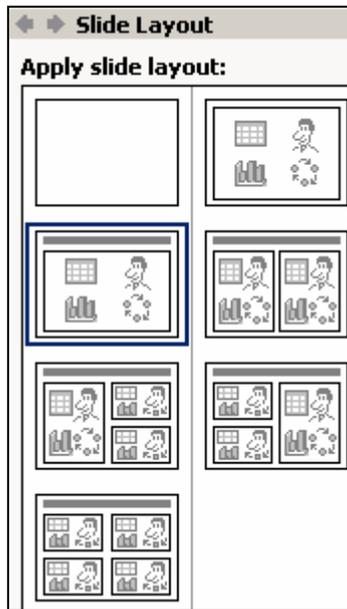


Creating a Graph in PowerPoint XP



If you have the data, and want to create the graph directly in PowerPoint...

Select one of the Layouts that have a graphic layout icon on it. It will look like the ones at the right.



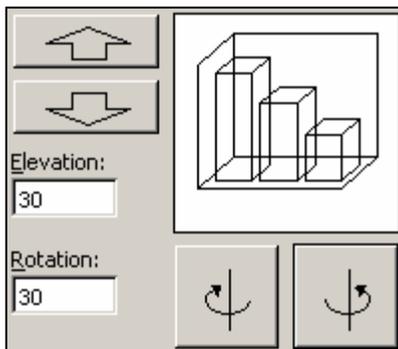
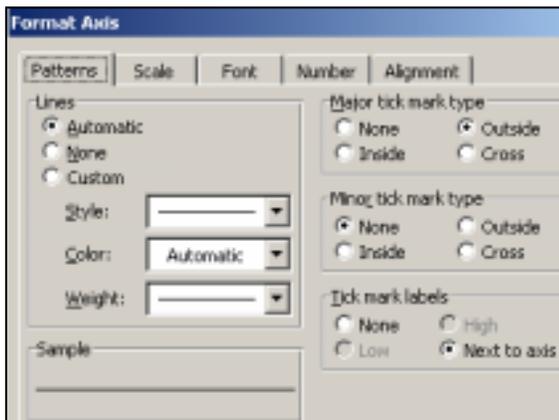
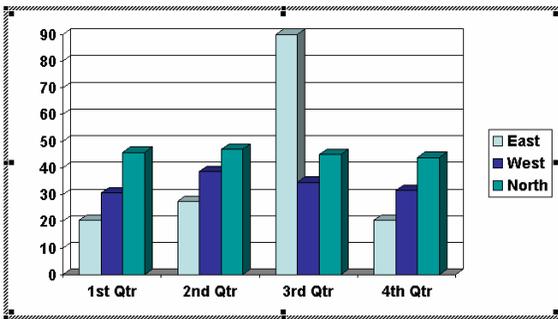
On the page click on the graph icon. It is the center image in the top row.

		A	B	
		1st Qtr	2nd Qtr	3rd
1	East	20.4	27.4	
2	West	30.6	38.6	
3	North	45.9	46.9	
4				
5				
6				

A graph with pre-supplied data will appear. The data grid can be used as a template and changed to meet your requirements. Remember that the top line, represented in the sample as 1st Qtr, etc., will labels on the X-axis. The terms in the first column represented in the sample by East, etc., will become the legend key terms. The Y-axis will automatically be determined by the range of numbers you enter into the cells. When you have entered your numbers, click the X in the corner of the grid to accept your data.

For now do not worry about exactly how the graph looks on the page. You will be able to adjust the number range on the Y axis, change style of graph, and change the colors, etc., as we proceed.

To work on the chart itself, you must be in Chart View not Normal view. How do you tell the difference? If you are in Normal View and click on the chart, you will see only circles for handles around the chart. The box around the chart will not be there. If you double click on the chart, it will go from Normal View to Chart View, and the box will be around the chart as seen to the left below. Any changes to the chart must be done in the Chart View.

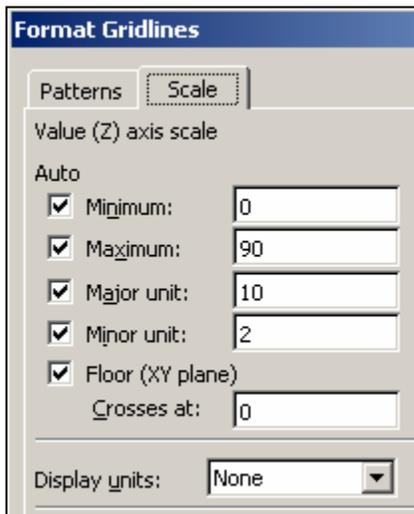


When the cell box is closed, you will see your graph is a box around it and handles that allow you to increase or decrease the size of the graph. To keep the aspect ratio consistent, hold down the shift key as you grab the corner handle and move it in or out.

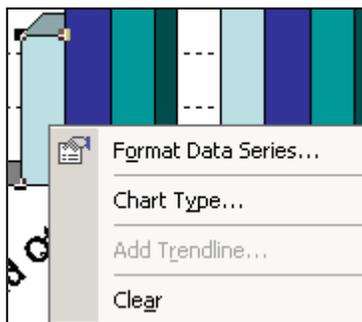
Each element within the chart can be modified independently. The trick is getting to see the options you want. If you move your mouse over the numbers on the Y-axis, you will see the term Value Axis. Right click on that number and you will see the option to format the axis. Select format axis to see the menu to the left. From that menu you can change the Pattern, Scale, Font, Number, and Alignment. If you right click on one of the terms in the X-axis, you can bring up the same menu to format the terms on that axis.

To change the words, you must go View/Datasheet from the main menu.

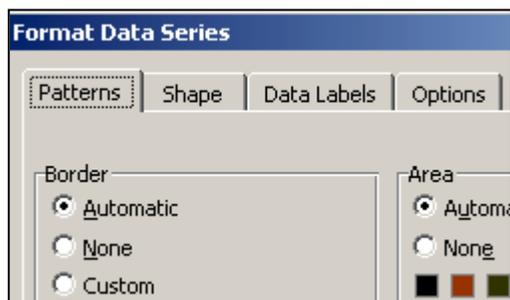
Moving the cursor into an open space within the graph will bring up the word Walls. Right clicking on this area will bring up a menu to change the color of the walls or change the 3-D view of the columns in the graph. You can rotate the columns and change perspective using the buttons.



Right clicking on one of the gridlines will allow you bring up a formatting menu for the line. One option is the tab for Patterns. This allows the changing of the style of the line, or eliminating the line altogether. The more important option is scale. PowerPoint has tried to create a scale that works, but often elects to start with a zero for the minimum. Assume that your numbers were between 78 and 92. Starting at zero with ten point units would make the columns look very similar in size. If you made the minimum number 70 and the maximum 100, the difference between the columns would become more pronounced. Depending on what you are trying to illustrate would dictate which scaling method you would choose.



By right clicking on any column in the graph, two main options are presented. The first is to Format Data Series. The second option is to change the type of chart you are presenting.



The Format Data Series will allow you to select the color for that category, and changing that color will change the color of all the columns for that category. Shape will allow you to change the style of the column. Labels are just that. Options will allow you to change the depth perspective of the columns. You can work through each column of the graph to select a new color for each category.

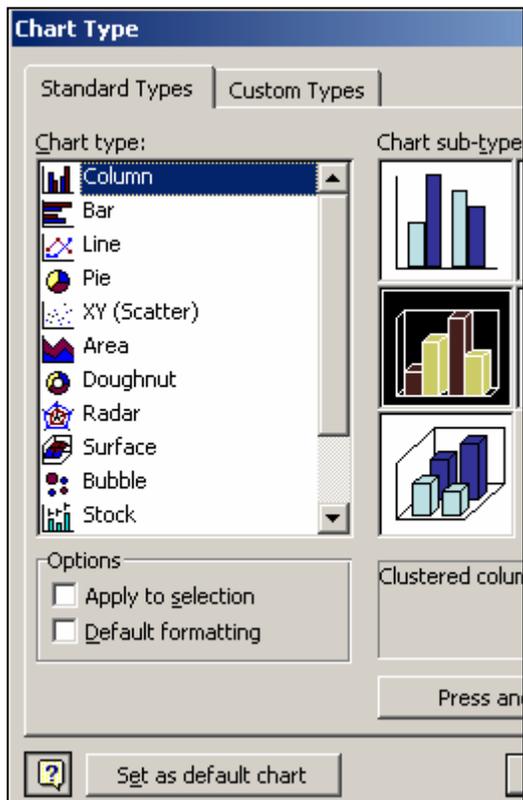


Chart Type, the other option available, will allow you to vary from the column type of graph. As you can see, a wide variety of options are available to you. If you are unsure what the information will look like in another format, highlight the format and click and hold the Press and Hold to View Sample bar. A representation of the graph will appear in a preview format. If you consistently use one or another format other than the default one, you can select your preference. Click Set as Default Chart at the bottom left of the menu to set the new default to avoid making this change for every graph you create.

If the graph already was created in Excel...

Copy the graph to the clipboard in Excel. Move to your PowerPoint presentation. Paste it into the PowerPoint slide.

Generally, PowerPoint will adjust the colors of the graph automatically to provide you with colors that are consistent with the background you have selected for your presentation.