Step by Step with PowerPoint -- Adding a Chart

Charts from Excel bring statistics to life in PowerPoint presentations, provided you choose the right chart and edit carefully.

1) Choose the slide where you would like the chart.

2) Click Insert in the Ribbon.

3) Select Chart. Choose a type of chart that fits your data.

4) Excel pops up with a sample chart.

5) **Edit this chart** to fit your data. You will need to change names and adjust the number of rows or columns.

6) You can edit the data series, change their colors, add special effects etc...

7) You can shrink, grow, and move the Chart like a Text Box.