Instructions for inserting a chart in PowerPoint 2015 for Mac 10.10.1.
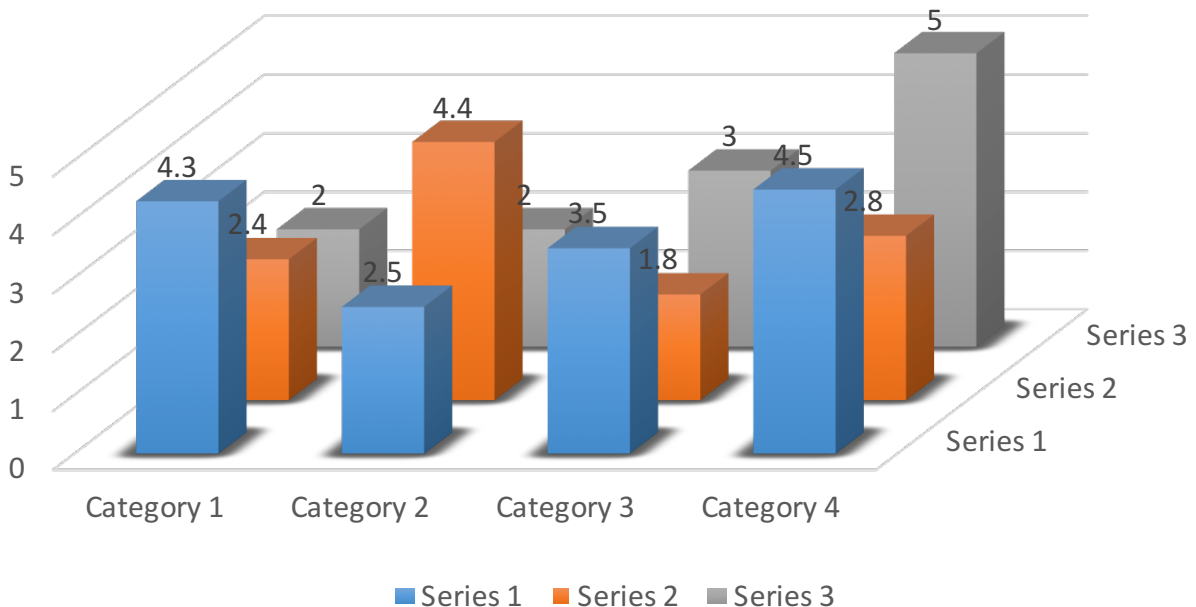
(If you have another version of PowerPoint things may look different.)

When to use these instructions: When you want to show your data in a chart on your poster.
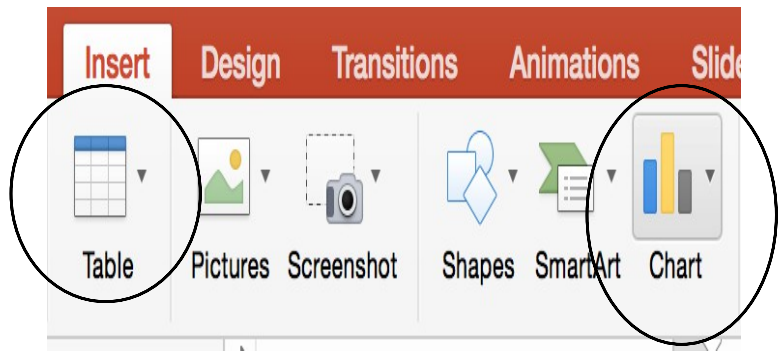
The end product/ chart will look like this.
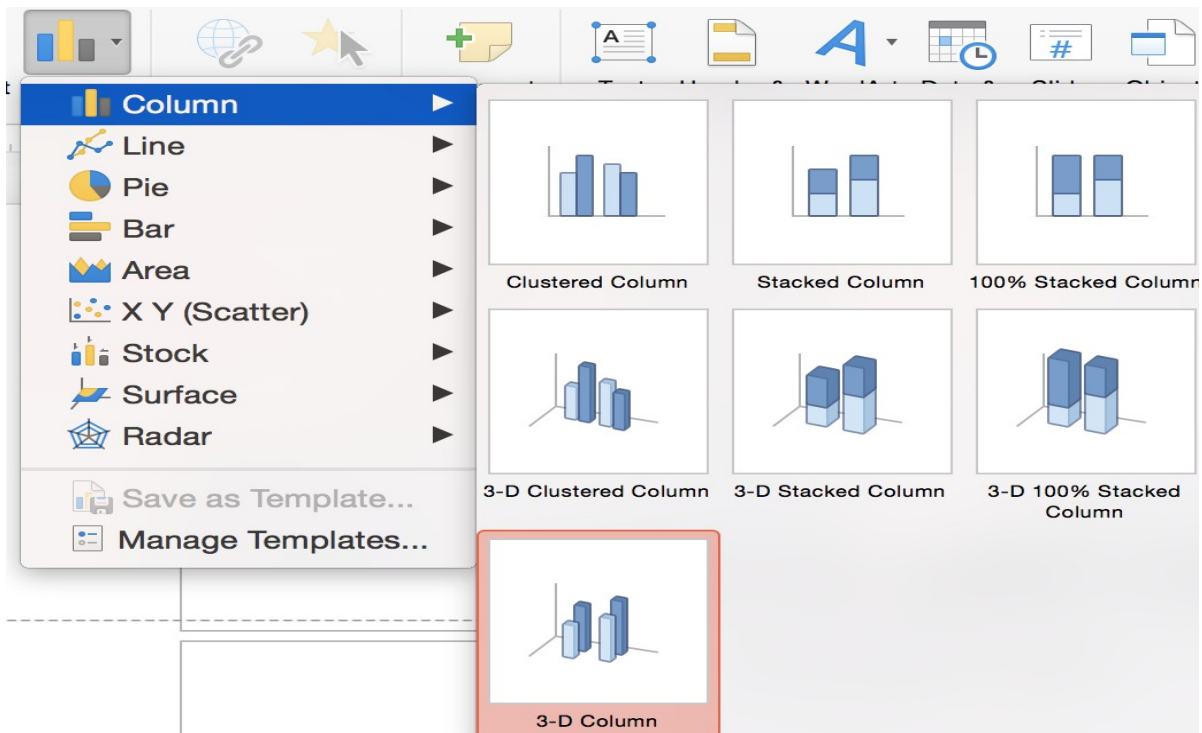
Step One:

Click on the "**Insert**" tab. Then click on the "**Chart**" option.

Step Two:

Click on the "**Column**" chart option. You will notice each chart option has a subsection that offers different formats of that chart, click on "**3-D Column**."

NOTE: The following instructions apply for all chart types.

Step Three:

An Excel window will open. This is where you type in the data for your chart. You may add and delete columns as necessary and make any name changes as needed.
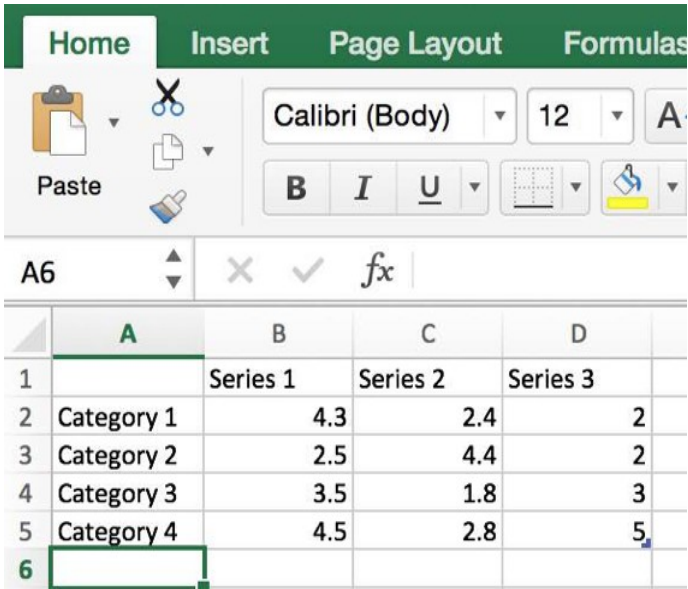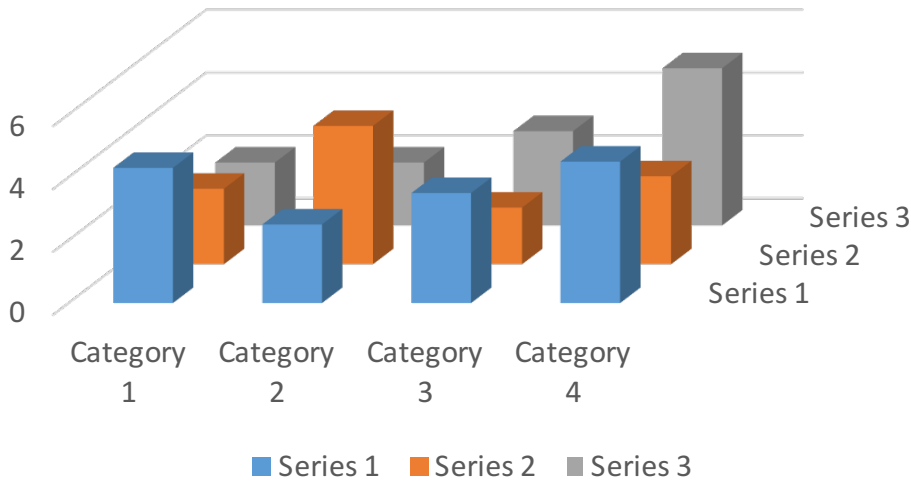

Step Four:

After the data is put into Excel you can close Excel and it will bring you back to PowerPoint and your chart.
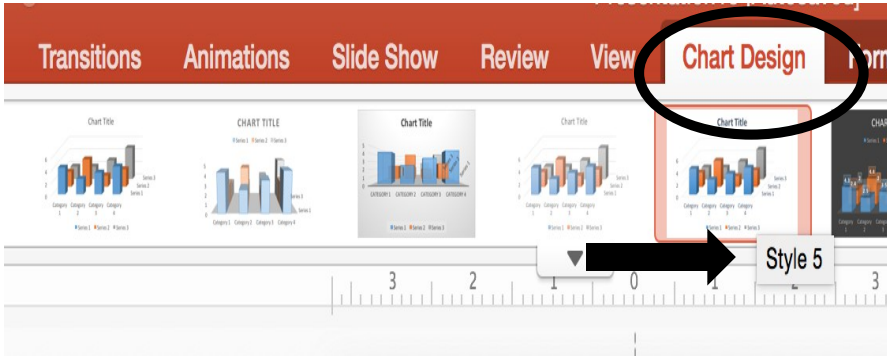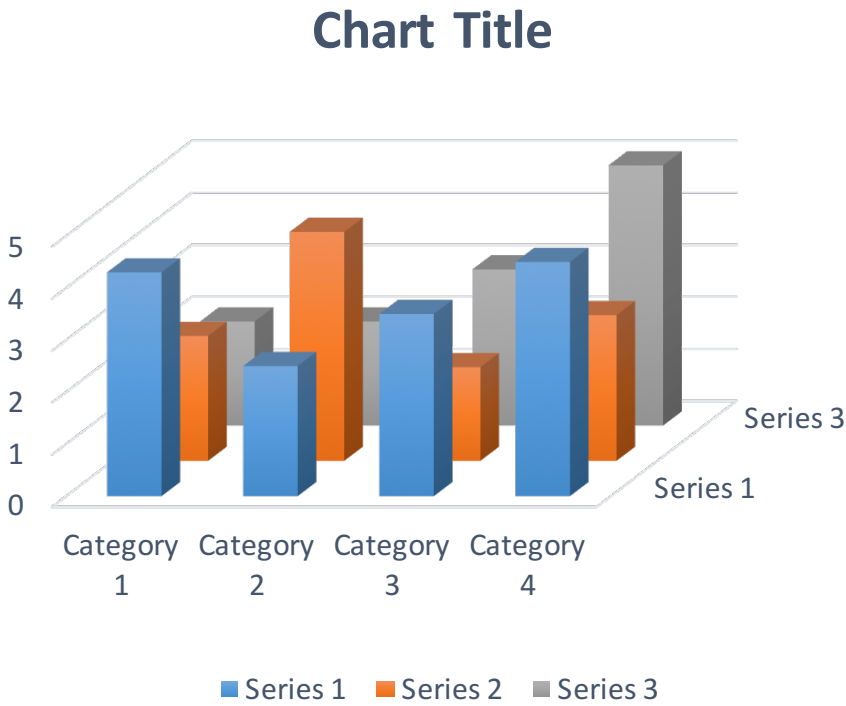
Your data is now in your chart!

Step Five:

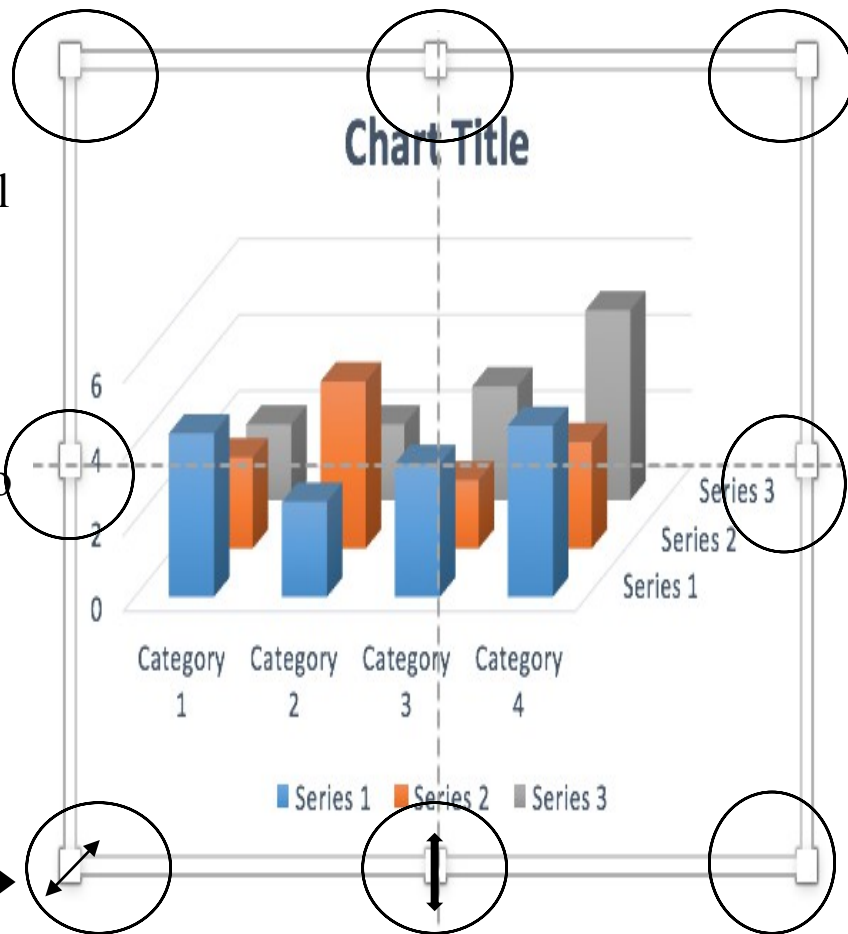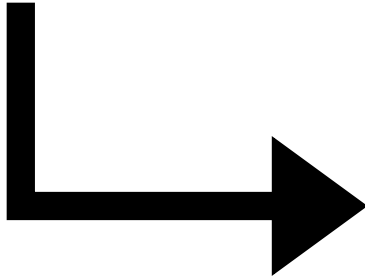You'll see a "**Chart Design**" option tab. Click on the option you like best. For this chart, we're using "**Style 5**."

Your chart will then look like this !


Chart Title

Step Six:

- Click on your chart you will see eight small boxes (we've circled them for these instructions).

- Move the curser over to one of the corners, and you will see a double arrow.

Chart Title

- Click the double arrow and hold to move the chart in to make it smaller. If the chart needs to be bigger move the chart out.

Step Seven:

- Click on your chart and this symbol will appear.

- After you click on your chart hold the curser to move the chart to where you want it. You will notice dotted lines that run vertical and horizontal to help you align the chart as well as coordinates to direct you. Move your chart to the corner of the page.
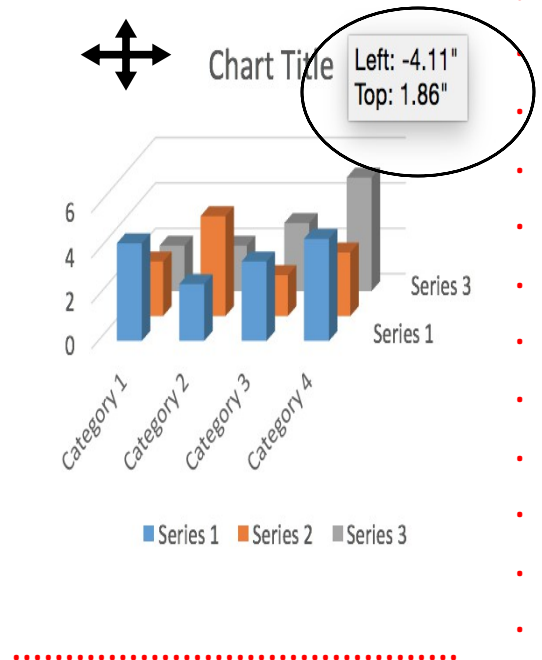
Congratulations, you're done! You have now inserted a chart on PowerPoint. If you'd like to see advanced options, continue on the next page.

Advanced Options for inserting a chart on PowerPoint.

NOTE: A series identifies the columns or rows of a chart data. A category identifies the individual data points in a single series of data.
(Cited from http://spreadsheets.about.com/od/d/g/2010-06-22-excel-data-series-definition.htm. If you would like more information click on the link.)

Advanced Options One: Deleting a Series of Data

- If you want to delete a series of data, click on the row of the series you would like to delete.

- Click once for entire series, double click if you want a single bar. For this tutorial, click once for the entire series.

- Blue circles will appear on each corner of the series you have chosen, an option tab will appear select delete.
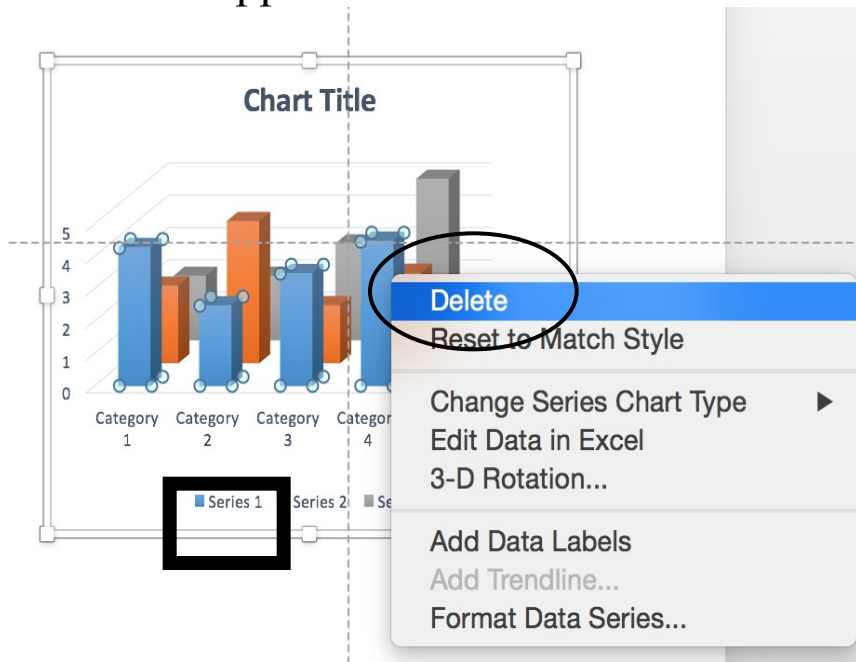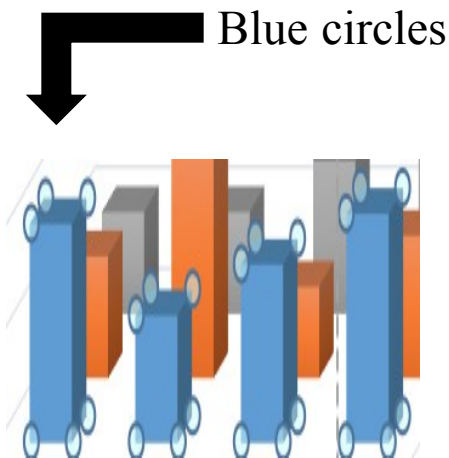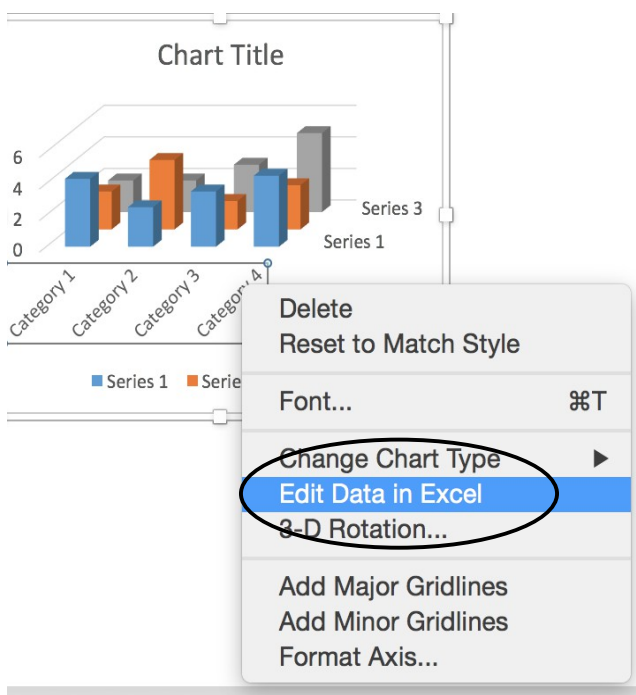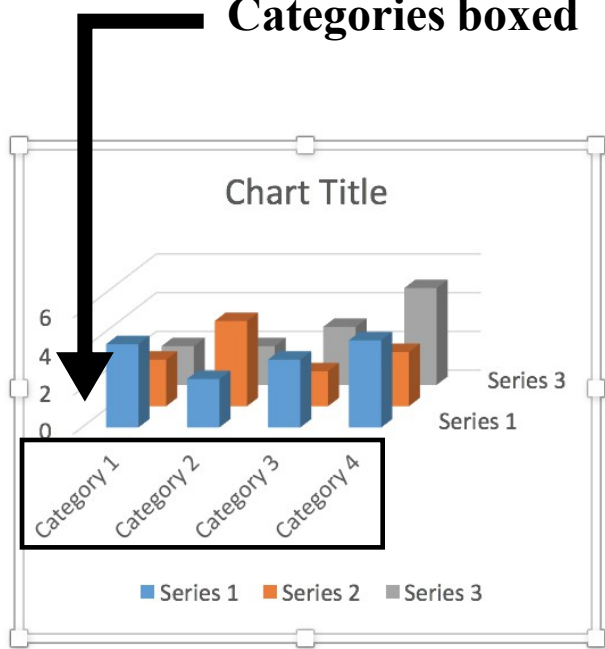
After you delete the series you chart will look like this.
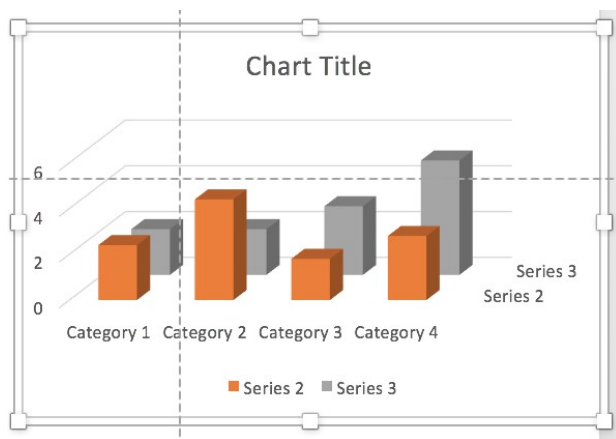
Advanced Options Two: Deleting Categories

If you want to delete a category, click on the category bar. When the box appears over the category bar right click and an options tab will open, click "**Edit Data in Excel**."
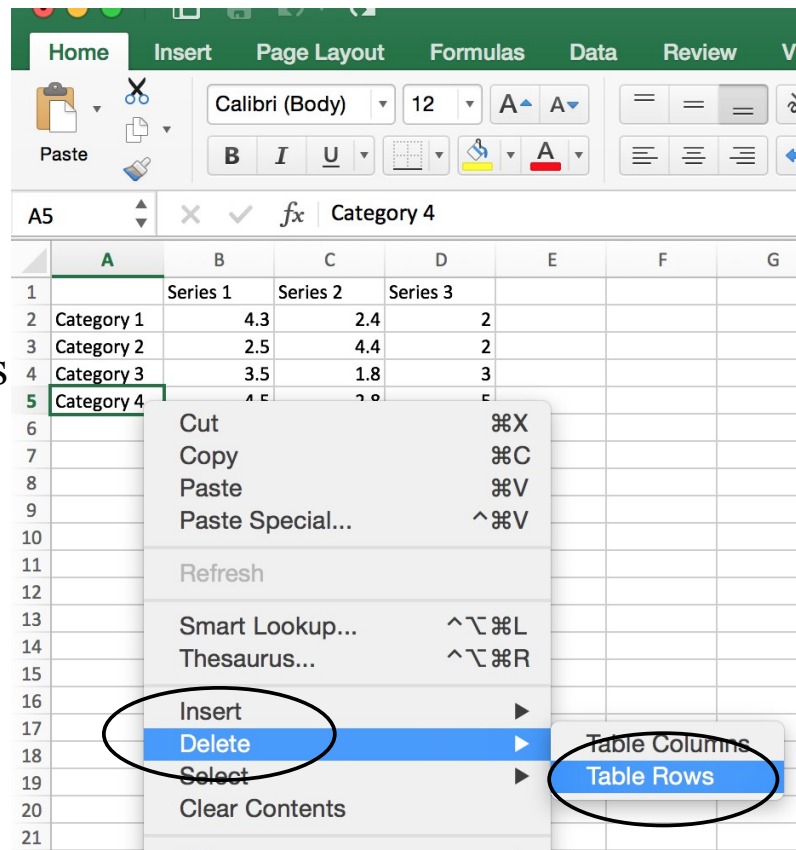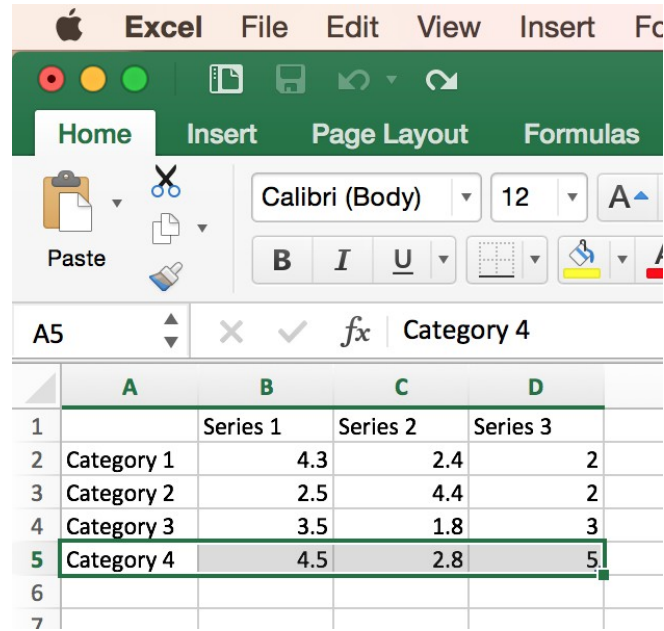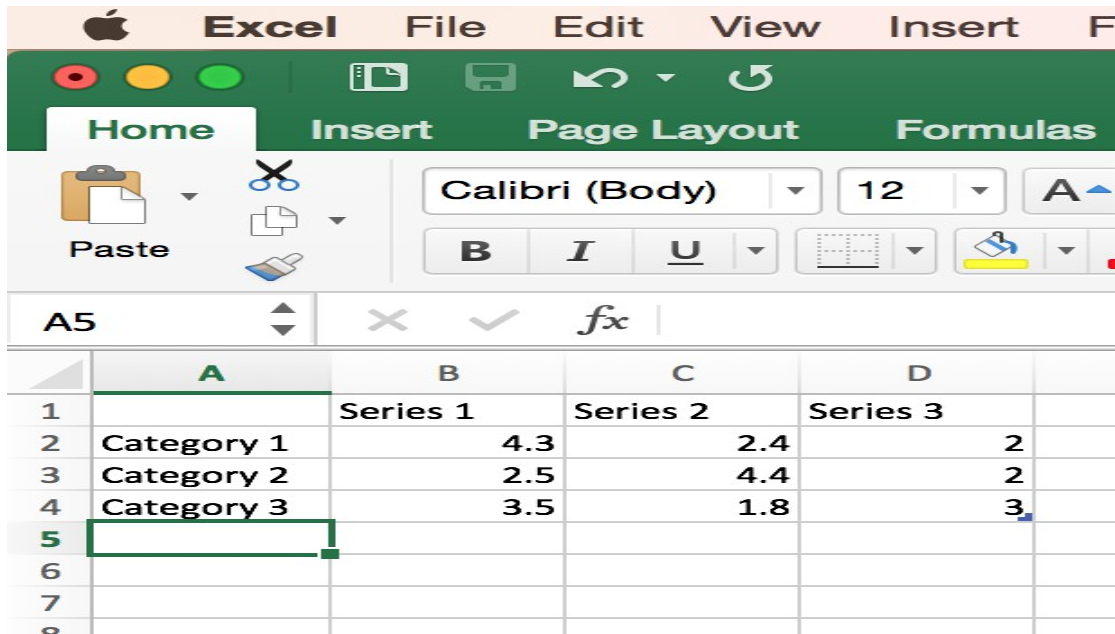
Categories boxed

Advanced Options Two: Deleting Categories (continued)

- Excel will open back up, highlight the category you wish to delete. For this tutorial, choose "**Category 4**."

- After selecting "**Category 4**", an options tab will open.

- Scroll down to "**Delete**."

- When the "**Delete**" options open, click on "**Table Rows**."

Advanced Options Two: Deleting Categories (continued)

After deleting the category your data will now have three categories instead of four. You can close out of Excel it will then take you back to your PowerPoint.

Your chart now looks like this!

Advanced Options Three: Changing the Color of Your Chart
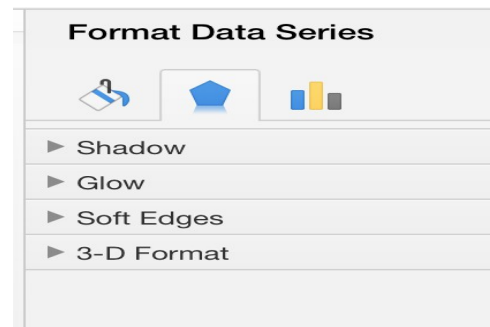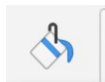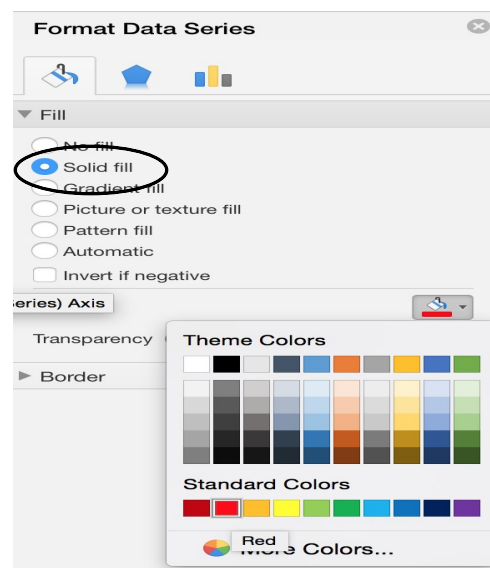
- If you would like to change the color of the chart, click on the row of bars that you wish to change. You will notice the bars in that row will be highlighted with small circles.
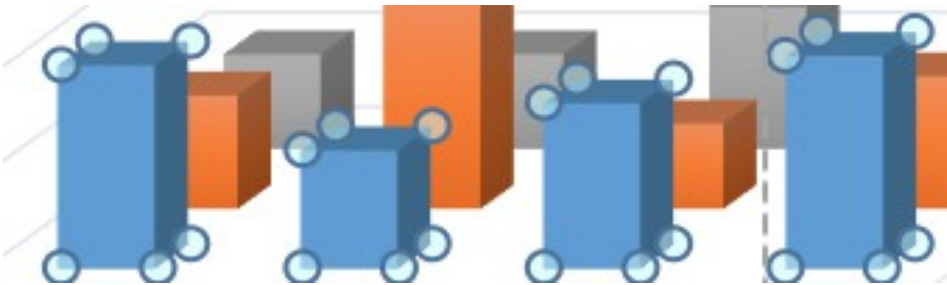
- On the right side of PowerPoint "**Format Data Series**" will open. Click on this icon.
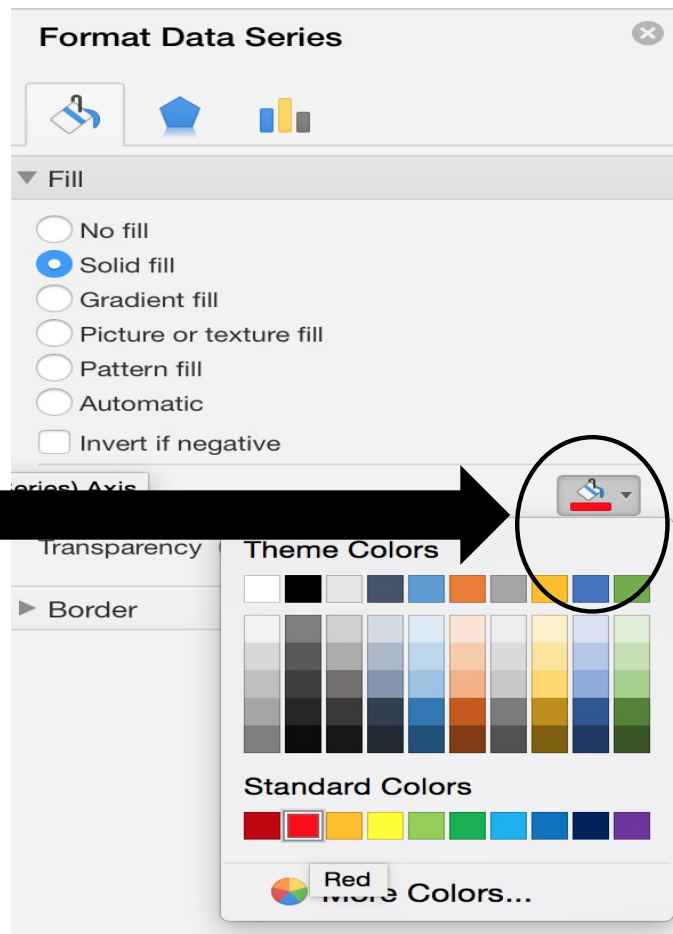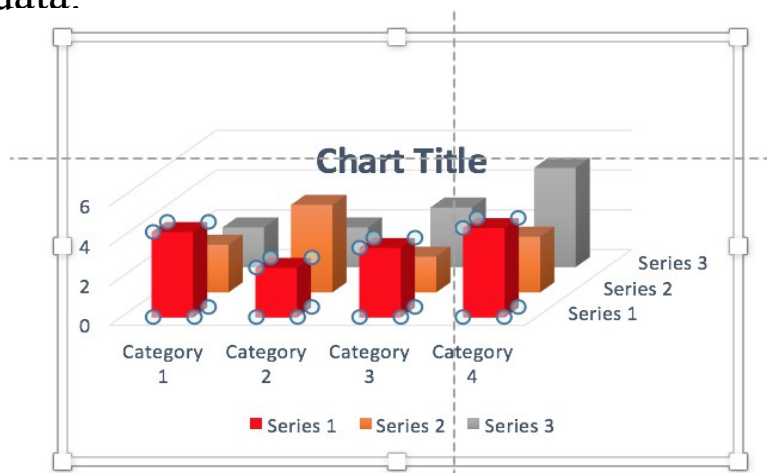

- Click on "**Solid fill**."

Advanced Options Three: Changing the Color of Your Chart (continued)

- Click on desired color from the second paint icon located at the bottom. We chose red for these instructions.

Format Data Series

Fill
- No fill
- ● Solid fill
- Gradient fill
- Picture or texture fill
- Pattern fill
- Automatic
- Invert if negative

...ries) Axis

Transparency | Theme Colors

Border

Standard Colors

Red
More Colors...

- The color of your selected bar is now changed. Repeat the steps in Advanced Options Three if you would like the change the color of another set of data.

Chart Title

Series 3
Series 2
Series 1

Category 1 Category 2 Category 3 Category 4

■ Series 1 ■ Series 2 ■ Series 3

Congratulations, you're done! You have completed the Advanced Options for inserting a chart.