





## Lesson 2 : Charts and Chart Tools

### 1. Readings

Read Lesson 2 in the Advanced PowerPoint guide, page 41-72.

### Project

A simple presentation that includes Charts and introduces the Chart Tools.

### Downloads

- [Counting Chickens 2013 COMPLETE.pptx](#)
- [Farm1.gif](#)
- [Chicken4.jpg](#)

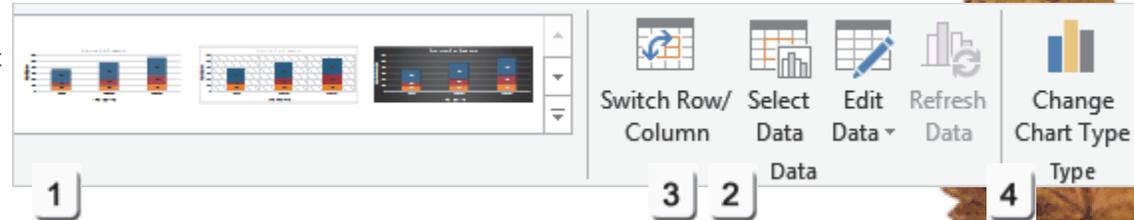
### 2. Practice

Complete the Practice Activity on page 73.

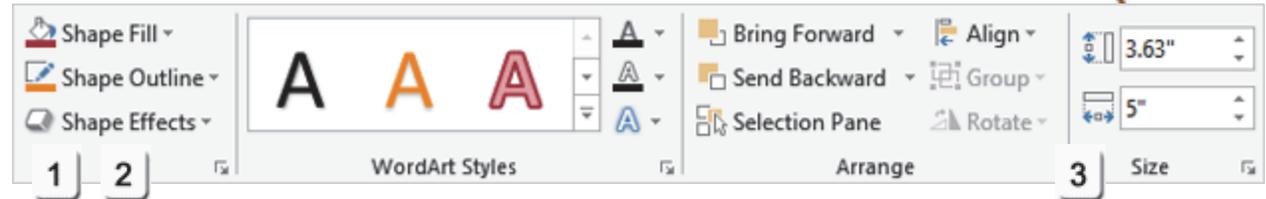
### 3. Assessment

Review the Test questions on page 74

#### Chart Tools->Design Ribbon



#### Chart Tools->Format Ribbon



### Menu Maps

From the **Chart Elements**.

1. [Chart Elements](#), page 52
2. [Chart Elements->Chart Title](#), page 53
3. [Chart ElementsLegend](#), page 55
4. [Chart Elements->Data Table](#), page 56
5. [Chart Elements->Data Labels](#), page 57
6. [Chart Styles->Style](#), page 59

### More Menu Maps

From the Chart Tools->Design Ribbon

1. [Chart Tools->Design](#), page 60
2. [Chart Tools->Design->Data->Select Data](#), page 61
3. [Chart Tools->Design->Data->Switch Row/Column](#), page 62
4. [Chart Tools->Design->Type->Change Chart Type](#), page 63

From the **Chart Tools->Format Ribbon**

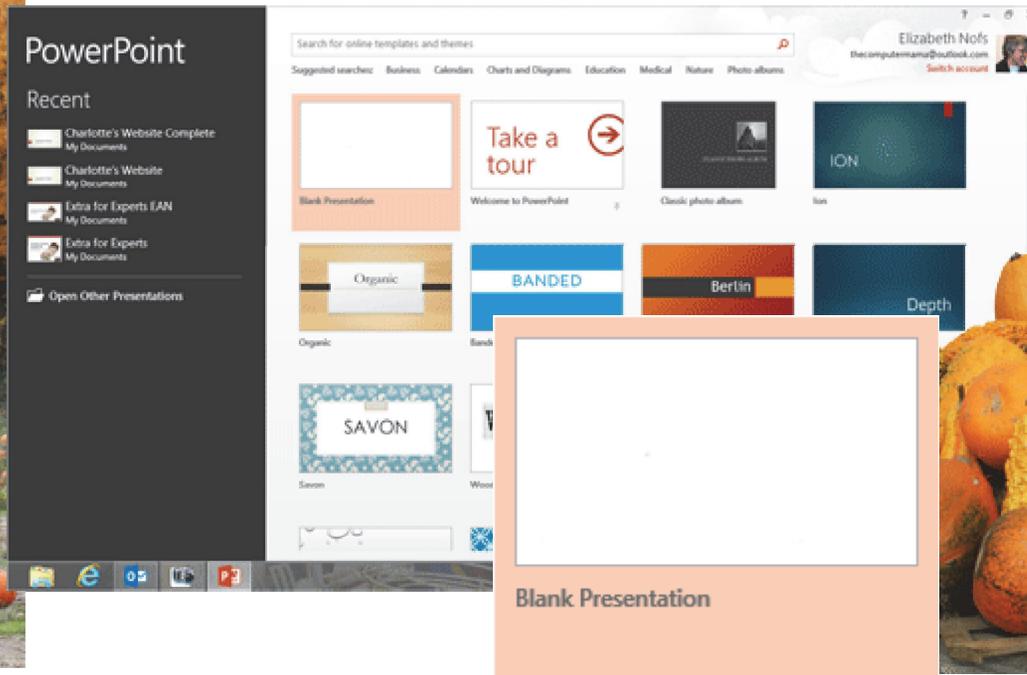
1. [Chart Tools->Format->Shape Styles->Shape Fill](#), page 64
2. [Chart Tools->Format->Shape Styles->Shape Effects](#), page 66
3. [Chart Tools->Format->Size](#), page 67



## Show the Data

Your data is supposed to tell a story but rows of numbers can be difficult to read. The numbers, percents and formulas just get lost and your message isn't heard. Consider presenting your data graphically. People can look at a pie chart and see that one slice of "pie" is bigger than the rest. In the previous lesson, we added (embedded) a Microsoft Excel spreadsheet to a slide. In this lesson, we will use Excel to create charts.

**Start PowerPoint 2013.** When you start PowerPoint you will be prompted to choose a template. **Select a Blank Presentation.**





## Before You Begin

This discussion begins by creating a sample presentation with two slides.

This presentation will have a **Theme**. Themes include Effects which can be used to format the Charts.

### 1. Try it: Add Slides to the Presentation

PowerPoint is open.

There is one Title slide.

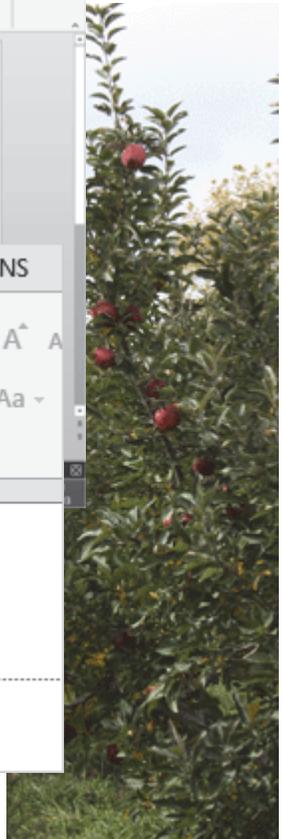
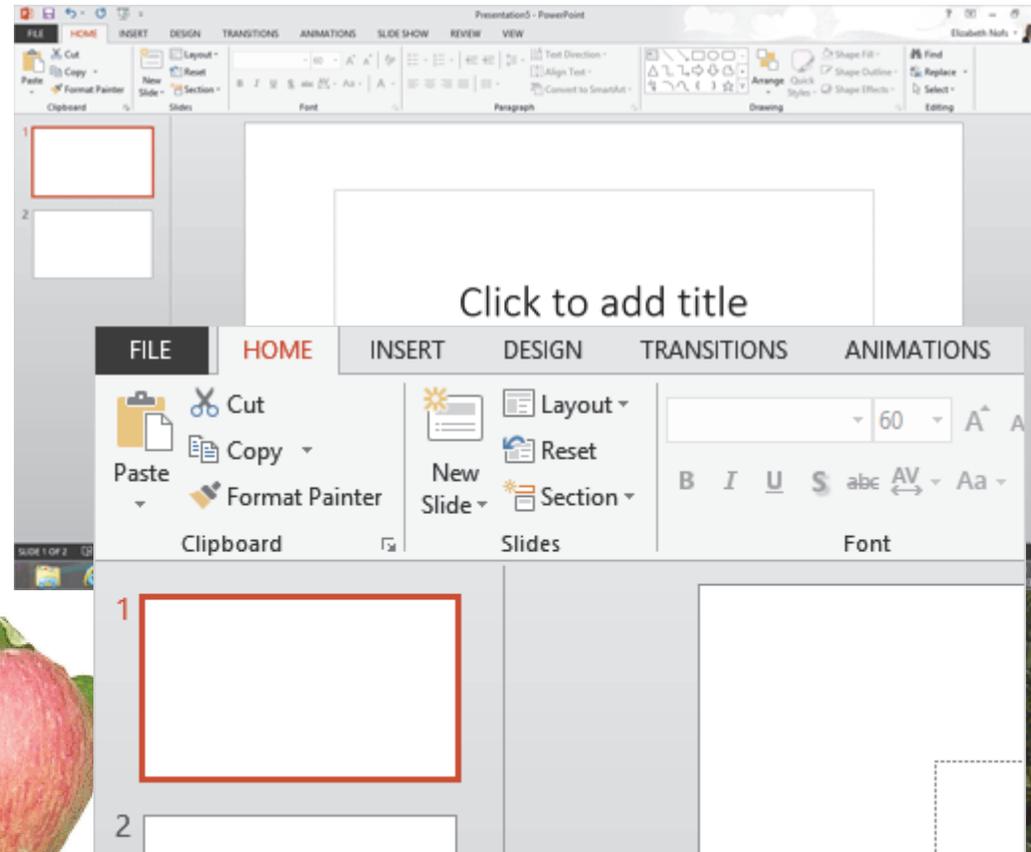
Go to **Home ->Slides->New Slide**.

Please add 1 new slide for a total of 2.

Keep going...



Home ->Slides->New Slide





Take Two

## Enter Some Sample Text

Enter the following Text and format the presentation with a Theme.

### 2. Try it: Enter Text

Go to Slide 1.

Enter the Title: Charlotte's Website

Enter the Subtitle: New Fall Products

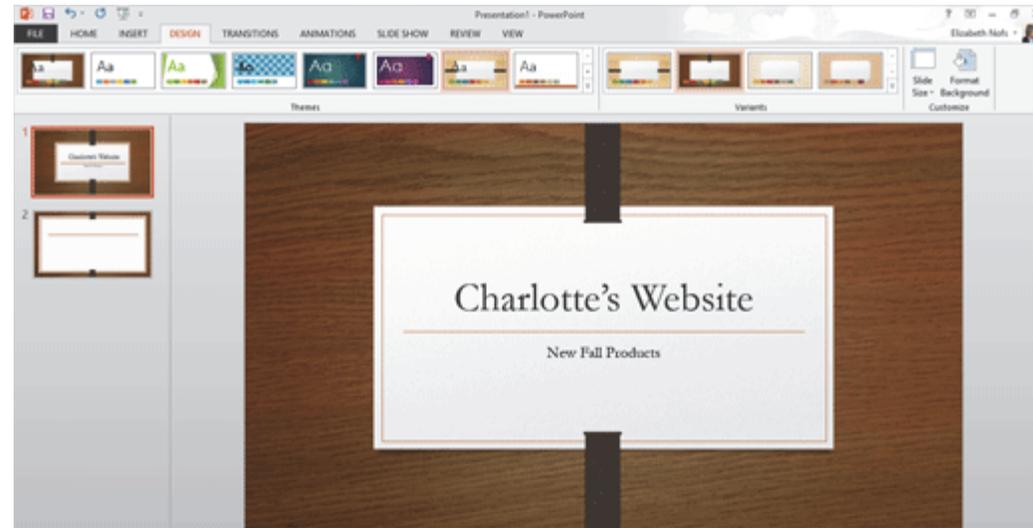
### Try This, Too: Select a Theme

Go to **Design->Themes**.

Select a Theme: Organic.

Keep going...

## Design ->Themes



Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.1 Insert and Format Text: Enter Text



Take Two

## Insert a Chart

### 3. Try it: Insert a Chart

Click on Slide 2.

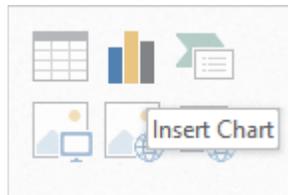
Edit the Title: Charlotte's Website.

Select the bottom Text Box.

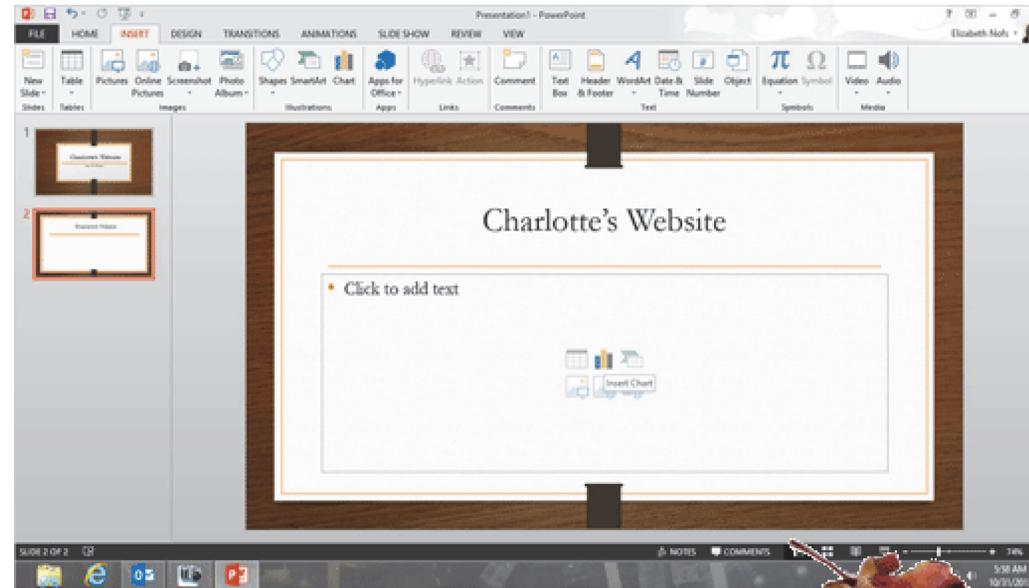
Go to **Insert ->Illustrations->Chart**.

Keep going...

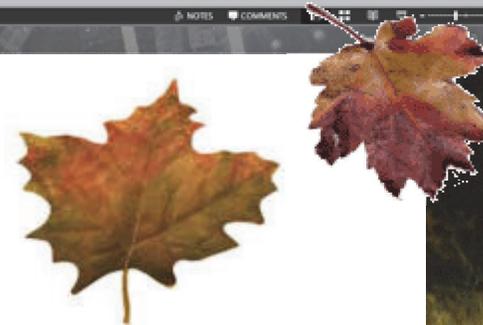
**Memo to Self:** You can click on the **Chart** button in the Placeholder, too.



Insert ->Illustrations->Chart



3



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Insert Charts



Take Two

## Select a Chart

4. What Do You See? You will be prompted to select a Chart.

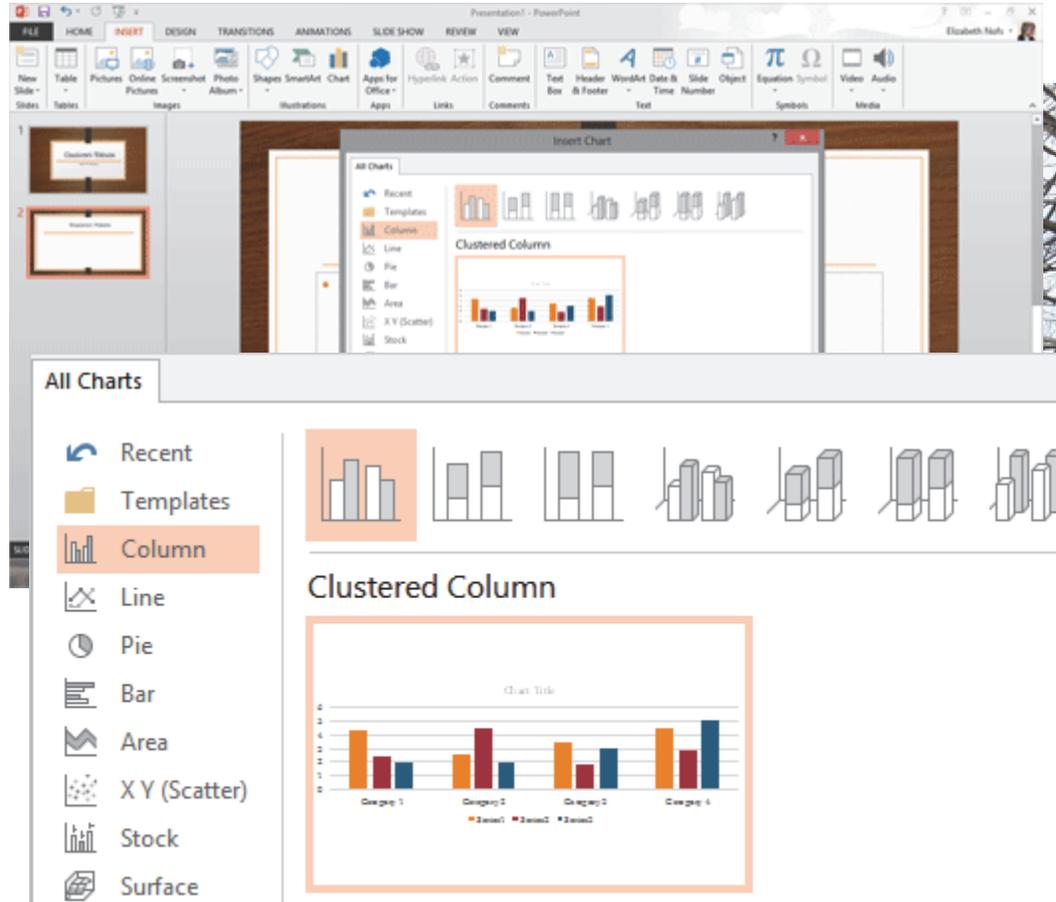
The **Chart Templates** include Column, Line, Pie, Bar, Area, XY, Stock, Surface and many others.

Go to **Column**.  
Select: Clustered Column.  
Click **OK**.

Keep going...

**Set as Default Chart:** You can right-click a chart **template** and make that chart the Default-the one that is always used when you click on Chart in the Illustrations Group.

### Insert ->Illustrations->Chart



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Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Insert Charts



Take Two

## Hello, Little Chart

**5. What Do You See?** You should see a new Column Chart on Slide 2.

The **Chart Tools** should be available in PowerPoint. The Chart Tools include:  
Design  
Format

**What Else Do You See?** A new, sample spreadsheet will be open in Excel as well.

There are four buttons at the top of the spreadsheet: Update, Undo, Redo and Edit in Excel.

Keep going, this is getting interesting...

### Chart Tools

The screenshot shows the PowerPoint interface with the Chart Tools ribbon active. A column chart is displayed on the slide, and an Excel spreadsheet is open in the background. The spreadsheet data is as follows:

	Series 1	Series 2	Series 3
Category 1	4.3	2.4	2
Category 2	2.5	4.4	2
Category 3	3.5	1.8	3
Category 4	4.5	2.8	5

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Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Chart Tools



Take Two

## Enter Chart Data

### 6. Try it: Enter Chart Data

Select Cell B1, type: October.  
Select Cell C1, type: November.  
Select Cell D1, type: December.

Keep going...



## Chart in Microsoft PowerPoint

The screenshot shows a PowerPoint slide with a bar chart titled "Chart in Microsoft PowerPoint". The chart has four groups of bars labeled "Category 1", "Category 2", "Category 3", and "Category 4". Each group contains three bars in orange, red, and blue. The data source is a table with the following values:

	October	November	December	
Category 1	4.3	2.4	2	
Category 2	2.5	4.4	2	
Category 3	3.5	1.8	3	
Category 4	4.5	2.8	5	

Below the chart, a larger view of the data table is shown with the following structure:

	A	B	C	D	E	F
1		October	November	December		
2	Category 1	4.3	2.4	2		
3	Category 2	2.5	4.4	2		
4	Category 3	3.5	1.8	3		
5	Category 4	4.5	2.8	5		
6						
7						

6



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Edit Chart Data



## Enter More Data

### 7. Try it: Add More Labels

Select Cell A2, type: Legs.  
 Select Cell A3, type: Eggs.  
 Select Cell A4, type: Pigs.

### Try This, Too: Add the Data

Select Cell B2, type: 200.  
 Select Cell C2, type: 220.  
 Select Cell D2, type: 240.

Select Cell B3, type: 100.  
 Select Cell C3, type: 200.  
 Select Cell D3, type: 300.

Select Cell B4, type: 450.  
 Select Cell C4, type: 550.  
 Select Cell D4, type: 600.

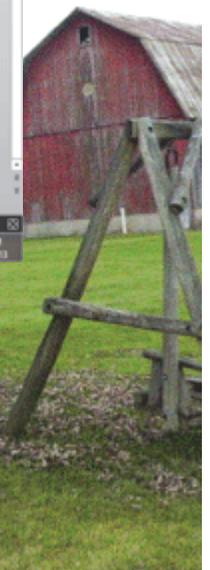
Watch the Chart update as the data is entered. That's pretty cool, isn't it?

Keep going...

## Chart in Microsoft PowerPoint

	October	November	December
Legs	200	220	240
Eggs	100	200	300
Pigs	450	550	600
Category 4	4.5	2.8	5

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Exam 77-422: Microsoft PowerPoint 2013  
 3.0 Create Slide Content  
 3.3 Insert and Format Charts: Edit Chart Data



## Select the Chart Data

The sample Chart data included more information than we need. You can use the **Handle** in the bottom right corner to select the Range that is included in the Chart.

### 8. Try it: Select the Chart Data

Select: A1:D4.

The Chart on Slide 2 will update to match the Range of Cells that you selected.

### Try This, Too: Edit the Chart Data

Select Cells A4 through D4 in the last Row.

Click **Delete** on the keyboard.

Close the spreadsheet.

### And Do This: Save the Presentation

Go to **File->Save**.

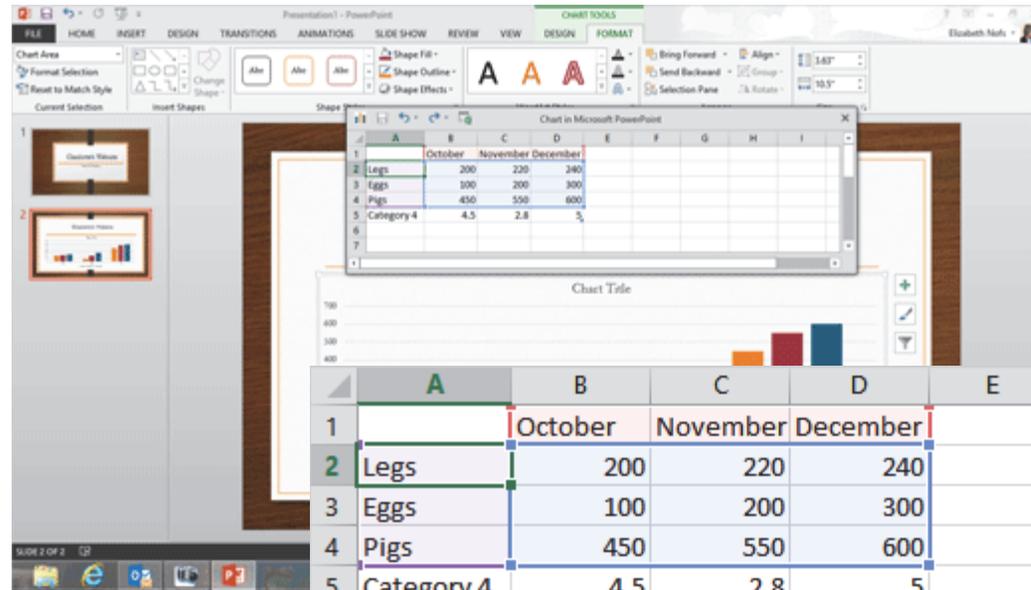
**Browse** to your Documents folder.

Enter a File Name: Counting Chickens.pptx

Click on **Save**.

So far, so good. The spreadsheet has three months data for the new products: Legs, Eggs and Pigs at Charlotte's Website.

File->Save



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	A	B	C	D	E	F
1		October	November	December		
2	Legs	200	220	240		
3	Eggs	100	200	300		
4	Pigs	450	550	600		
5	Category 4	4.5	2.8	5		
6						

	A	B	C	D	E	F
1		October	November	December		
2	Legs	200	220	240		
3	Eggs	100	200	300		
4	Pigs	450	550	600		
5						

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Edit Chart Data



## Chart Elements

The preceding pages worked on the getting data into Excel. Let's return to PowerPoint and look at the Chart on Slide 2. Well, this little Chart is not bad for a start. It needs some work...

People like to figure things out, especially diagrams and charts. Give them a clue by labeling the Chart.

The Titles and Labels can be found in the **Chart Elements** on the right side of the Chart. The Elements include:

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline

Keep going...

*The one-L Lama,  
a Poem by Ogden Nash*

## Chart Elements

The screenshot shows a PowerPoint slide titled "Charlotte's Website" containing a bar chart. The chart has three bars in orange, red, and blue. The y-axis ranges from 200 to 700. A "Chart Elements" task pane is open on the right, listing the following elements with checkboxes:

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline

A secondary "Chart Elements" task pane is also visible in the foreground, showing the same list of elements with checkboxes.



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Chart Elements



## Elements: Label the Chart

### 1. Try it: Edit the Chart Title

Go to Slide 2 and select the Chart.  
The **Chart Tools** should be available.

Go to **Chart Elements->Chart Title**.

Click the arrow on the right.

Go to **Chart Title->Above Chart**.

The **Chart Title** will be placed above the chart. The Chart has been resized to fit.

**Edit the Title:** Our New Fall Products

Keep going...

## Chart Elements ->Chart Title->Above Chart

The screenshot shows a PowerPoint slide titled "Charlotte's Website" with a bar chart. The chart has a title "Chart Title" and a legend. The "Chart Elements" task pane is open, and the "Above Chart" option is selected. A callout box shows the "Above Chart" option selected in the "Chart Elements" menu.

**Chart Elements**

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline

**Above Chart**

- Centered Overlay
- More Options...



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Chart Elements (Chart Title)



Take Two

## Elements: Label the Axis

### 2. Try it: Edit the Axis Titles

The Chart on Slide 2 is selected.

The **Chart Elements** should be available.

Go to **Chart Elements->Axis Titles**.

Click the arrow on the right.

Select **Primary Vertical**.

Unselect **Primary Horizontal**.

You should see a new **Axis Title** on the left side of the Chart.

**Edit the Title:** Monthly Sales

Keep going...

*The one-L Lama,  
He's a priest...*

## Chart Elements ->Axis Titles

The screenshot shows the PowerPoint interface with the 'Chart Elements' task pane open. The chart is a clustered bar chart with the following data series:

Product	Value
Product 1	200
Product 2	250
Product 3	300
Product 4	150
Product 5	200
Product 6	350
Product 7	400

The 'Chart Elements' task pane is open, showing the following options:

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline

The 'Primary Vertical' option is selected, and the 'Primary Horizontal' option is unselected.

2

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Chart Elements (Axis Titles)



Take Two

## Elements: Legend

A **Legend** explains the colors or symbols used in a chart or map. In this Chart, the legend gives each Month (Oct., Nov., Dec.) a different color.

### 3. Try it: Show the Legend

The Chart on Slide 2 is still selected. Go to **Chart Elements->Legend**. Select an option: **Top**.

The Legend can be placed Right, Top, Left and Bottom. There are More Options as well.

Keep going...

*The two-L Llama,  
He's a beast...*

## Chart Elements ->Legend

Charlotte's Website

Our New Fall Products

Monthly Sales

October November December

Eggs Pigs

CHART ELEMENTS

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline

Right  
Top  
Left  
Bottom  
More Options...

3

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Add Legends to Charts



## Elements: The Data Table

A **Data Table** shows the numbers at the bottom of the Chart. It is another useful way to convey information.

### 4. Try it: Show the Data Table

The Chart on Slide 2 is selected.  
The **Chart Elements** should be available.

Go to **Chart Elements->Data Table**.

Select an option: **With Legend Keys**.

**What Do You See?** You should see a new Data Table on the bottom of the Chart. The Legend Keys (Oct., Nov., Dec.) are on the left of the Chart.

Too much information? (TMI?)

Please turn off (uncheck) the Data Table.

Keep going...

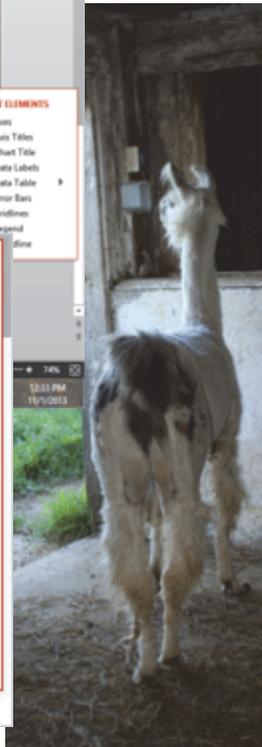
*And I would bet a silk pajama...*

## Chart Elements ->Data Table->With Legend Keys

The screenshot shows a PowerPoint slide titled "Charlotte's Website" with a bar chart titled "Our New Fall Products". The chart has three bars representing "Legs", "Eggs", and "Pigs". A data table is displayed below the chart. The "Chart Elements" task pane is open, showing the "Data Table" option checked. A callout box shows the "With Legend Keys" option selected.

Product	Quantity
Legs	450
Eggs	550
Pigs	600

4



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Chart Elements (Data Table)



Take Two

## Elements: Data Labels

Data labels display the same numbers that you see in a Data Table, however the data is shown within the Chart instead of in a Table.

### 5. Try it: Format the Gridlines

The Chart on Slide 2 is still selected.  
Go to **Chart Elements->Data Labels**.

The Data labels can be placed Center, Inside End, Inside Base, Outside End, and Data Callout. There are More Options as well.

Please select: **Outside End**.

Keep going...

*There isn't any Three-L Llama...*

## Chart Elements ->Data Labels

The screenshot shows a PowerPoint slide titled "Charlotte's Website" with a bar chart titled "Our New Fall Products". The chart has three bars representing different products: Chickens (450), Chickadees (550), and Chickadees (600). The x-axis is labeled "Pigs". The Chart Elements task pane is open, showing the following options:

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Data Table
- Error Bars
- Gridlines
- Legend
- Trendline

5

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Chart Elements (Data Labels)



Take Two

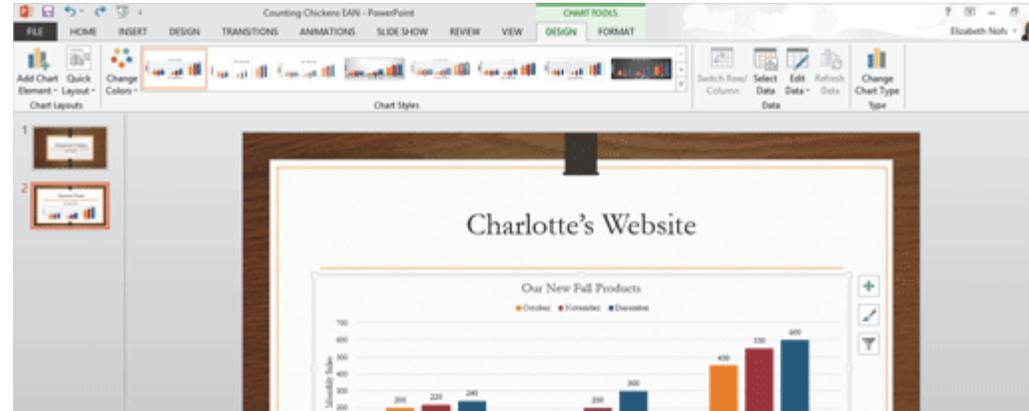
### Chart Elements

6. Where Are We At? The Chart has a Chart Title, Axis Title, Data and Data Labels now.

So far, this discussion has focused on the **Chart Elements**. Let's look at the **Chart Styles**.

**Do This, Now: Save, Save, Save**  
Go to **File->Save**.

### Chart Tools ->Design



6





## Apply Chart Styles

The **Chart Styles** can be found next to the Chart Elements on the right side of the Chart. The icon looks like a paint brush. Chart Styles format the Style and Color.

### 7. Try it: Apply a Chart Style

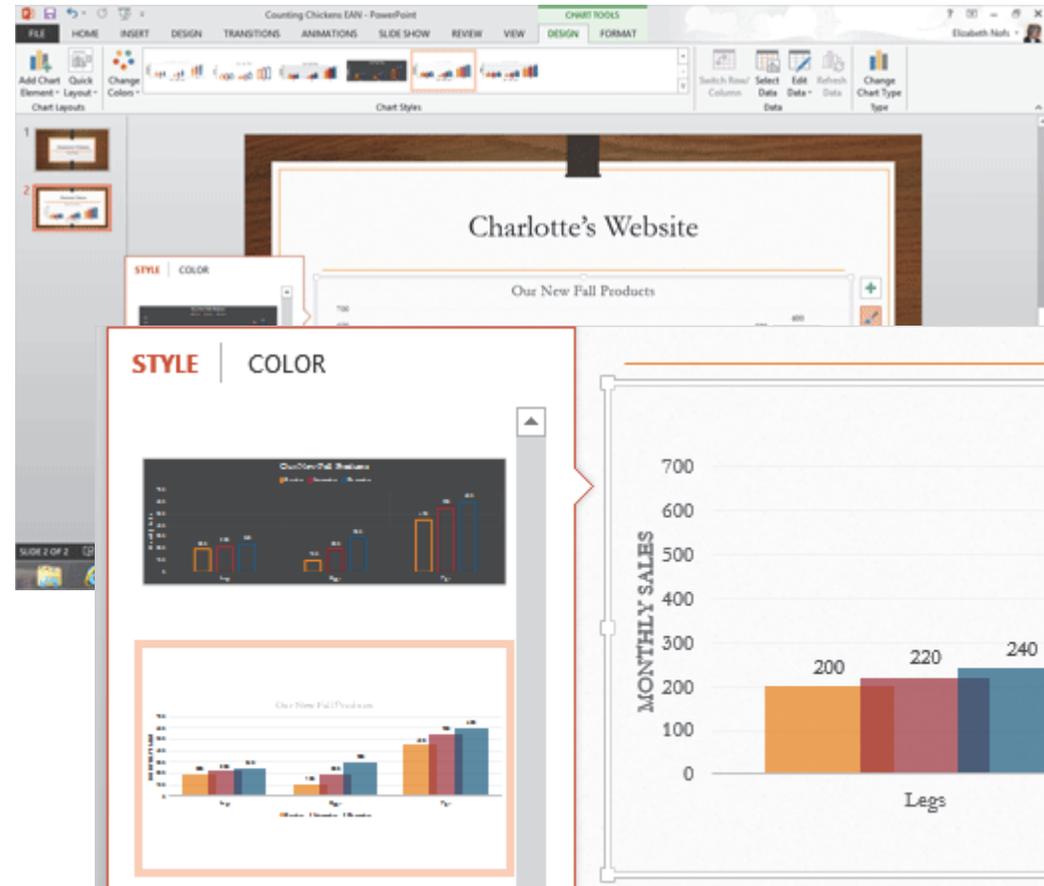
The Chart on Slide 2 is still selected. Go to **Chart Styles->Style**. Select a Style: Style 13

**What Do You See?** The Chart has been formatted with a Style that includes overlapping Columns. The Columns are filled with a semi-transparent color.

These little tools on the right side of the Chart are a good start. There are a LOT more useful options in the Chart Tools Ribbons.

Come with me...

## Chart Styles->Style



7

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Create and Modify Chart Styles



## Design: Layouts and Styles

There are two Chart Tool Ribbons: Design and Format. The **Design** Ribbon has:  
Chart Layouts  
Chart Styles  
Data (Select, Edit, Refresh)  
Type (Change Chart Type)

### 1. Try it: Review the Chart Layouts

The Chart on Slide 2 is selected.  
The **Chart Tools** are available.  
Go to **Chart Tools->Design->Chart Layouts**.

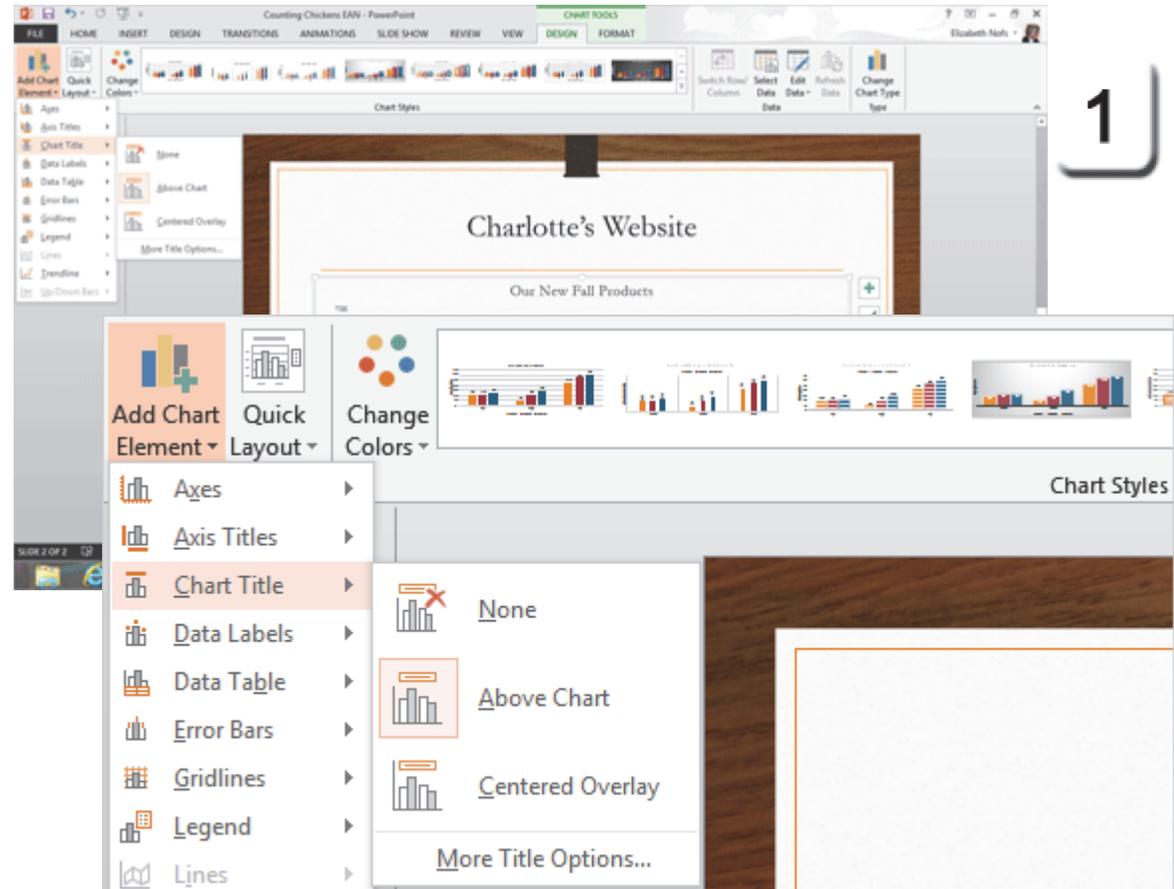
**What Do You See?** The Chart Layouts has the same options as the ones we just tried with the Chart Elements.

**Add Chart Element** includes Axes, Axis Titles, Chart Titles, Data Labels, Data Table, Error Bars, Gridlines, Legend and Timeline.

**Chart Styles** includes Styles and Color.

Keep going, please...

## Chart Tools ->Design->Chart Layouts



1

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Create and Modify Chart Styles

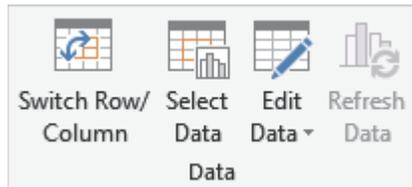


Take Two

### Design: Select the Data

The **Data** for this Chart was entered into an embedded Excel spreadsheet. There are four tools for working with the numbers:

- Switch Row/Column
- Select Data
- Edit Data
- Refresh Data



### 2. Try it: Edit the Data

The Chart on Slide 2 is selected.  
 The **Chart Tools** are available.  
 Go to **Chart Tools->Design->Data**.  
 Click on **Select Data**.

**What Do You See?** The spreadsheet, Chart in Microsoft PowerPoint, will open again. The data from A1:D4 is selected.

Keep going, please...

### Chart Tools ->Design->Data->Select Data

	October	November	December
Legs	200	220	240
Eggs	100	200	300
Pigs	450	550	600

2

Exam 77-422: Microsoft PowerPoint 2013  
 3.0 Create Slide Content  
 3.3 Insert and Format Charts: Modify Chart Parameters (Select the Data)



Take Two

## Switch Rows and Columns

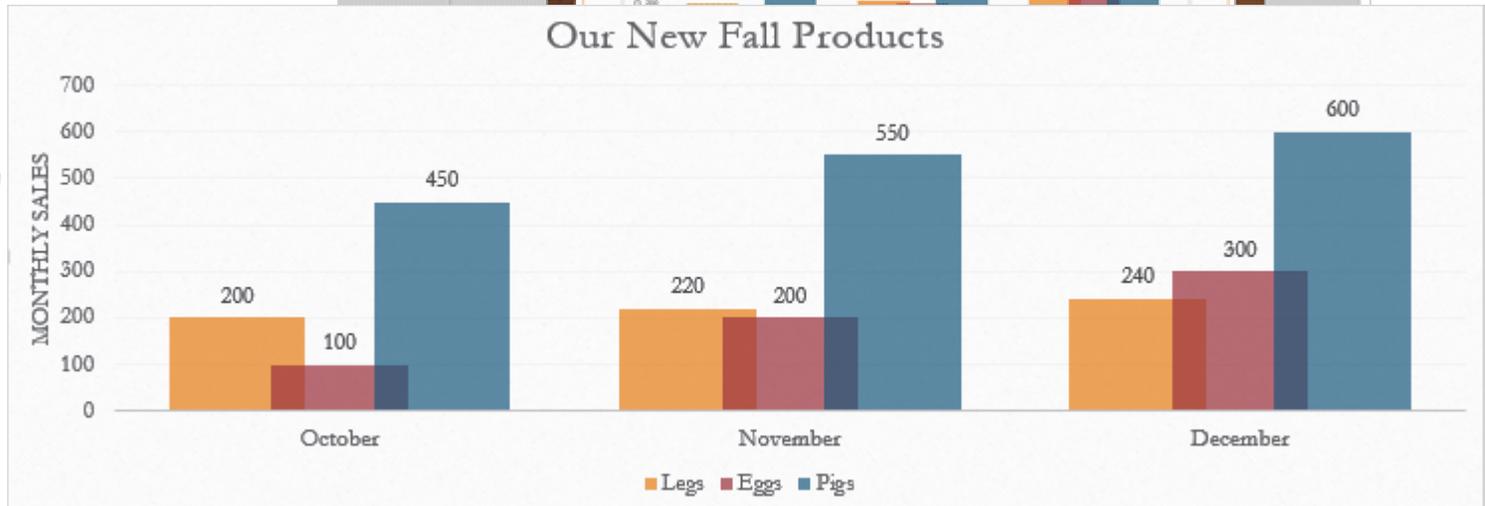
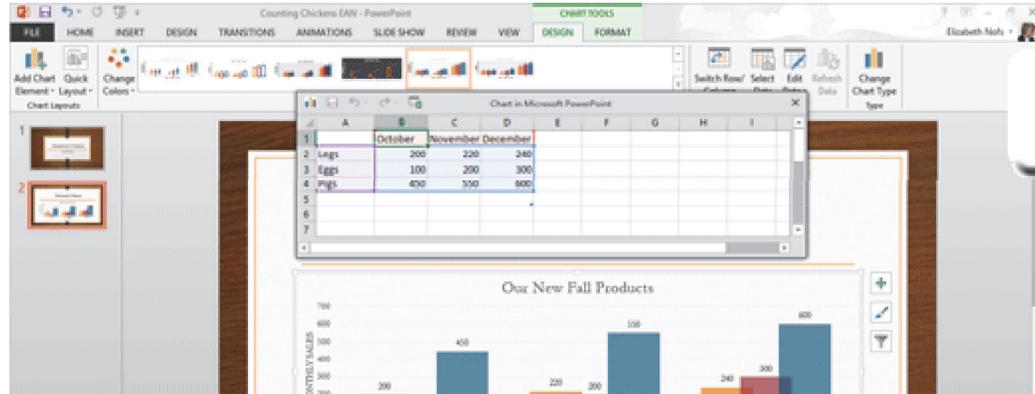
3. Try it: Switch the Rows and Columns  
Go to **Chart Tools->Design->Data**.  
Click on **Switch Row/Column**.

**What Do You See?** The Columns are grouped by Month, now, not Product.

OK, **Close** the spreadsheet.

Keep going, please...

Chart Tools ->Design->Data->Switch Row/Column



Exam 77-422: Microsoft PowerPoint 2013

3.0 Create Slide Content

3.3 Insert and Format Charts: Modify Chart Parameters (Switch Rows/Columns)



## Design: Change the Type

You can change the **Chart Type** if you wish.  
Question: Will the Chart keep the formatting we added with the **Chart Elements** and the **Chart Styles**?

### 4. Try it: Change the Chart Type

The Chart on Slide 2 is still selected.  
The **Chart Tools** are available.

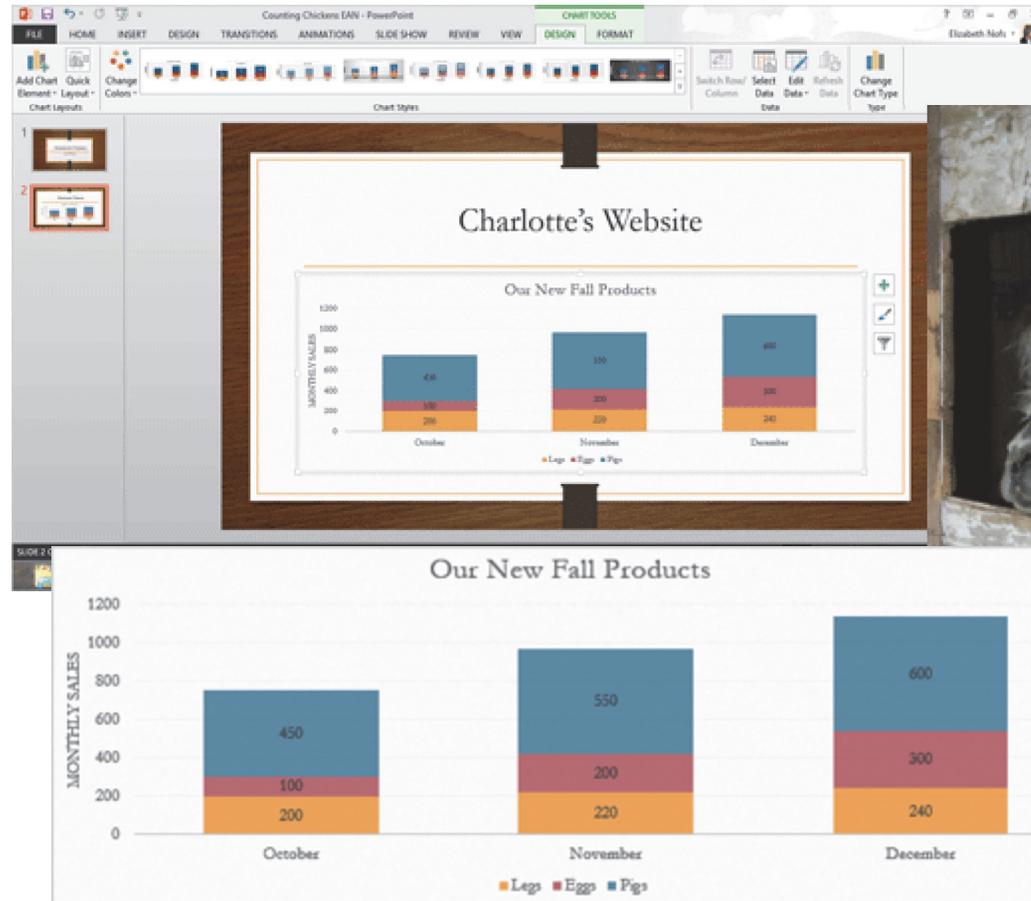
Go to **Chart Tools->Design->Type**.  
Click on **Change Chart Type**.

You need to select a **Chart Type**.  
Choose a Category: **Column**  
Choose a Type: **Stacked Column**

**What Do You See?** The Stacked Columns combine all of the Products. The Labels and Background are still there.

Keep going...

## Chart Tools ->Design->Type->Change Chart Type



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Change Chart Type



Take Two

## Format Chart Shapes

There are two **Chart Tools: Design** and **Format**. Shape Styles can be found on the Format Ribbon.

### 1. Try it: Format the Shape Fill

The Chart on Slide 2 is selected.  
Go to **Chart Tools->Format**.  
Go to **Shape Styles->Shape Fill**.  
Click on **Picture...**  
Browse to your Documents folder.  
Select a picture: farm.gif  
Click **Open**.

Keep going...

### Where Have We Seen This Before?

Shapes and Shapes Styles were discussed in the Beginning Guide to Microsoft PowerPoint, [page 99](#).

## Chart Tools ->Format->Shape Styles

The screenshot shows the PowerPoint interface with the 'Shape Styles' task pane open. The 'Shape Fill' dropdown is selected, and the 'Picture...' option is highlighted. The chart area is selected, and the 'Picture...' option is visible in the fill menu. The chart is a stacked bar chart titled 'Our New Fall Products' with a farm background.

Product	Category 1	Category 2	Category 3
Product 1	200	100	450
Product 2	220	200	570
Product 3	240	200	600

1

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Create and Modify Chart Styles (Fill with Picture)



## Edit Shape Styles

The picture is a good way to promote a company image or brand. However, the goal of this Chart is to convey information. It would be easier to read the data if the picture was not so "loud." Please format Chart Area and make the picture more transparent.

### 2. Try it: Format the Shape Styles

The Chart on Slide 2 is still selected. The Plot Area is filled with a picture.

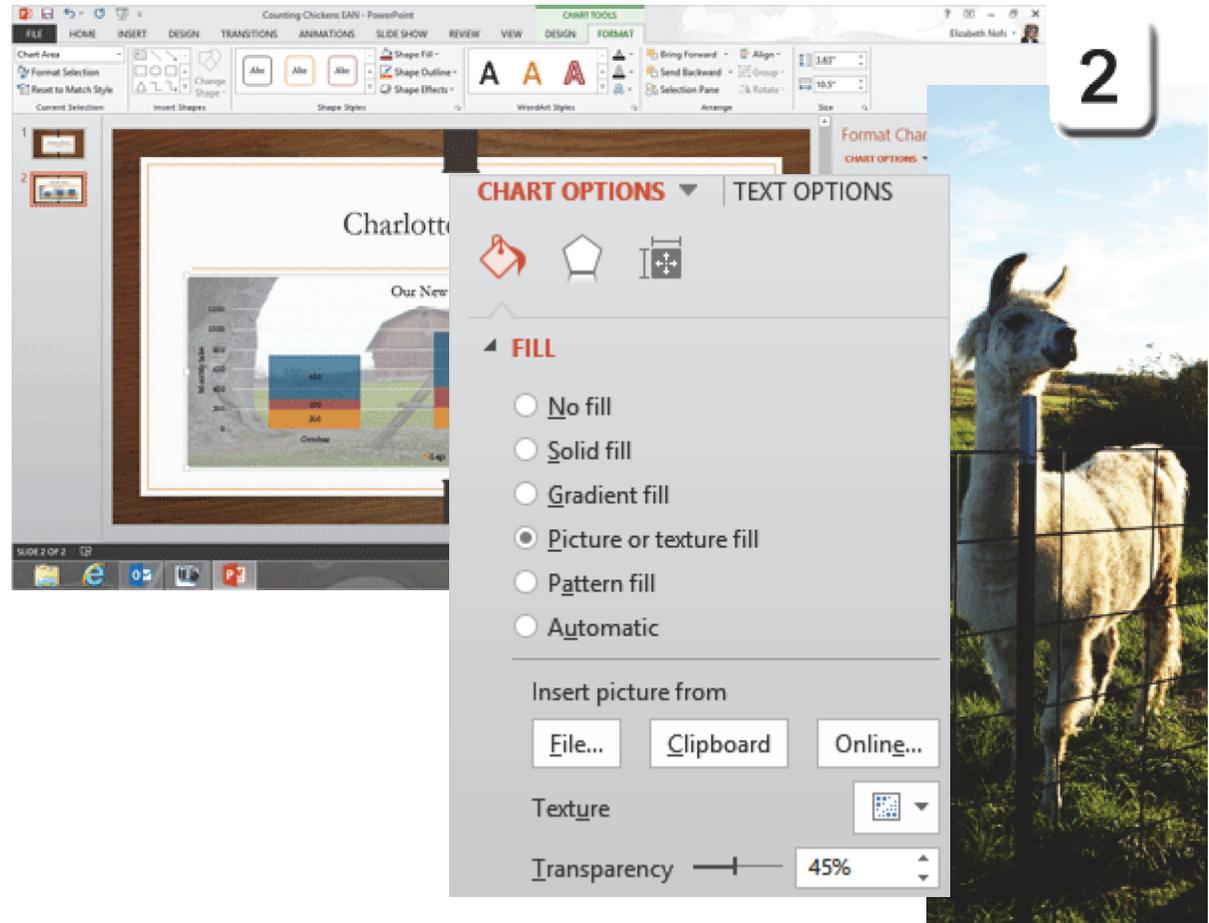
Go to **Chart Tools->Format->Shape Styles**. Click on **More** the small arrow in the bottom right corner of the Shape Styles Group.

The Task panel, **Format Chart Area**, should be open the right side of PowerPoint.

**Try This, Too: Edit the Transparency**  
Transparency: 45%.

Keep going...

Chart Tools ->Format->Shape Styles->Shape Effects->More



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Create and Modify Chart Styles (Format Chart Area)



## Format Chart Effects

Each element in a Chart can be selected and formatted separately. This example will format the data series in the Columns.

### 3. Try it: Format Chart Effects

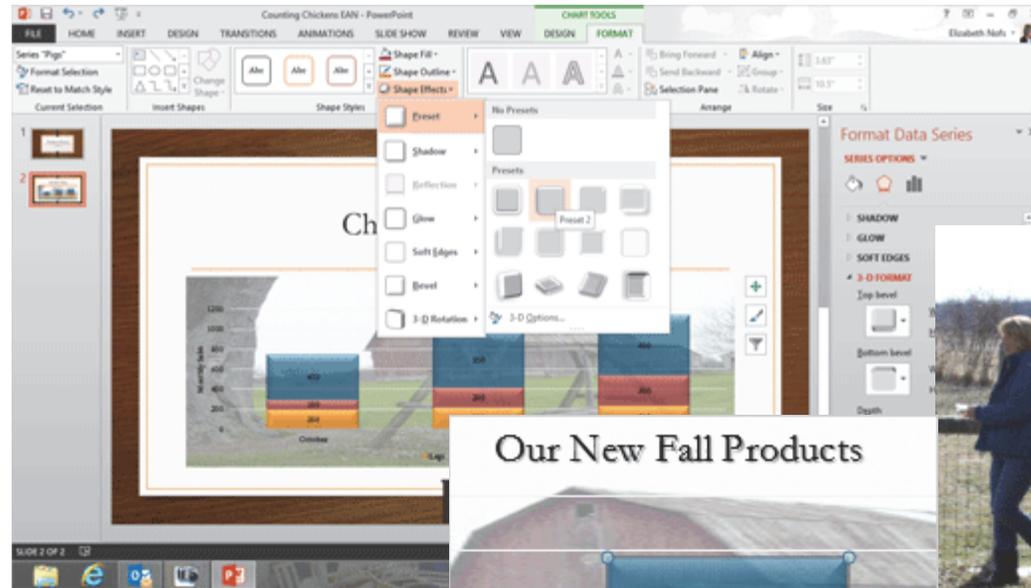
Go to Slide 2 and click on any **Data Series**, say the bottom Shape in the Stack, Pigs. The entire Pigs series will be selected. The **Chart Tools** should be on.

Go to **Chart Tools->Format->Shape Styles**. Go to **Shape Effects->Preset**. Choose a Style: Preset 2

**Try This, Too: Format the Other Series**  
Select the other two Data Series and format the Shape Style to match.

Keep going...

Chart Tools ->Format->Shape Styles->Shape Effects->Preset



3



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Create and Modify Chart Styles (Format the Border)

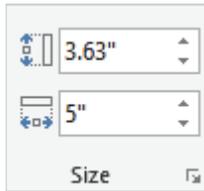


## Resize a Chart

New Charts fill the width of the Text Box on the slide. You can **Resize** a Chart the same way you resize a Picture or Shape.

### 4. Try it: Resize a Chart

The Chart on Slide 2 is still selected. Go to **Chart Tools ->Format->Size**. Enter the **Width: 5**



**What Do You See?** The Width and the Height can be edited independently.

The Chart is tall, now, not wide. The Columns and Background resized to fit.

Keep going...

## Chart Tools ->Format->Size

Charlotte's Website

Our New Fall Products

Our New Fall Products

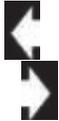
Monthly Sales

Month	Legs	Eggs	Pigs
October	200	100	450
November	220	200	550
December	240	300	600

Legend: Legs (Orange), Eggs (Red), Pigs (Blue)



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Create and Modify Chart Styles (Resize a Chart)



Take Two

## Specify the Position

Say you wanted the Chart to be 2" from the edges of the slide. You can use the advanced options to format the Position.

### 5. Try it: Edit the Chart Position

The Chart on Slide 2 is still selected. The Task pane, **Format Chart Area**, is open. Go to **Chart Options ->Size and Properties**. Click on **Position**.

Edit the Horizontal position: 2"  
From: Top Left Corner.  
Edit the Vertical position: 2.2"  
From: Top Left Corner.

Click **Close**. The Chart will be positioned precisely as you indicated.

Ok, that's pretty good.  
**Save, Save, Save.**

Chart Tools ->Format->Size->More

5

Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.3 Order and Group Shapes and Slides: Align and Group Shapes (Position)



Take Two

## Just for Fun, Really

### 1. Try it: Insert a Picture

Slide 2 is selected.

Go to **Insert ->Images-> Picture**.

**Browse** to your Documents folder for a picture. The one on this page is called Chicken4.jpg

### Try This, Too: Format the Picture

The new picture is selected and the **Picture Tools** should be available.

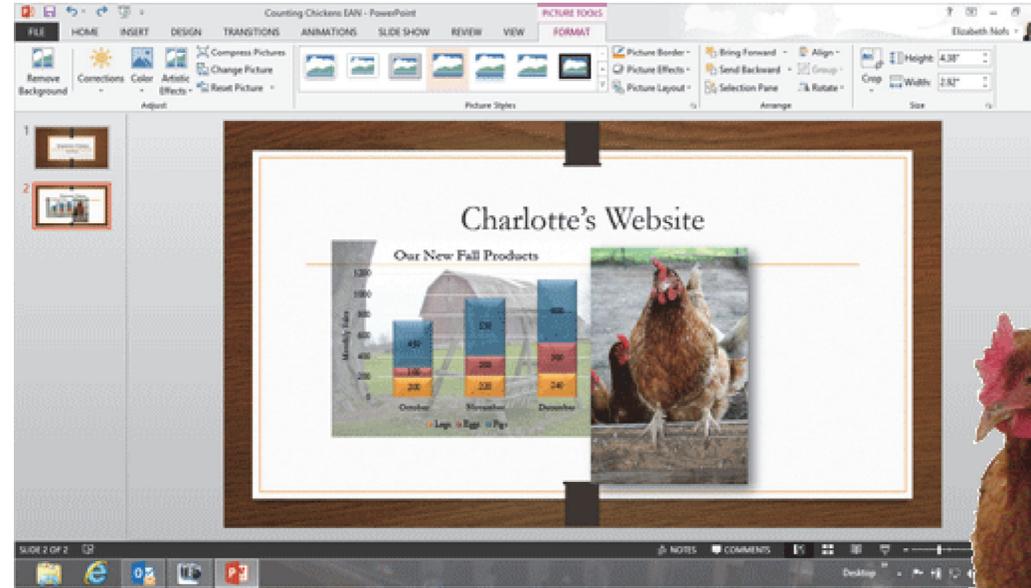
Go to **Picture Tools->Format**.

Go to the **Picture Styles**.

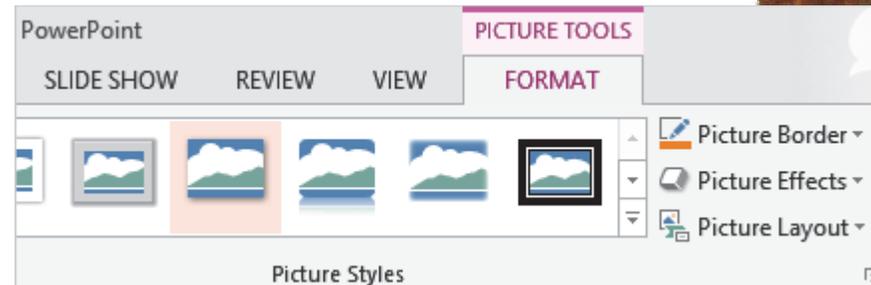
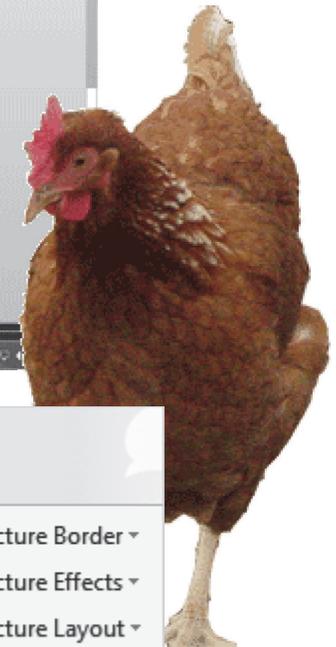
Click on **Drop Shadow Rectangle**.

Then what..?

## Insert ->Images-> Picture



1



Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.5 Insert and Format Images: Apply Effects



Take Two

## Arrange Chart Elements

**2. Try it: Arrange the Chart Elements**  
Select the Chart on Slide 2.  
Go to **Chart Tools ->Format->Arrange**.  
Click on **Send Backward**.

**What Do You See?** The Chart should be behind the picture, however the Chart Border may "shine through" the picture.

**What Else Do You See?**  
The Chart Elements, Chart Styles and Filters are still available. They appear in front of the picture, not behind it.

That works.

Chart Tools ->Format->Arrange->Send Backward

The screenshot shows a PowerPoint slide titled "Charlotte's Website" with a chart titled "Our New Fall Products" and a picture of a chicken. The chart is a stacked bar chart showing monthly sales for Legs, Eggs, and Pigs from October to December. The chart is positioned behind the chicken picture.

Month	Legs	Eggs	Pigs
October	200	100	450
November	220	200	550
December	240	300	600

2

Exam 77-422: Microsoft PowerPoint 2013  
2.0 Insert and Format Shapes and Slides  
2.3 Order and Group Shapes and Slides: Align and Group Shapes (Arrange )



Take Two

### Working with Charts

There is one more Chart Tool that can be used to present the data: **Chart Filters**. You can filter the Chart to show some or all of the data.

#### 3. Try it: Find the Chart Filters

Select the Chart on Slide 2.  
Go to **Chart Filters->Values**.

The Chart can be Filtered by the **Series** or the **Categories**.

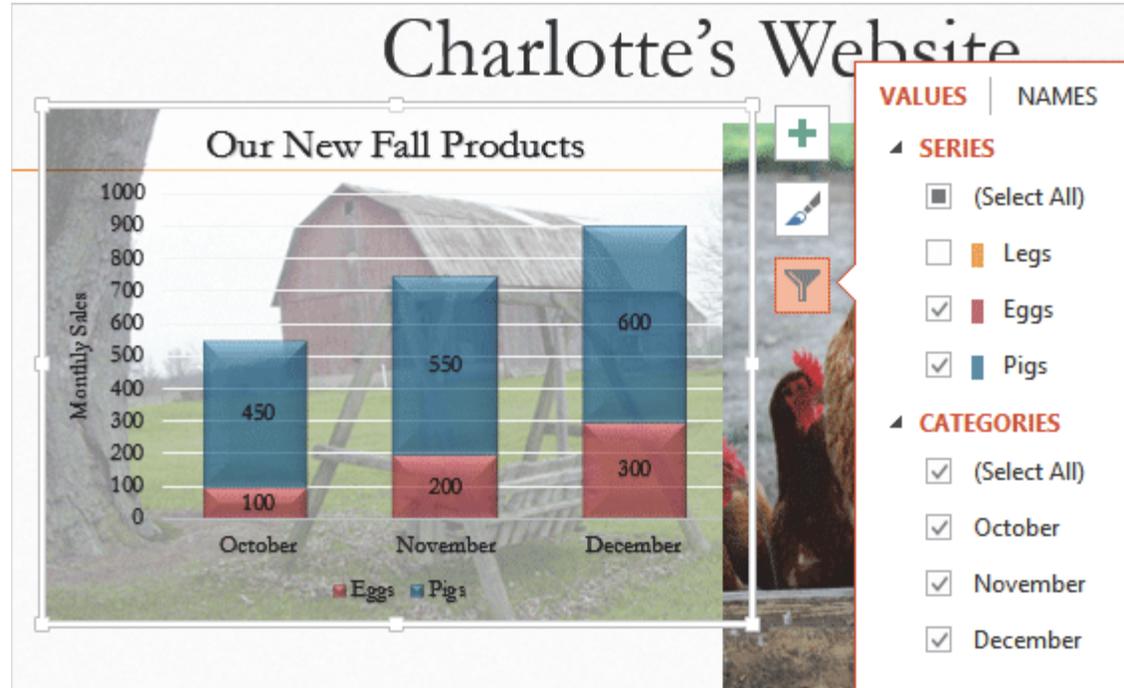
#### And Try This: Filter the Chart Data

Select the Series: Eggs and Pigs.  
Click **Apply**.

**What Do You See?** The Chart will update and show only data for the Series that were selected.

OK, that works. We have come back where we started: Chart Elements, Chart Styles and Chart Filters.

Chart Filters ->Values->Series



3

Exam 77-422: Microsoft PowerPoint 2013  
3.0 Create Slide Content  
3.3 Insert and Format Charts: Modify Chart Parameters (Filter the Data)



Take Two

## Charts and Chart Tools

This lesson demonstrated how to add a Chart to your presentation. The Chart was created from data entered into an Excel spreadsheet.

We looked at Chart Elements and Chart Tools: Design and Format.

Allez, Allez in free. You done good. Go get two cookies, OK?



Charlotte's Website

Our New Fall Products

Month	Eggs	Pigs	Total
October	100	350	450
November	200	350	550
December	300	300	600

Chart Tools: DESIGN, FORMAT

VALUES | NAMES

SERIES

- (Select All)
- Legs
- Eggs
- Pigs

CATEGORIES

- (Select All)
- October
- November

Charlotte's Website

Our New Fall Products

Monthly Sales

October November December

Eggs Pigs



# Practice Activities



## Lesson 2: Working with Charts

Start Microsoft PowerPoint. Do the following steps

1. Open a new, blank presentation.
2. Add the title: Year End Report
3. Apply the theme Pushpin, or a theme of your choice.
4. Insert a Chart. Select Clustered Column.
5. Add the following data to the spreadsheet:

	Last Year	This Year
Shirts	100	325
Hats	75	125
Balloons	120	400
Coffee Mugs	55	170

6. Format the labels Bold and 14 point
7. Delete any extra columns and make the handles fit the data
8. Change the Chart Title: Highest Increases
9. Format the Background of the Chart with a Gradient fill of your choice.
10. Format the Gridlines to show Major and Minor Gridlines
11. Select each of the columns and format them with different colors and shape effects of your choice.
12. Change the chart type to Clustered Bar.
13. Insert a picture of money. Arrange the picture so it is overlapped behind the chart a little.

14. Insert a new blank slide.
15. Insert a new chart. Pick a pie chart.
16. Add the following data to the spreadsheet:

Shirts	325
Hats	125
Balloons	400
Coffee Mugs	170

17. Format the Data Labels to be Outside End. Apply Chart Layout 6.
18. Apply Chart Quick Style 12.
19. Change the Theme Colors to Flow.
20. Apply a shape border to the largest piece of pie.
21. Resize the Pie Chart to 2" by 2".
22. Add a chart title: Asleep at Mouse Gear
23. Add a picture of a mouse. Apply a picture style of your choice.
24. Save the file as Advanced PowerPoint Practice 2.





## Test Yourself

1. A spreadsheet can be added to a PowerPoint presentation.

- a. True
- b. False

Tip: Advanced PowerPoint, page 48

2. What Tools are available at the top of the spreadsheet?

(Select all correct answers.)

- a. Update
- b. Undo
- c. Redo
- d. Edit in Excel

Tip: Advanced PowerPoint, page 48

3. A Chart can only be added to PowerPoint from a pre-existing spreadsheet.

- a. True
- b. False

Tip: Advanced PowerPoint, page 48

4. Which commands can be found in the Chart Elements?

(Select all correct answers.)

- a. Chart Titles
- b. Axis Titles
- c. Legend
- d. Data Labels

Tip: Advanced PowerPoint, page 52-58

5. Which groups can be found on the Design Ribbon? (Select all correct answers)

- a. Chart Layouts
- b. Chart Styles
- c. Data
- d. Type

Tip: Advanced PowerPoint, page 60

6. Changing the Chart Type removes all settings like Background and Labels.

- a. True
- b. False

Tip: Advanced PowerPoint page 63

7. Which command offers several templates for formatting Charts?

- a. Styles
- b. Chart Layouts
- c. Design

Tip: Advanced PowerPoint, page 63

8. You can switch the Rows and Columns in a Chart.

- a. True
- b. False

Tip: Advanced PowerPoint, page 62

9. A Chart can be resized in the same way as a picture or a shape.

- a. True
- b. False

Tip: Advanced PowerPoint, page 67

10. Charts cannot be formatted with Effects.

- a. True
- b. False

Tip: Advanced PowerPoint, page 66

