

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.

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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	2
Category 2	2.5	4.4	3
Category 3	5.5	1.4	4
Category 4	4.5	2.4	5

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	\$40,000.00	\$75,000.00
Manufacturing	\$45,000.00	\$50,000.00	\$40,000.00	\$40,000.00	\$75,000.00
Software	\$12,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$24,000.00
Support	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$20,000.00

Microsoft Powerpoint 2013 Quick Reference Guide

Gillian Gilert



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Microsoft PowerPoint 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts) TeachUcomp Inc.,2014-08-27 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in PowerPoint 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft PowerPoint 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts **Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)**

TeachUcomp Inc,2017-07-29 New to Microsoft Office 2016 or 2013 Upgrading from a previous version Designed with the busy professional in mind this two page quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint When you need an answer fast you will find it right at your fingertips Simple and easy to use quick reference guides are perfect for individuals businesses and as supplemental training materials With 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version *Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)*

Beezix,2013-07-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Adding Placeholders to a Slide Master Adding Master Level Guides Adding a Customized Layout Creating and Changing Personal Templates Organizing Slides with Sections Inserting an Excel Table WordArt Effects Recoloring a Picture Inserting an Audio Clip Inserting a Video Merging Shapes Ungrouping Clip Art Creating a Button to Jump to Another Slide or File During a Slide Show Hiding Slides Displaying the Animation Pane Reordering Animations Removing or Modifying Animations Previewing Animations Using the Animation Painter Syncing Animation Text Overlays with Audio Video Annotations During a Slide Show Saving Different Slide Orders Setting up a Self Running Show Setting Timings by Viewing the Show Recording Narration Compressing Media Files Packaging Presentations on a CD USB Drive Saving a Presentation as a Video Broadcasting Your Presentation on the Web This guide is one of two titles available for PowerPoint 2013 PowerPoint 2013 Introduction PowerPoint 2013 Advanced **Microsoft PowerPoint**

2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Beezix,2013-02-20 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office PowerPoint 2013 The following topics are covered Adding a New Slide Changing a Slide s Layout Switching Between Standard and Widescreen Format Custom Slide Size and Orientation Entering Text Starting a Line without a Bullet Moving Between Text Areas with the Keyboard Adding Other Text on the Slide Changing Level of Indention Text Formatting Using Presentation Views Normal View Outline View Slide Sorter View Applying Design Themes Changing Background of a Slide

Adding a Header or Footer Creating Speaker Notes Using the Slide Master Suppressing Slide Master Objects Adding Clip Art and Online Images Creating a Chart Creating an Org Chart Adding and Deleting Org Chart Boxes Drawing Shapes Resizing a Shape or Picture Rotating Objects Moving a Shape Adding Text to Shapes Selecting Shapes Changing Color Fill Pattern or Line Style of a Shape or Line Using Eyedropper to Match Colors Duplicating Shapes Animating an Object Running a Slide Show Assigning Transition Effects and Timings for a Slide Show Changing Slide Show Settings Printing Also includes a list of Touch Actions Text Selection and Movement and Slide Show Shortcuts **PowerPoint 2013 on Demand** Steve

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PowerPoint 2016 is a presentation program that presents information in the form of slides This program is developed by Microsoft and was originally called Presenter released by another company Forethought Inc It was originally launched in May 1990 and has always been a part of the Microsoft Suite It is popularly known as a program that helps users to

develop slide based presentations and is currently the most used presentation program in the world The purpose of this guide is to introduce users to the latest version of the Microsoft PowerPoint program Reviews on the newest issue purport that it is new and improved boasting redesigned and creative features The manual will first look at the genesis of the program s manufacturer Microsoft Inc The Microsoft Office suite and its foundation and subsequent growth will then be discussed followed by growth of the actual PowerPoint program Quick Reference Guide for PowerPoint 97 DDC Publishing,Chris Katsaropoulos,1997 *The Pediatric Eye Exam Quick Reference Guide: Office and Emergency Room Procedures* Zhu-Tam, Lily,Chung, Ida,2022-02-18 There is a need for comprehensive books that provide crucial information in a clear and direct manner particularly in the medical field Currently there are limited resources available to students and clinicians that provide step by step procedures with pictures on how to examine the eye in the pediatric population The Pediatric Eye Exam Quick Reference Guide Office and Emergency Room Procedures is a clinical procedure book to provide step by step pediatric eye care examination techniques and is an important addition to the field of eye care The chapters are written by leading pediatric optometrists and ophthalmologists in the field Years of academic and clinical experiences from schools of optometry hospital based eye care and private practice are all presented in a user friendly format with clinical pearls and insights that will help any clinician perform a pediatric eye exam easily and efficiently Covering a range of critical topics such as pupil examination visual field testing refraction and ocular emergencies and providing pictures it is ideal for all students residents academicians trainers and novel and seasoned clinicians who are interested in learning how to examine a pediatric patient and staying on top of the latest pediatric eye care procedures **Microsoft Office 2016: The Complete Guide** Stewart Melart,2015-11-12 PC users need not be bothered in the least as the 2016 versions of Word PowerPoint Access and Excel are here to give you the best experience ever In addition to all the cool new features that are packed into this software you can have the entire suite cloud connected so you can have all your documents at your disposal anytime and place You will enjoy the comfort ease of locating important information anywhere you are You will also be able to capitalize on the great opportunity of sharing your documents with your friends family or colleagues as you get your most important tasks done with easy and great new features Quick Reference Guide for World Wide Web David Gosselin,1996 This unique spiral bound hardcover volume blends high quality with efficiency allowing pages to lie flat No narration or exposition just illustrated keystrokes and mouse commands that give you the answers you need in seconds instead of minutes Free color template on back cover Microsoft PowerPoint 2013 Level 1 (English version) AMC College , This manual will introduce to you a basic tutorial on how to create your presentation using Ms Powerpoint 2013 version and to provide a comprehensive overview of how to use basic functions of MS powerpoint 2013 Sage 50 Accounts 2013 in easy steps Gillian Gilert,2013-06-05 Sage 50 Accounts is the UK s market leading accounts software It lets you manage your day to day finances customers suppliers and VAT and keeps your finger on the pulse of your business It puts you in total control of your

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