OVERVIEW & TABLE OF CONTENTS

This quick reference guide will focus on how to create and format data charts so that you can better explain your data and further understand underlying trends or patterns.

Inside This Guide

CHART TYPES

PowerPoint 2013 offers a wide array of chart types and sub-types for various needs. Available chart types include:

- **Pie / Doughnut** - compare parts of a whole.
- **Bar / Column** - contrast or compare series using vertical or horizontal bars.
- **Line** - indicate trend or relationship of one data series to another.
- **Area** - indicate the volume relationship of one data series to another.

CHARTING RULES

Before you start creating charts, observe the following rules and recommendations:

- **Rule 1:** Avoid blank rows and columns in the data to be plotted. PowerPoint will create gaps when there are blank rows or columns. For blank/zero value cells, use the =NA() formula. PowerPoint will skip plotting these numbers and will not show gaps. Just type =NA() in the blank or zero value cells and press Enter. You will see #NA in the cells.
- **Rule 2:** If there are more rows than columns in your data, PowerPoint will plot the data by column. If there are more columns than rows, PowerPoint will plot the data by row. If an equal number of rows and columns exist, PowerPoint will plot the data by rows.
- **Rule 3:** Avoid using data ranges that may include disproportionate values. For example, trying to plot figures that have values in the hundreds of millions versus numbers in the thousands will not produce a very effective or useful chart.
- **Rule 4:** The chart is linked directly to your data. Once the data is changed, the chart will be instantly updated.
- **Rule 5:** Charts are meant to explain complex values and data patterns. Keep your charts simple and clear by avoiding color or font combinations that will make your charts difficult to understand, print or read.
- **Rule 6:** When possible, use an *Anchor Cell*, usually a blank cell, as the first cell in the data range to be plotted.

CREATING CHARTS - APPROACHES

There are three methods that can be used to create a chart in a presentation:

- Click the **Chart** command in the **Insert** tab to place a chart in any slide.
- Click the **Chart** command located in the center of slides that use one of these layouts: Title and Content, Two Content, Comparison and Content with Caption. These are available from the **Layout** command on the **Home** tab.
- Create the Chart in Excel, copy it and then paste it into PowerPoint.

CREATING CHARTS WITH THE CHART COMMAND

In this section, we will create, format and customize charts using the Chart command.

1. Click the **Chart** command on the **Insert** tab. Select the desired chart type from the subsequent dialog box. For each chart type, several sub-types exist. For example, when a Bar chart is selected, six sub-types are available.

2. Select the 3-D Stacked Bar sub-type and click **OK**. PowerPoint will insert a generic chart with its own data set (a miniature Excel worksheet).

3. The data set can now be updated, either by typing unique values or by copying values from an existing spreadsheet. This example shows an updated data set with unique values.

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