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.



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

Insert Chart									
All Charts									
All Charts Image: Column Im									
OK	Cancel								

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LIBRARY AND LEARNING SERVICES STUDY GUIDE | GRAPH (MAC) www.2.eit.ac.nz/library/OnlineGuides/Graph Mac.pdf

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

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



A Text Fill -

A Text Outline

A Text Effects *
Bring Send Selection Align
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WordArt Styles

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,





Plot Area

Insert Shapes

Plot Area

Current Selection

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

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Abc Abc Abc

Shape Styles

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

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Shape Outline -

Gamma Shape Effects •

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