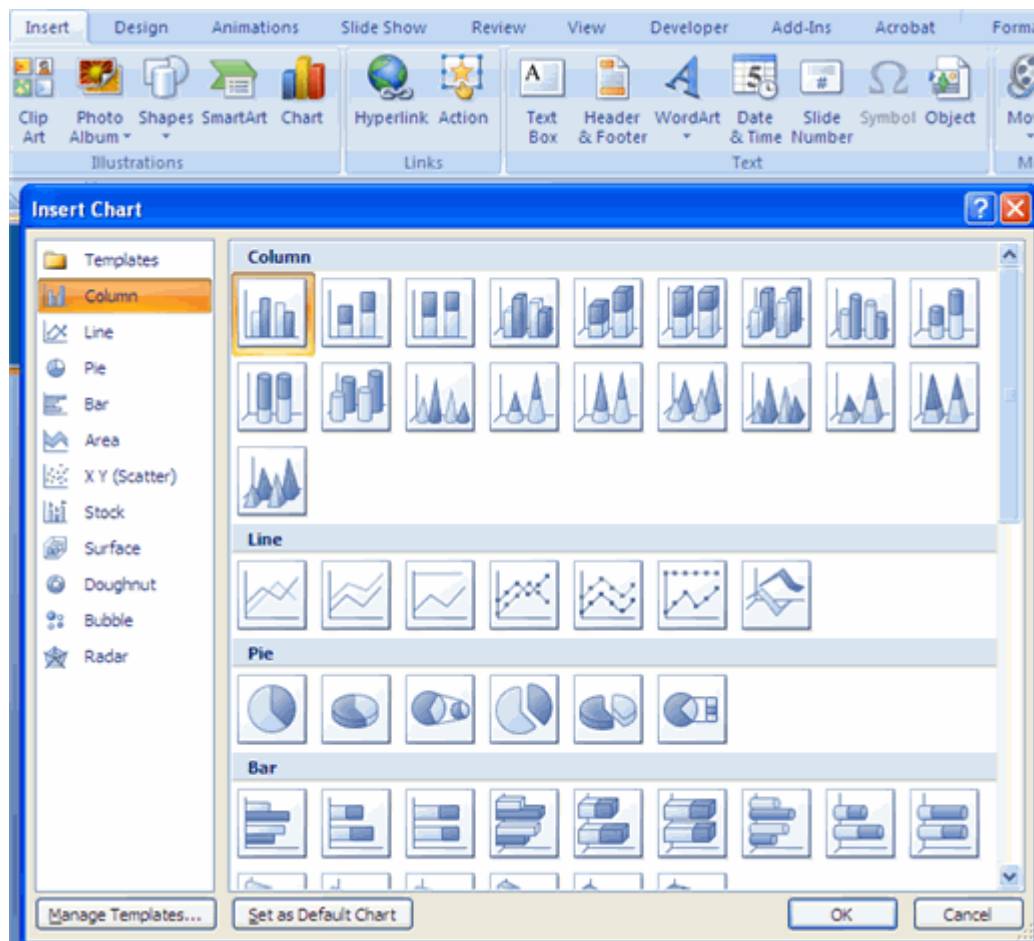
Charts allow you to present information contained in the worksheet in a graphic format. PowerPoint offers many types of charts including: Column, Line, Pie, Bar, Area, Scatter and more. To view the charts available click the Insert Tab on the Ribbon.



### Create a Chart

To create a chart:

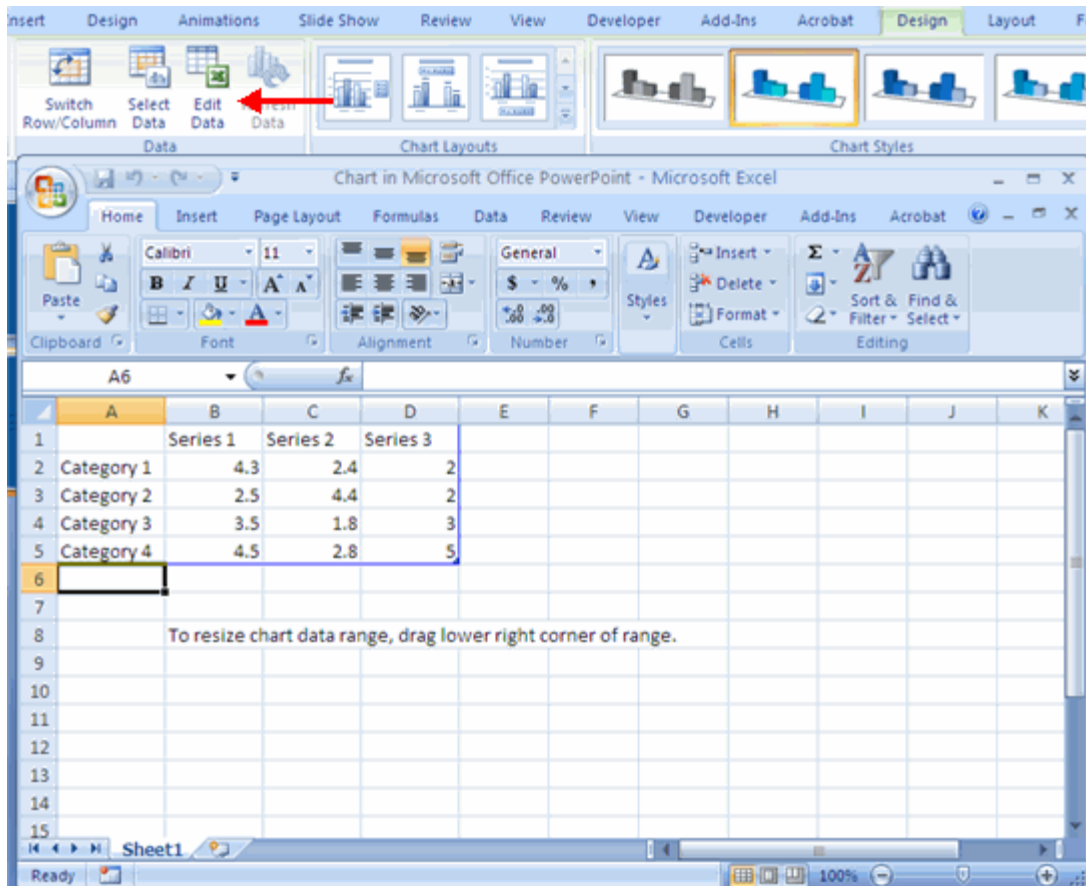
- Click the **Insert** tab on the ribbon
- Click the type of **Chart** you want to create
- Insert the **Data** and **Labels**



## Edit Chart Data

To edit chart data:

- Click on the chart
- Click **Edit Data** on the Design tab
- Edit data in the spreadsheet



## Modify a Chart

Once you have created a chart you can do several things to modify the chart.

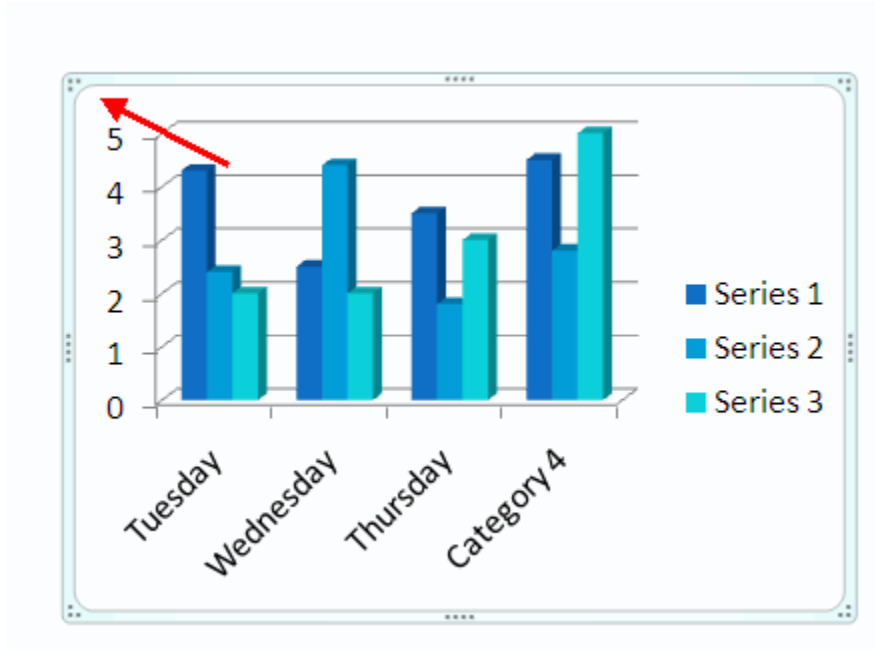
To move the chart:

- Click the **Chart** and Drag it another location on the same slide, or
- **Copy** it to another slide
- Choose the desired location and click **Paste**



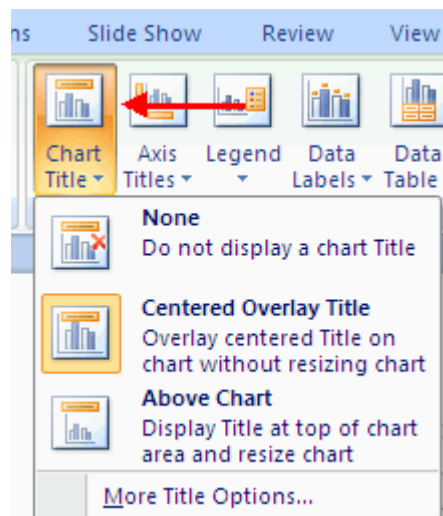
To modify the chart size:

- Click the **Chart**
- Click on any of the corners and drop and drag to resize



To modify the labels and titles:

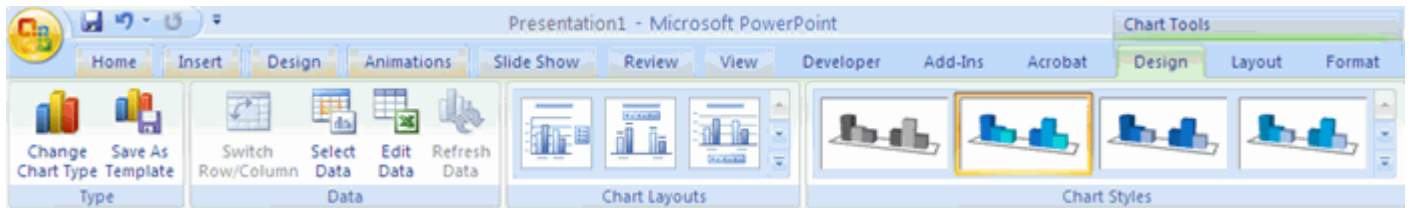
- Click the **chart**
- Click the **Layout** tab
- Choose the appropriate label to change



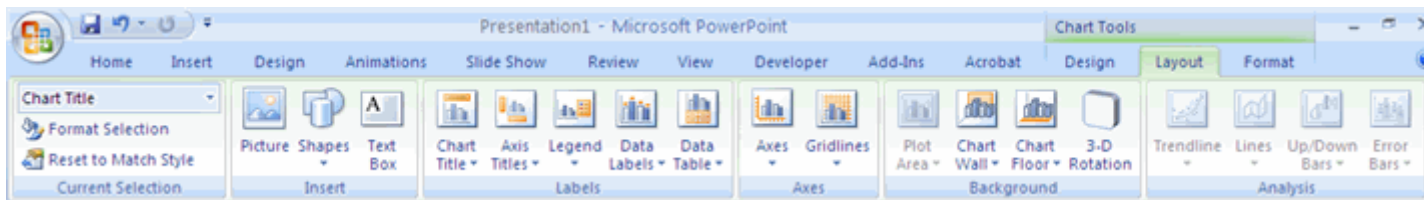
### Chart Tools

The Chart Tools appear on the Ribbon when you click on the chart. The tools are located on three tabs: Design, Layout, and Format.

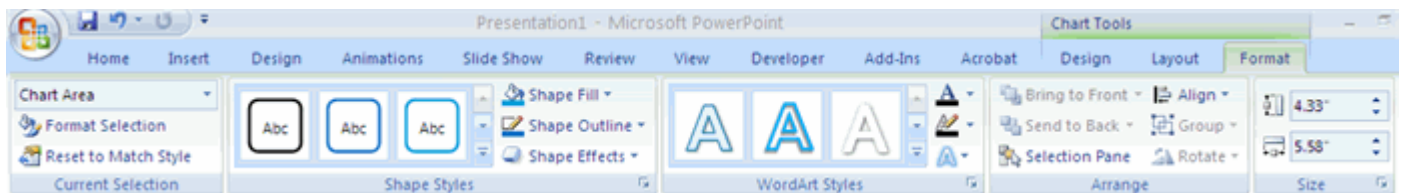
Within the **Design tab** you can control the chart type, layout, styles, and location.



Within the **Layout tab** you can control the insertion of pictures, textboxes, and shapes, labels, backgrounds, and data analysis.



Within the **Format tab** you can adjust the Fill Colors and Word Styles.



## Paste a Chart from Excel

- Open the Excel worksheet
- Select the **chart**
- Click **Copy** on the Home tab
- Go to the **PowerPoint** document where you want the chart located
- Click **Paste** on the Home tab

