

Course
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Test Series

Inserting Charts in Power Point

Microsoft Power Point

Module 14 - Inserting Charts in Power Point



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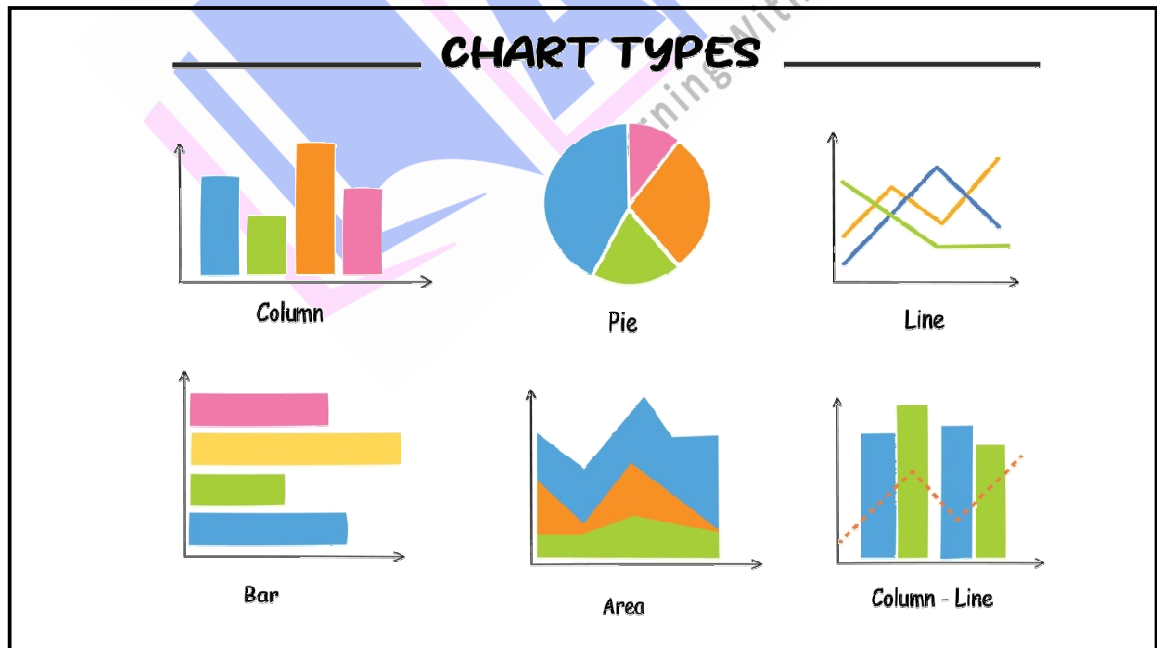
Meaning:

Charts in PowerPoint are a visual tool that helps to display data in a clear, easy-to-understand format. They can make your presentations more engaging and help your audience better understand complex information.

Types of Charts in PowerPoint:

PowerPoint offers a variety of chart types, each suited to different kinds of data:

1. **Column Chart** - Good for comparing values across categories. Often used for showing changes over time or differences between groups.
2. **Bar Chart** - Similar to column charts, but with horizontal bars. It's great when you have long category labels.
3. **Line Chart** - Used to show trends over time or continuous data. Great for illustrating changes or patterns in data.
4. **Pie Chart** - Displays parts of a whole. Best for showing proportions or percentages, like market share.
5. **Area Chart** - A variant of the line chart, but with filled areas below the line. It can emphasize the magnitude of change over time.



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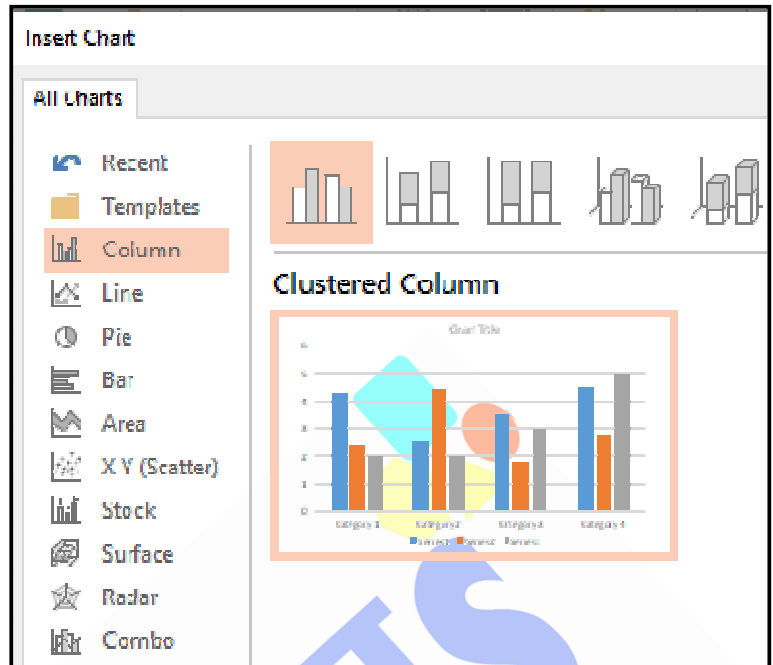
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Inserting Charts in Power Point

How to Insert a Chart in PowerPoint:

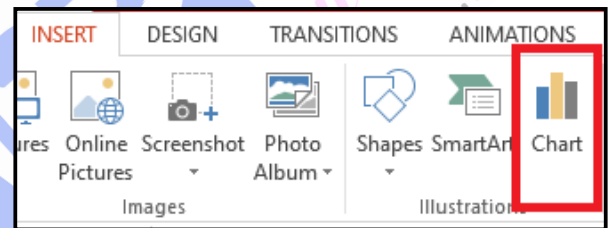
1. Go to the Slide where you want to add the chart.
2. Click on the "Insert" Tab in the ribbon.
3. Click on "Chart" in the Illustrations group.
4. A window will appear where you can choose the chart type.
5. Select a chart type and click OK.
6. A Microsoft Excel window will open with a sample dataset. Edit the data in Excel, and PowerPoint will automatically update the chart with your data.



Customizing Your Chart:

Once you've inserted a chart, you can adjust its appearance and layout to better match your presentation:

1. **Chart Style and Color** - In the Chart Tools section, use the Design and Format tabs to customize the look and feel of your chart.
2. **Add or Remove Chart Elements** - Use the Chart Elements button (the plus sign next to the chart) to add things like titles, labels, gridlines, or data labels.
3. **Change Data** - Right-click on the chart and choose Edit Data to open Excel and modify the dataset.
4. **Change Chart Type** - You can change the type of chart later by selecting the chart, clicking the Design tab, and choosing a new type from the Change Chart Type button.



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Assignment: Creating a Pie Chart in Microsoft PowerPoint

Task Instructions:

- Open Microsoft PowerPoint and create a new blank presentation.
- On a new slide, insert a Pie Chart by following these steps:
- Go to the Insert tab.
- Click on Chart.
- Select Pie from the chart types.
- Click OK.

A spreadsheet will open. Enter the following sample data or create your own:

Topic: Time Spent on Daily Activities (24 hours)

Activity: Hours

- Sleep: 8
- Study: 6
- Entertainment: 4
- Exercise: 2
- Meals: 2
- Other: 2

Customize your chart:

- Change the chart title to: "Daily Time Distribution"
- Use different colors for each activity.
- Add data labels to show percentage or hours.
- Make the chart look visually appealing using chart styles.

Submission Guidelines:

Save your file as: PieChart_YourName.pptx

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