

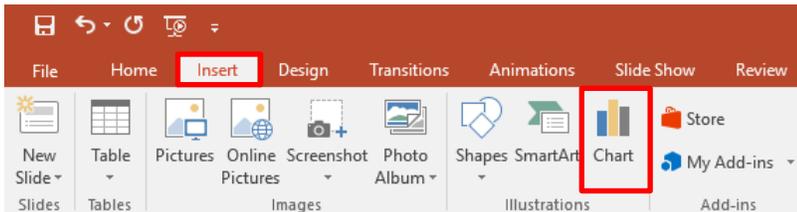
Graph

If you wish to display a set of data, you can insert a chart into your PowerPoint.

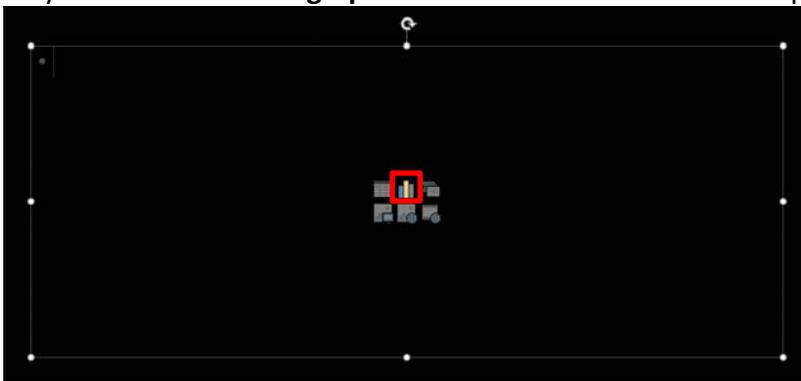
Insert a Graph

Select the slide you are going to put the chart on.

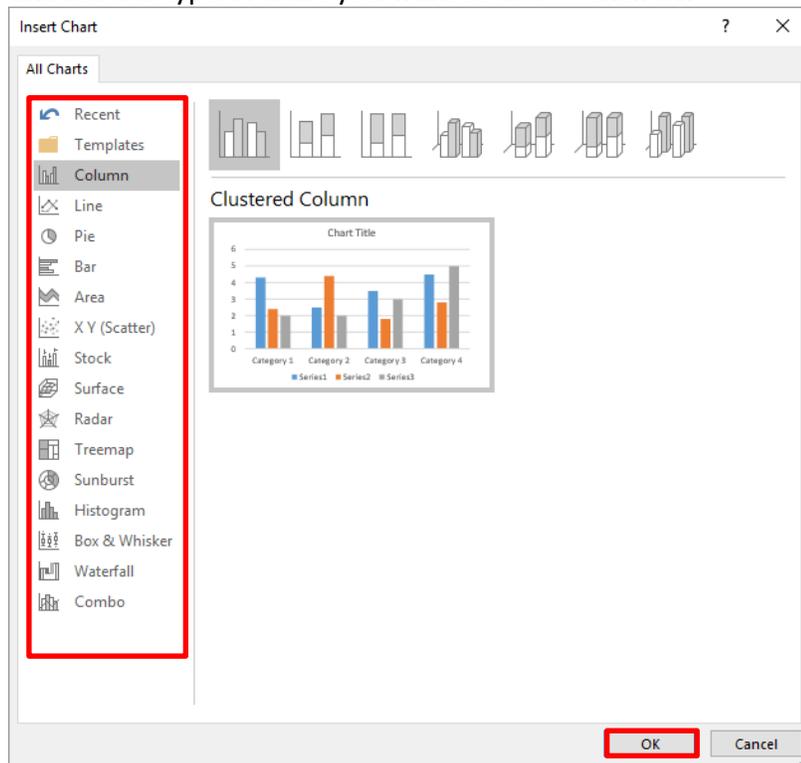
Insert << Chart



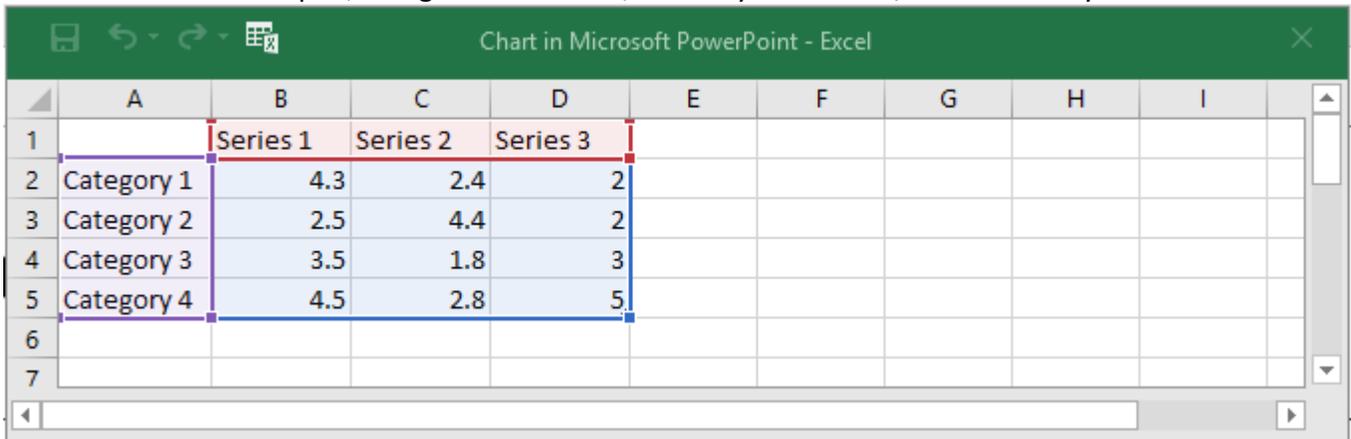
Or you can click on the **graph icon** inside the text box on the page.



Choose the type of chart you want to use << click OK

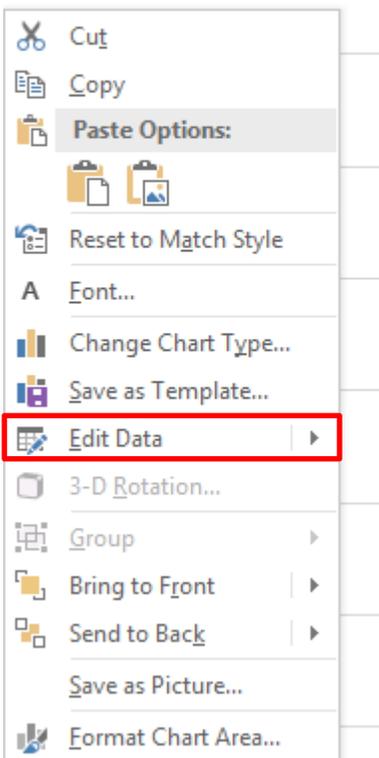
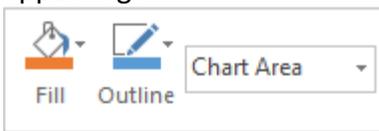


An excel window will open, along with the chart, so that you can **edit/enter** data in your chart.



	A	B	C	D	E	F	G	H	I
1		Series 1	Series 2	Series 3					
2	Category 1	4.3	2.4	2					
3	Category 2	2.5	4.4	2					
4	Category 3	3.5	1.8	3					
5	Category 4	4.5	2.8	5					
6									
7									

NB: If the table disappears, right click on your chart >> Choose Edit Data and the table will appear again.



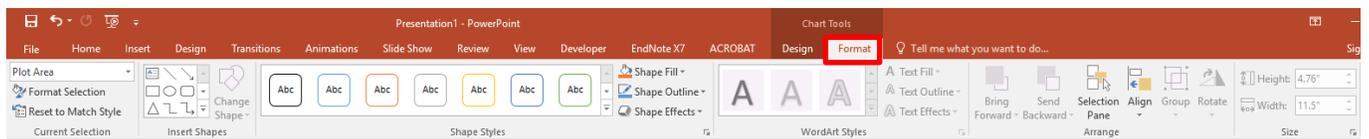
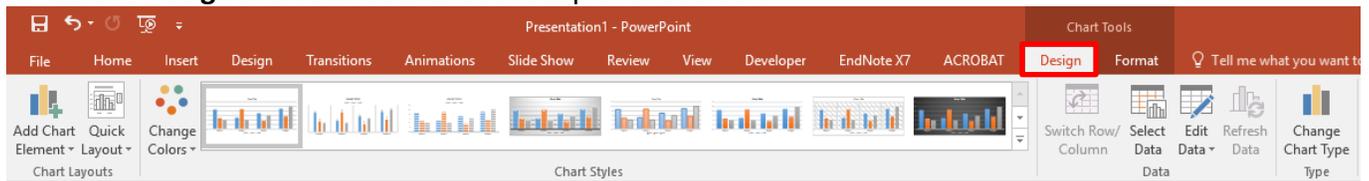
NB: To change your chart type, right click on your chart >> Choose **Change Chart Type**

Format the Graph

You can customise the look of your graph in regards to the elements and colours.
You can either **click** on the three buttons to the side of the text box,



or use the **Design** and **Format** tabs at the top of the screen



Or you can **double click** on the graph. This will launch a side menu for you to format the plot areas.

