# ADD & FORMAT CHARTS IN POWERPOINT 2010

Charts are an effective way of representing data. Long list of confusing numbers can instantly become trends which can be spotted when they are captured as charts. PowerPoint supports addition and formatting of charts.
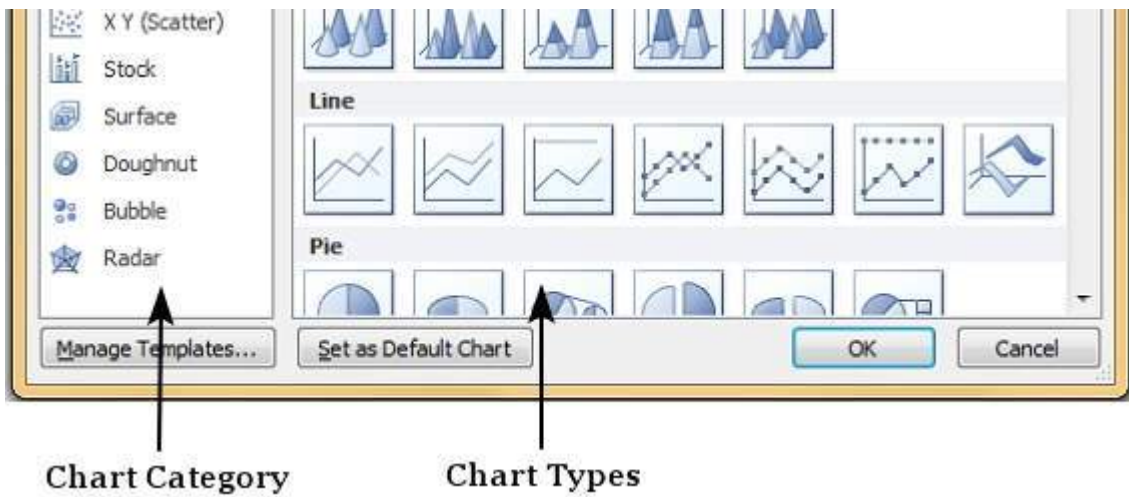
Given below are the steps to add a chart to PowerPoint.

Step 1: Go to **Illustrations** group under **Insert** ribbon
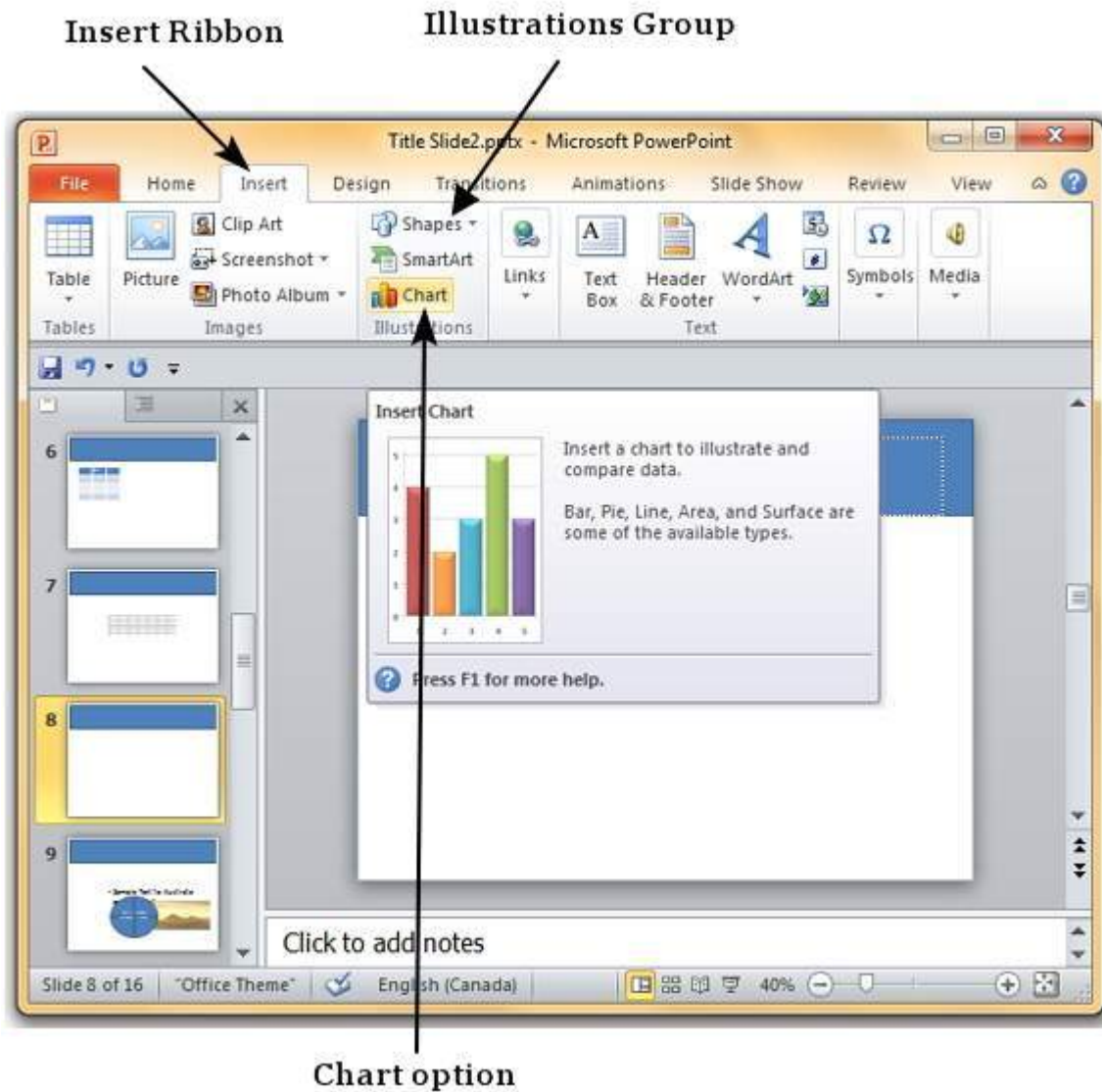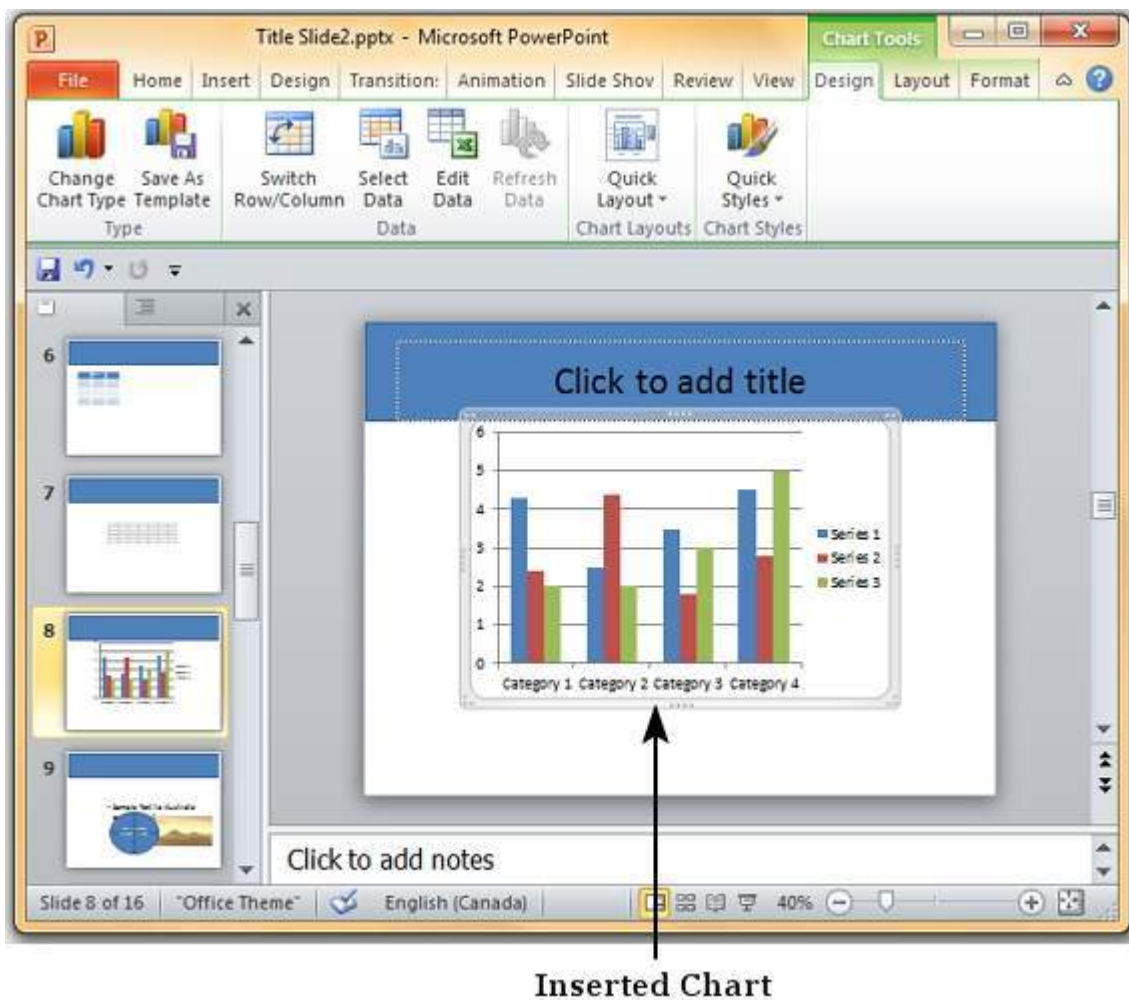

Step 2: Click on the **Chart** option to open **Insert Chart** dialog. You can choose the chart category and pick individual chart types from the list.
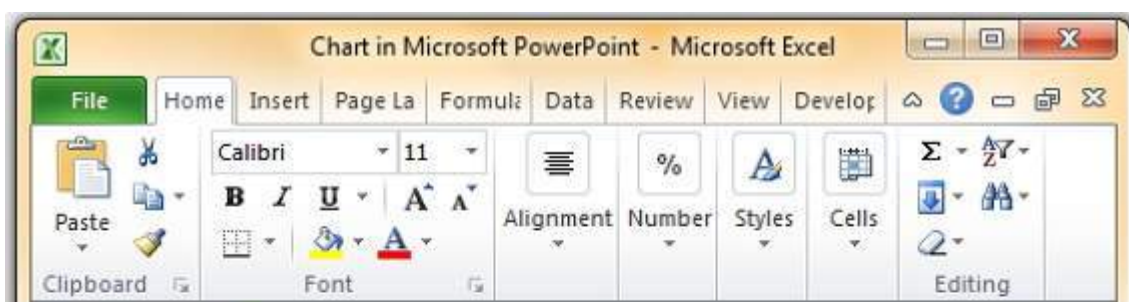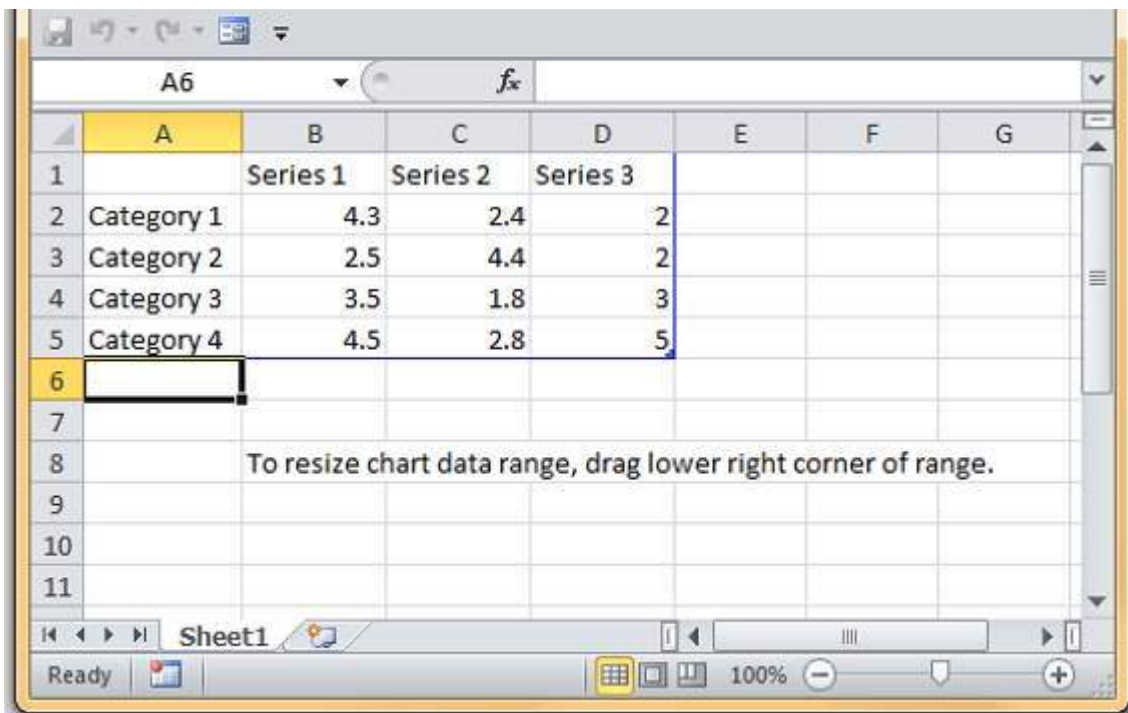
Chart Category　　　　**Chart Types**
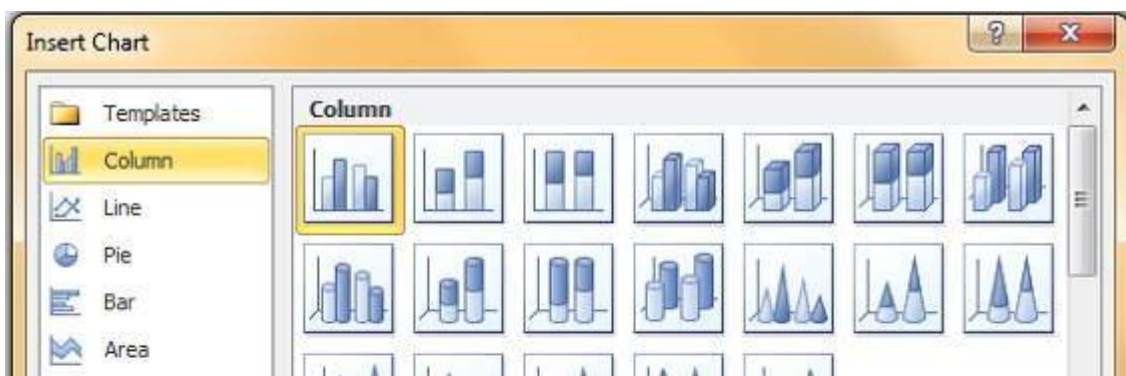
Step 3: Select the chart type and click **OK** or double click on the chart type to insert the chart in the slide

Inserted Chart

Step 4: Along with the chart an Excel spreadsheet is also launched. This spreadsheet is the source for your chart. You can change the category names, series names and individual values to suit your needs.

As you edit the values and the table in Excel the chart gets modified accordingly.

The PowerPoint chart formatting features have been grouped under three ribbons: **Design**, **Layout** and **Format**. The sections below discuss the features under each ribbon. To access these ribbons you must select the chart first.

Chart Design Features

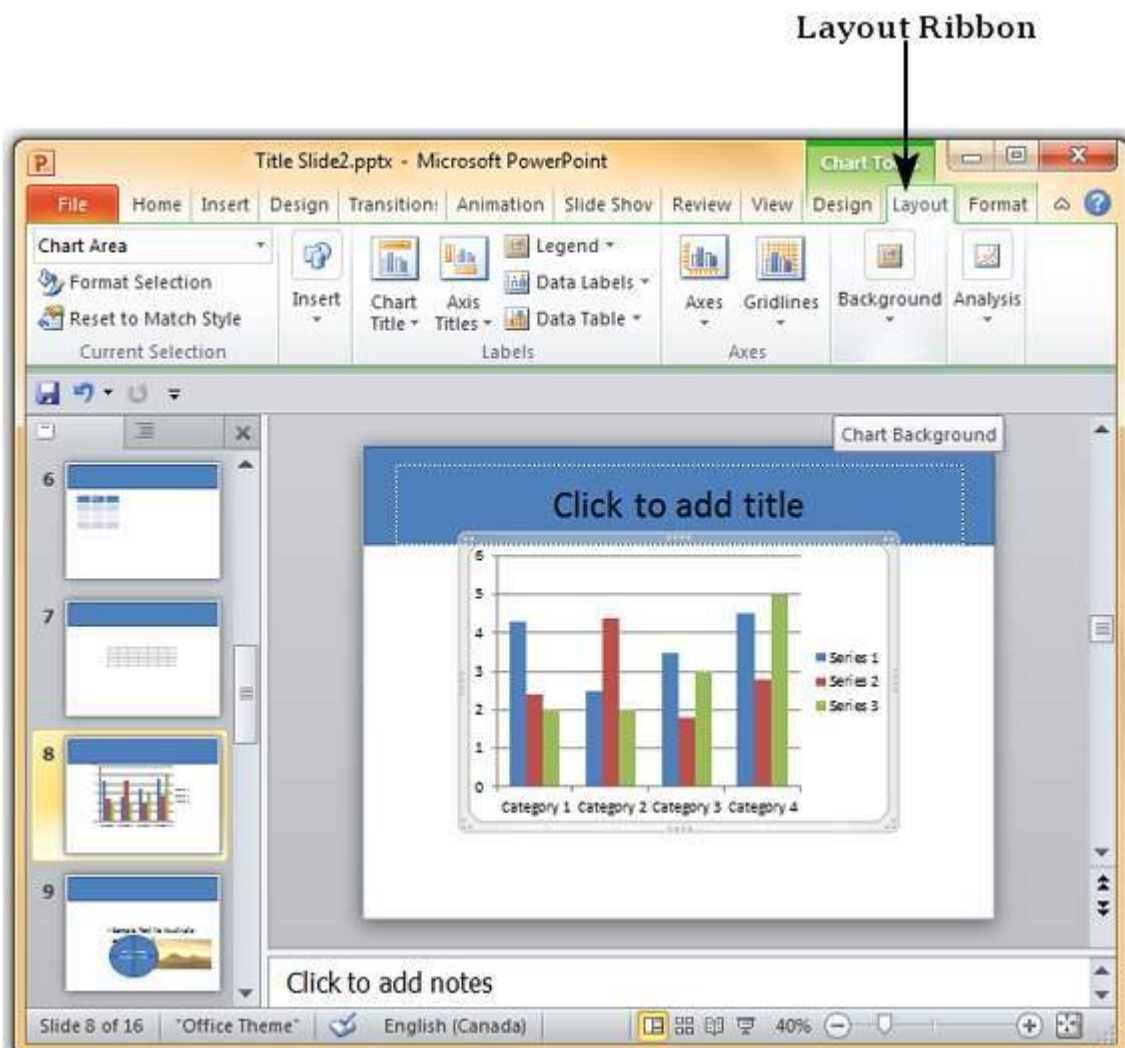The table below describes various chart design features in PowerPoint.
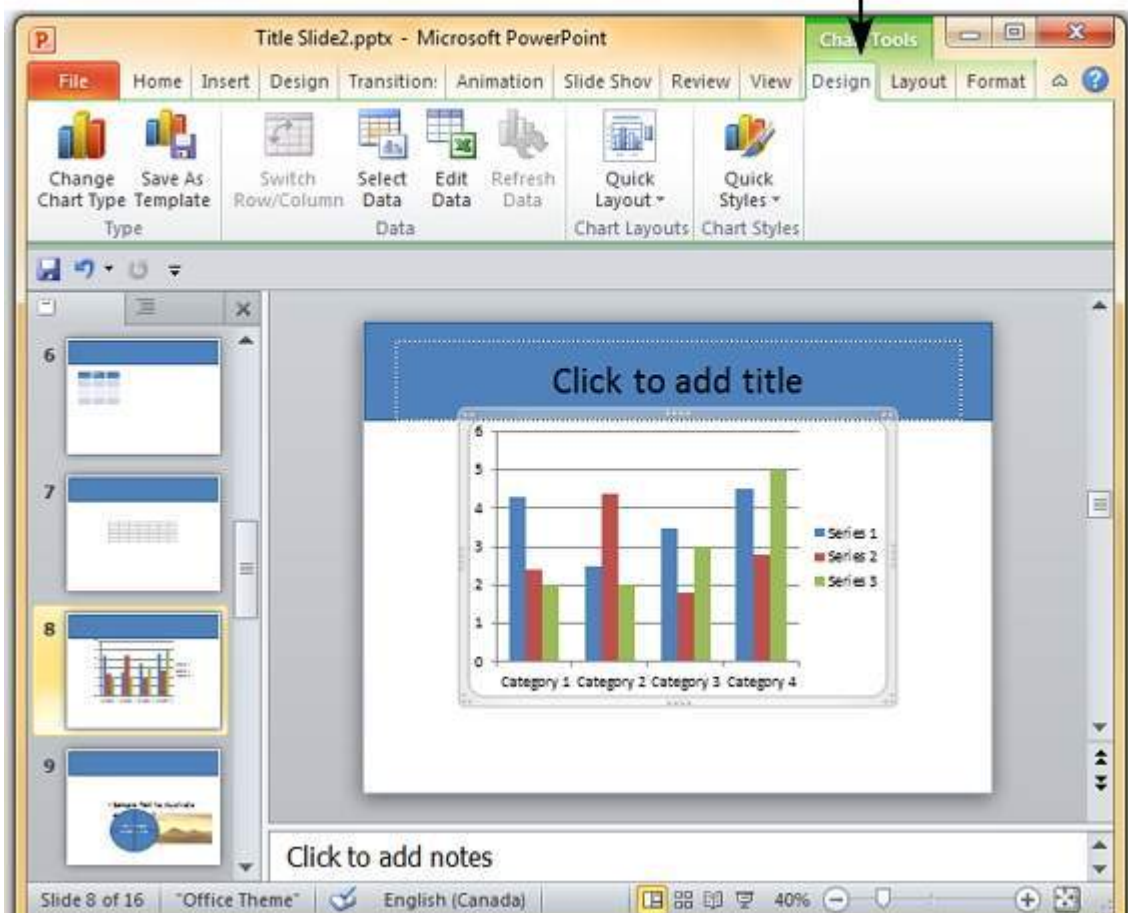
Sub Features

	Description	
Type	Change Chart Type	Change the chart type retaining the same data
	Save As Template	Save current chart type as a template
Data	Switch Row/Column	Transpose current excel data - this is enabled when you have the source data excel sheet open
	Select Data	Change the data range covered in the chart
	Edit Data	Change the chart source data
	Refresh Data	Refresh the chart to show the latest data
Chart Layouts	Chart Layouts	Offers list of predefined layouts which can be instantly applied to current chart with a single click
Chart Styles	Chart Styles	Offers list of predefined styles which can be instantly applied to current chart with a single click

Chart Layout Features

The table below describes various chart layout features in PowerPoint.
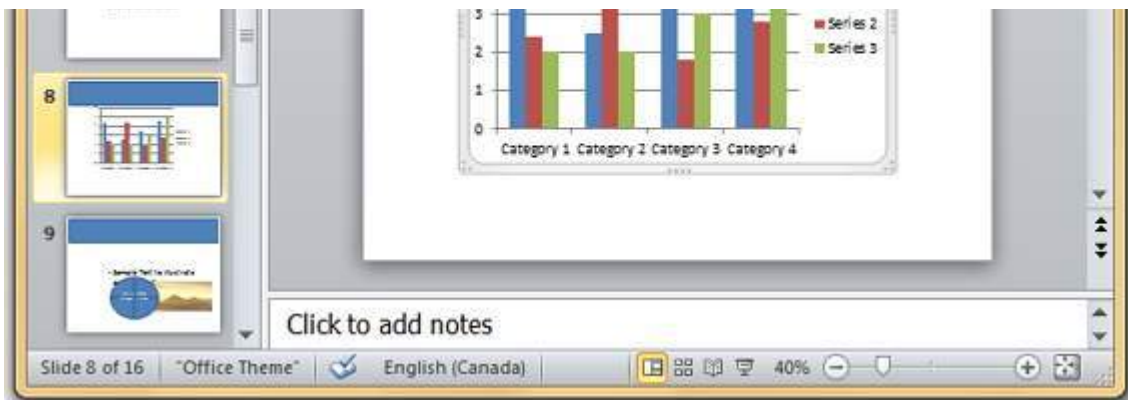
Sub Features

Description		
Current Selection	Drop down	Shows the currently selected chart element
	Format Selection	Shows the selection format dialog to update the selection
	Reset to Match Style	Discards all the chart customisations and matches the chart with the overall presentation theme
Insert	Picture	Superimpose an image on top of the chart
	Shape	Add a shape to the slide
	Text Box	Add a text box to the slide
Labels	Chart Title	Define the visibility, position and style of the chart title
	Axis Titles	Define the visibility, position and style of the axis titles
	Legend	Define the visibility and position of the chart legend
	Data Labels	Define the visibility and position of the data labels
	Data Table	Define the visibility, position and format of the data table
Axes	Axes	Define the position and scale of axes
	Gridlines	Define the visibility and scale of axes
Background	Plot Area	Toggle chart plot area - available only for 2D charts
	Chart Wall	Toggle the chart wall - available only for 3D charts
	Chart Floor	Toggle the chart floor - available only for 3D charts
	3-D Rotation	Toggle the chart 3D rotation- available only for 3D charts

Chart Format Features

The table below describes various chart format features in PowerPoint.

Sub Features

Description		
Current Selection	Drop down	Shows the currently selected chart element
	Format Selection	Shows the selection format dialog to update the selection
	Reset to Match Style	Discards all the chart customisations and matches the chart with the overall presentation theme
Shape Styles	Shape Fill	Offers different shades to be added to selected chart series item. You can pick from solid shade, texture, image or gradient shading
	Border	Offers different border options for selected chart series item. You can edit the border color, thickness and style
	Effects	Offers the ability add special effects to selected chart series item
Word Art Styles	Text Fill	Allows you to change the color of the text within the chart
	Text Outline	Allows you to add an outline to the text within the chart and change the outline color, weight and style
	Text Effects	Allows you to add special effects $like reflection, shadow etc.$ to the text within the chart
	Quick Styles	Contains a list of pre-defined Word Art styles that can be applied to the selected text within the chart with a single click
Arrange	Bring Forward	Allows you to move the chart up by one layer or right to the top
	Send Backward	Allows you to move the chart down by one layer or right to the bottom of the slide
	Selection Pane	Toggles the Selection and Visibility sidebar
	Align	Allows you to align the entire chart with reference to the slide
	Group	Allows you to group multiple charts as one group object, or split a group object into individual charts
Size	Height	Allows you to adjust the chart height
	Width	Allows you to adjust the chart width

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