## 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.

| 「 m |  |  | Chart in Microsoft PowerPoint - Excel |  |  |  |  |  | X |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 4 | 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 |  |  |  |  |  |  |  |  |  | $\checkmark$ |
| 4 |  |  |  |  |  |  |  |  |  | - |

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.


