

Open a PresentationAdd New SlidesInsert a Graph on SlidesMove Slides

Notes

You can insert a graph on a slide to compare data or show trends. Practice with this exercise.

√ Some presentation graphics programs use the term chart rather than graph.

Vocabulary

chart graph datasheet pie chart bar or column chart

legend

Directions

- 1. Open the PG08 presentation file.
- 2. Save the file as SALES.
- 3. Display slide 3.
- 4. Insert a slide with placeholders for a title and a single large chart.
- 5. Enter **1998 vs. 1999** as the title for the new slide.
- 6. Select the chart placeholder, and enter the following graph data in Illustration 1 below.
 - √ Sometimes, you have to delete example data (in cells that you haven't edited already) in the datasheet to ensure your graph is correct.
- 7. Add **Quarterly Sales, in Millions** as the graph title.
- 8. Display slide 4.
- 9. Insert a slide with placeholders for a title and a single large graph.

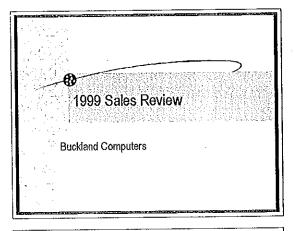
- 10. Enter **Sales by Product Line, in Millions** as the title for the new slide.
- 11. Select the chart placeholder, and enter the graph data in Illustration 2 below.
- 12. Change the graph to the **pie chart** type. (The default chart type is usually a **bar** or **column chart**.)
- 13. Move the **legend** to the bottom of the graph.
- 14. Spell check the presentation.
- 15. Display the small slide view.
- 16. Rearrange the slides into the order shown on the next page.
- 17. Save your changes to the presentation.
- 18. Close the presentation.

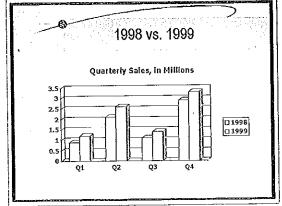
Illustration 1

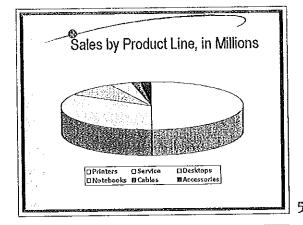
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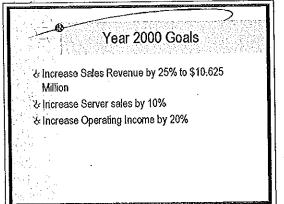
Mustration 2

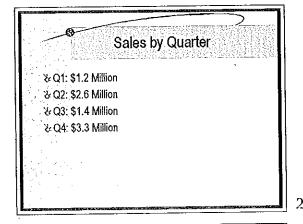
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Results Summary

& Total Sales Revenue: \$8.5 Million

& Revenue Increase: 21.7%

& Operating Income Increase: 17.6%