

MICROSOFT POWERPOINT 2013 204 - PREPARING & DELIVERING CAPTIVATING CHARTS & GRAPHS

PP OVERVIEW & TABLE OF CONTENTS

This quick reference guide will focus on how to create and format data charts so that you can better explain your data and further understand underlying trends or patterns.

Inside This Guide

Chart Types	1
Creating Charts With The Chart Command	1
Chart Tools Design Tab	2
Chart Tools Format Tab	3
Combining Charts & Secondary Axis	7

PP CHART TYPES

PowerPoint 2013 offers a wide array of chart types and sub-types for various needs. Available chart types include:

- **Pie / Doughnut** - compare parts of a whole.
- **Bar / Column** - contrast or compare series using vertical or horizontal bars.
- **Line** - indicate trend or relationship of one data series to another.
- **Area** - indicate the volume relationship of one data series to another.

PP CHARTING RULES

Before you start creating charts, observe the following rules and recommendations:

- **Rule 1:** Avoid blank rows and columns in the data to be plotted. PowerPoint will create gaps when there are blank rows or columns. For blank/zero value cells, use the `=NA()` formula. PowerPoint will skip plotting these numbers and will not show gaps. Just type `=NA()` in the blank or zero value cells and press Enter. You will see #NA in the cells.
- **Rule 2:** If there are more rows than columns in your data, PowerPoint will plot the data by column. If there are more columns than rows, PowerPoint will plot the data by row. If an equal number of rows and columns exist, PowerPoint will plot the data by rows.
- **Rule 3:** Avoid using data ranges that may include disproportionate values. For example, trying to plot figures that have values in the hundreds of millions versus numbers in the thousands will not produce a very effective or useful chart.
- **Rule 4:** The chart is linked directly to your data. Once the data is changed, the chart will be instantly updated.
- **Rule 5:** Charts are meant to explain complex values and data patterns. Keep your charts simple and clear by avoiding color or font combinations that will make your charts difficult to understand, print or read.
- **Rule 6:** When possible, use an **Anchor Cell**, usually a blank cell, as the first cell in the data range to be plotted.

PP CREATING CHARTS - APPROACHES

There are three methods that can be used to create a chart in a presentation:

- Click the **Chart** command in the **Insert** tab to place a chart in any slide.
- Click the **Chart** command located in the center of slides that use one of these layouts: **Title and Content**, **Two Content**, **Comparison** and **Content with Caption**. These are available from the **Layout** command on the **Home** tab.
- Create the Chart in **Excel**, copy it and then paste it into PowerPoint.



PP CREATING CHARTS WITH THE CHART COMMAND

In this section, we will create, format and customize charts using the Chart command.

1. Click the **Chart** command on the **Insert** tab. Select the desired chart type from the subsequent dialog box. For each chart type, several sub-types exist. For example, when a **Bar** chart is selected, six sub-types are available.



2. Select the **3-D Stacked Bar** sub-type and click **OK**. PowerPoint will insert a generic chart with its own data set (a miniature Excel worksheet).

	Series1	Series2	Series3
Category 1	4.5	3.4	5
Category 2	2.5	4.4	6
Category 3	5.5	1.4	7
Category 4	6.5	2.4	8

3. The data set can now be updated, either by typing unique values or by copying values from an existing spreadsheet. This example shows an updated data set with unique values.

	Series1	Series2	Series3	Series4	Series5
Marketing	\$45,000.00	\$50,000.00	\$40,000.00	\$60,000.00	\$75,000.00
Warehouses	\$45,000.00	\$50,000.00	\$40,000.00	\$60,000.00	\$75,000.00
Software	\$12,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Plant	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00

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Table of Contents Microsoft Powerpoint 2013 Quick Reference Guide

1. Understanding the eBook Microsoft Powerpoint 2013 Quick Reference Guide
 - The Rise of Digital Reading Microsoft Powerpoint 2013 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint 2013 Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Powerpoint 2013 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint 2013 Quick Reference Guide

- Personalized Recommendations
- Microsoft Powerpoint 2013 Quick Reference Guide User Reviews and Ratings
- Microsoft Powerpoint 2013 Quick Reference Guide and Bestseller Lists
- 5. Accessing Microsoft Powerpoint 2013 Quick Reference Guide Free and Paid eBooks
 - Microsoft Powerpoint 2013 Quick Reference Guide Public Domain eBooks
 - Microsoft Powerpoint 2013 Quick Reference Guide eBook Subscription Services
 - Microsoft Powerpoint 2013 Quick Reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Powerpoint 2013 Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Powerpoint 2013 Quick Reference Guide Compatibility with Devices
 - Microsoft Powerpoint 2013 Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Powerpoint 2013 Quick Reference Guide
 - Highlighting and Note-Taking Microsoft Powerpoint 2013 Quick Reference Guide
 - Interactive Elements Microsoft Powerpoint 2013 Quick Reference Guide
- 8. Staying Engaged with Microsoft Powerpoint 2013 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Powerpoint 2013 Quick Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Powerpoint 2013 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Powerpoint 2013 Quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Powerpoint 2013 Quick Reference Guide
 - Setting Reading Goals Microsoft Powerpoint 2013 Quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Powerpoint 2013 Quick Reference Guide

- Fact-Checking eBook Content of Microsoft Powerpoint 2013 Quick Reference Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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web each macrocycle might last between 3 and 6 weeks for the sake of ease we ll assume that each cycle lasts for a calendar month the training objectives and methods vary within each cycle and there s an important reason for this

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