



MS PowerPoint: Charts & Tables

Windows version 2002

Create charts and tables to support the ideas in your presentation. Use simple examples so that the viewer will be able to grasp the main point without having to study the data too closely. You can also copy/paste your own charts or graphs into PowerPoint from existing documents.

Go to Insert>Chart (or Table)

The screenshot shows the PowerPoint 'Insert' menu with 'Chart...' and 'Table...' options highlighted. The 'Insert Table' dialog box is open, showing 'Number of columns: 3' and 'Number of rows: 12'. A callout box points to the 'OK' button with the text: 'Click OK after selecting the number of columns and rows needed for the table.'

Another callout box points to the 'HSPowerPoint - Datasheet' window, which contains the following data:

	A	B	C	D	E
1 East	20.4	27.4			20.4
2 West	30.6	38.6			31.6
3 North	45.9	46.9	45		43.9

A third callout box points to the chart area with the text: 'Close the editing table when the data is ready to be transferred to the chart.'

Customize the Chart or Table

For example: right click on the chart or table to change colors, font, style, etc.

See the **Help** files available through PowerPoint if you need help working with Charts and Tables.

The screenshot shows the PowerPoint menu bar with 'Help' circled in red. The 'Help' menu is open, showing 'Microsoft PowerPoint Help F1' circled in red. Below are two example slides:

Supporting Data... slide features a bar chart with the following data:

Quarter	East	West	North
1st Qtr	20.4	30.6	45.9
2nd Qtr	27.4	38.6	46.9
3rd Qtr	20.4	31.6	43.9
4th Qtr	20.4	31.6	43.9

A callout box points to the chart with the text: 'Example of Chart'

Understanding Copyright Laws... slide features a table:

Form of expression	Could be protected by Copyright laws?	
	Yes	No
Blank forms		<input checked="" type="radio"/>
Books	<input checked="" type="radio"/>	
Common expressions		<input checked="" type="radio"/>
Facts in the public domain		<input checked="" type="radio"/>
Government rulings		<input checked="" type="radio"/>
Ideas in the public domain		<input checked="" type="radio"/>
Music	<input checked="" type="radio"/>	
Original artwork	<input checked="" type="radio"/>	
Photos	<input checked="" type="radio"/>	
Poems	<input checked="" type="radio"/>	
Video	<input checked="" type="radio"/>	
Words/names/slogans		<input checked="" type="radio"/>

A callout box points to the table with the text: 'Example of Table'