

Inserting & Formatting a Chart

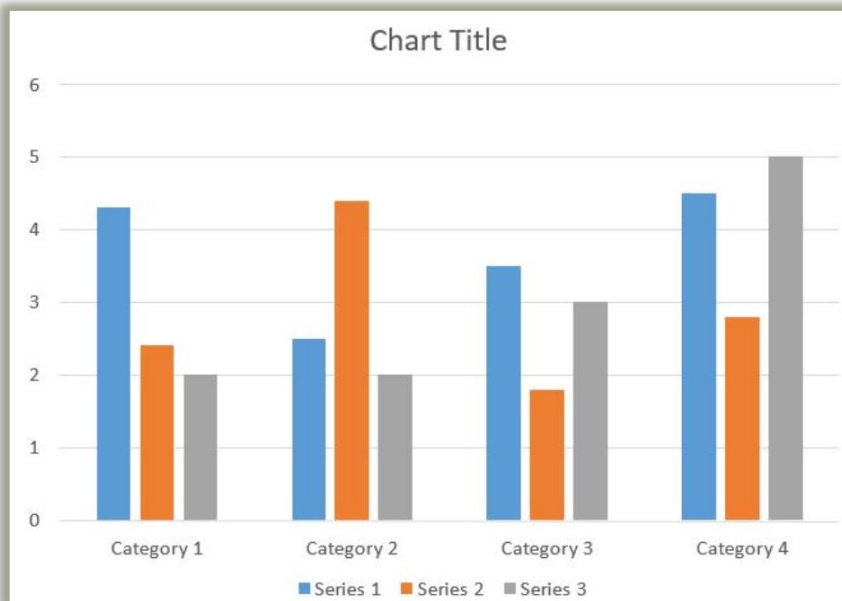
WHEN TO USE THESE INSTRUCTIONS:

Use these instructions if you decide that you want to use a chart to report data on your poster.

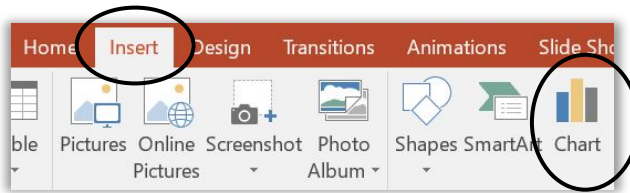
This tutorial will guide you through inserting a chart, using **Microsoft PowerPoint 2016** on a **Windows 10 PC**.

If you are using a different operating system, such as Windows 7, or another version/year of PowerPoint, **do NOT worry**. Other versions will only be visually different, but will have the same functionality.

What you'll accomplish in this tutorial:

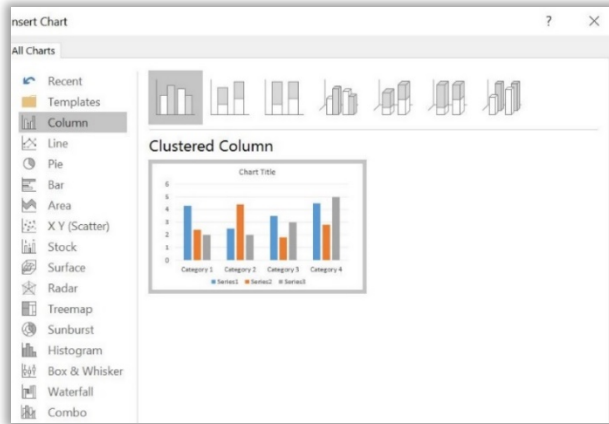


Inserting & Formatting a Chart

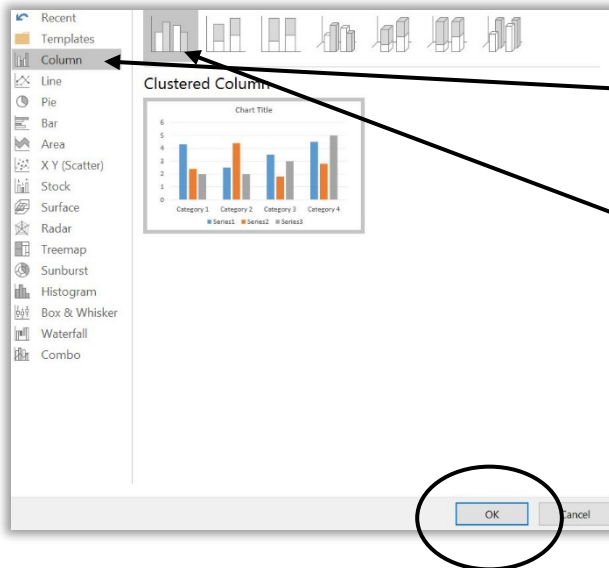


Step 1: Click on the **Insert** tab.

Step 2: Click on **Chart**.



Notice that you have many options for the type of chart you want. **Do not** select one yet.



Step 3: Click on **Column** from the left menu.

Step 4: Click on **Clustered Column** from the top menu.

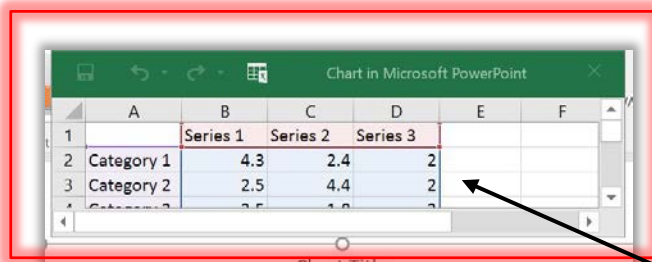
Step 5: Click **OK**.

You're finished inserting your chart!

Now you are ready to enter your own numbers.

Inserting & Formatting a Chart

Edit Your Numbers



	A	B	C	D	E	F
1		Series 1	Series 2	Series 3		
2	Category 1	4.3	2.4	2		
3	Category 2	2.5	4.4	2		
4	Category 3	2.5	1.8	2		

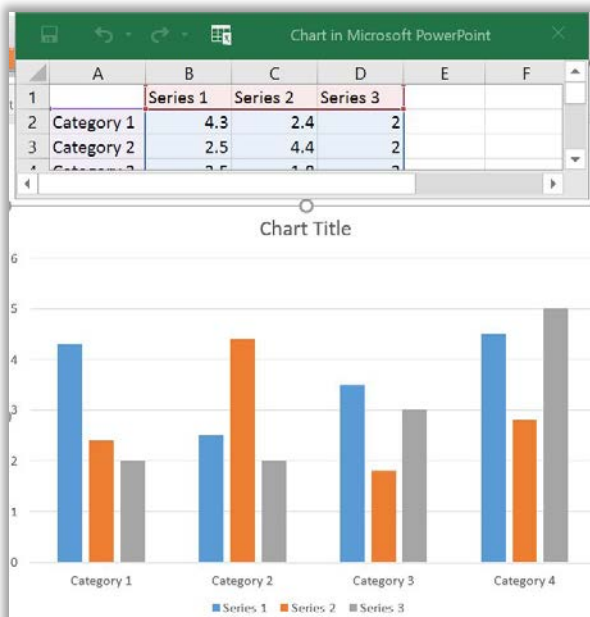
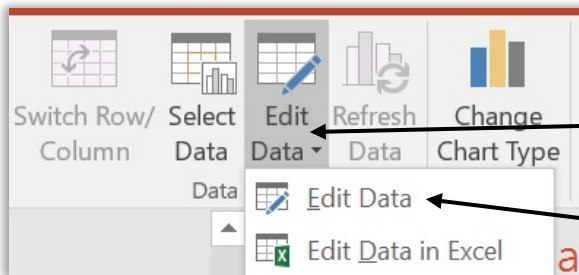
There is a mini **Excel spreadsheet** above your chart.

This is where you will edit the numbers to report your data.

The Excel spreadsheet should appear right when you insert your chart.

If it does not appear, then you should:

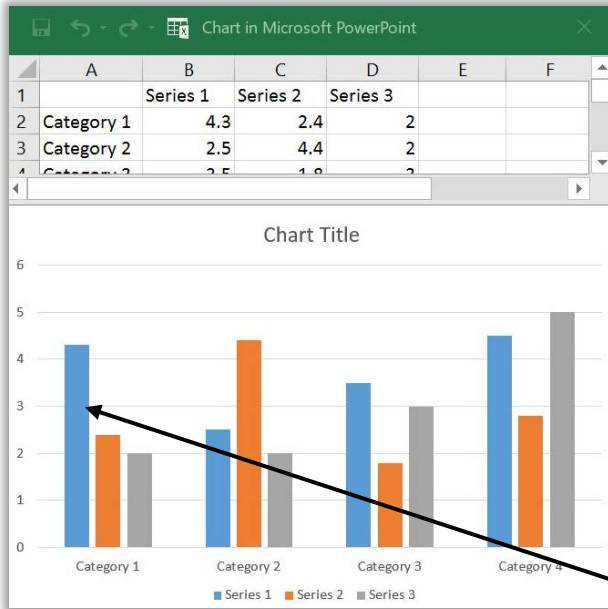
- *Double-click* on your chart
- Click on **Edit Data** in the top, right corner of PowerPoint
- Click on **Edit Data** one more time, and the spreadsheet will appear.



Step 6: Make sure your spreadsheet is open by following the information above.

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Rows and columns in the spreadsheet are called **Series** and **Categories** in your chart.

Series are columns used for a dependent variable (such as age) and **Categories** are a set of columns that could show the difference between age groups.

Let's change **Category 1; Series 1** to a lower figure.

	A	B	C
1		Series 1	Series 2
2	Category 1	4.3	2.4
3	Category 2	2.5	4.4
4	Category 3	2.5	1.8

Step 7: In the spreadsheet, click on the number “4.3” in **Row 2 > Series 1**.

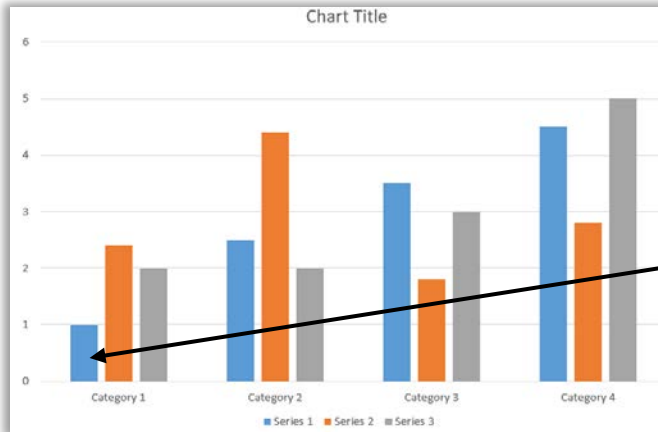
Step 8: **Delete** the number “4.3” in **Row 2 > Series 1** by pressing the **Delete** key on your keyboard.

	A	B	C
1		Series 1	Series 2
2	Category 1	1	2.4
3	Category 2	2.5	4.4
4	Category 3	2.5	1.8

Step 9: Type the number “1” into the **Series 1** column and **press Enter** on your keyboard.

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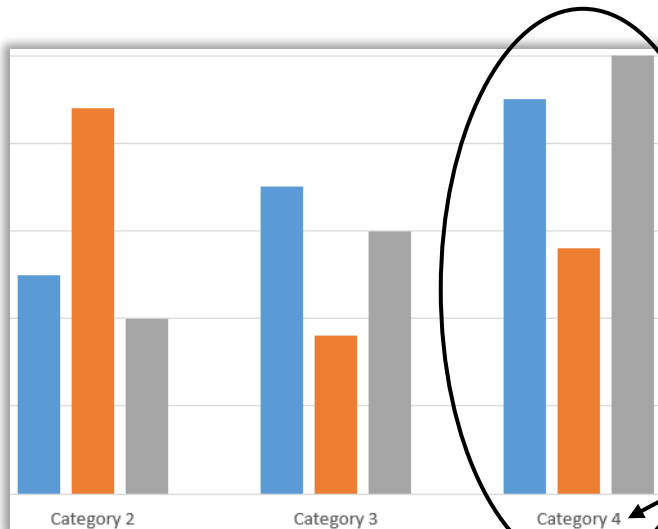
Edit Your Numbers



You are finished editing your numbers!

Notice that **Category 1, Series 1** is now a shorter bar, which means there is a lower number.

To delete a Category, follow these steps:



Let's delete **Category 4**.

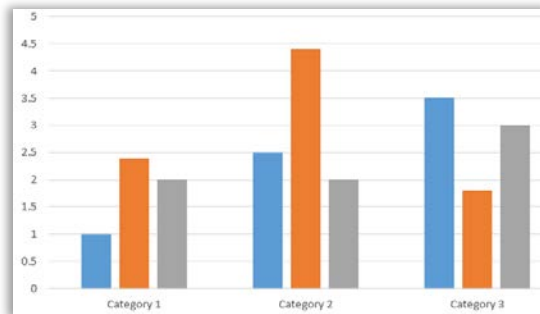
Step 10: Click on **Row 5** (the number 5) in the spreadsheet. The entire row will be highlighted.

	Series 1	Series 2	Series 3	E	F
4	Category 3	3.5	1.8	3	
5	Category 4	4.5	2.8	5	
6					
7					

Step 11: Press the **Delete** key on your keyboard to delete the entire row.

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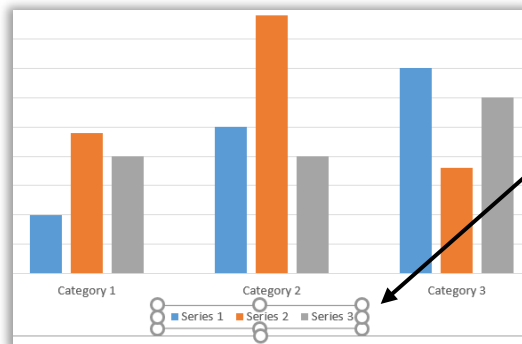
Edit Your Numbers



You are finished deleting Categories!

Notice that we are now left with three categories.

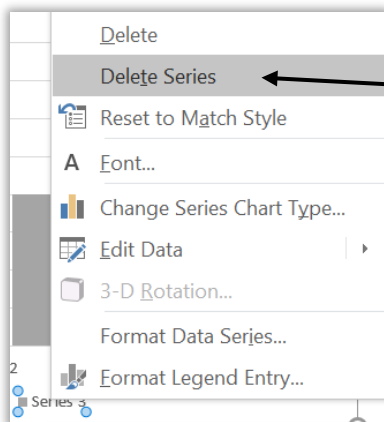
To learn how to delete a Series, follow these steps:



Step 12: Click on the **Series bar** at the bottom of your chart. This will highlight all three series.



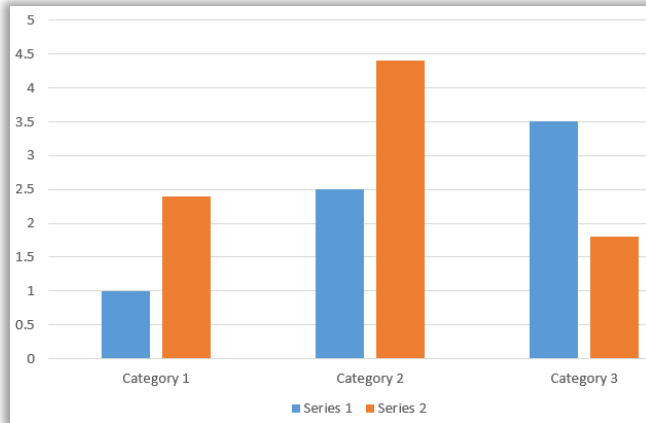
Step 13: Click on **Series 3**.



Step 14: Right-click on **Series 3** and click **Delete Series**.

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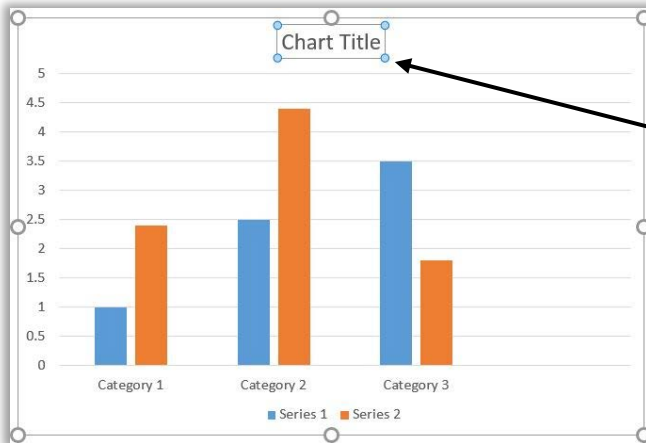
Edit Your Numbers



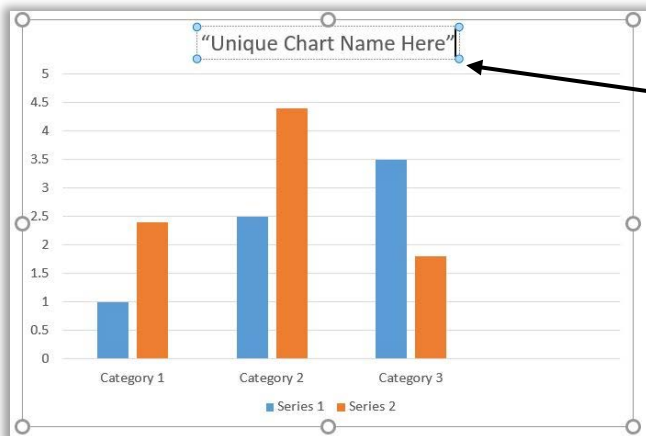
You are finished deleting a Series of data!

Notice that we are now left with just Series 1 and 2 (the blue and orange columns).

To give your chart a unique title, follow these steps:



Step 15: Click on the words “Chart Title.”

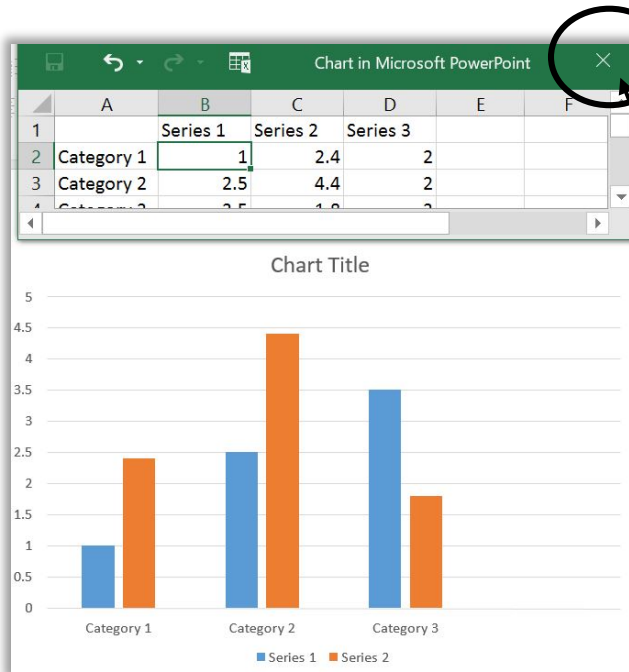


Step 16: Type in your own chart name. It can be whatever you want or need it to be.

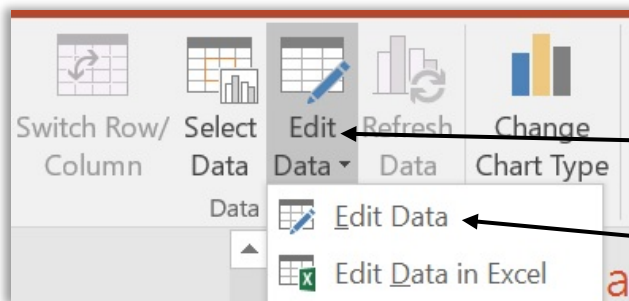
You’re finished changing your chart name!

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Edit Your Numbers



Step 17: When you are finished editing your data, close the spreadsheet by clicking on the "X" in the top, right corner.



NOTE: To bring back the spreadsheet:

- Double-click on your chart
- Click on **Edit Data** in the top, right corner
- Click on **Edit Data** again To bring back the spreadsheet.

You are finished editing your data!

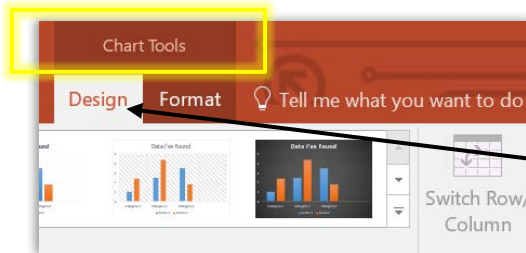
See the next pages for additional formatting options.

For other neat tips and tricks, search Google or YouTube for some other fun tutorials!

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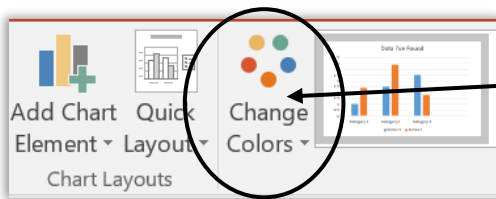
Changing Colors

To change the colors of your chart, follow these steps:



Step 18: Click once on your chart.

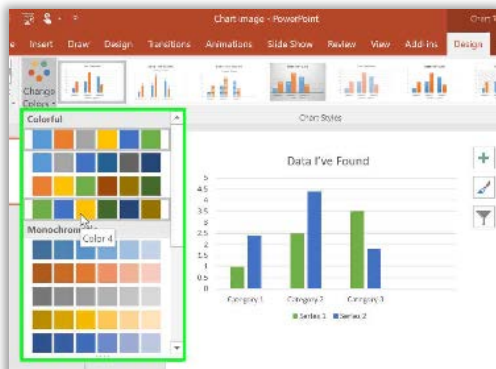
Step 19: Under **Chart Tools**, click on the **Design** tab.



Step 20: Click on **Change Colors**.



Step 21: Choose from one of the many color schemes listed here.



I'll choose "Color 4" but you can choose any color scheme you like!

You're finished choosing a color scheme for your chart!

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You may want to resize your chart so it fits on to your poster. If your chart needs resizing, follow these steps:

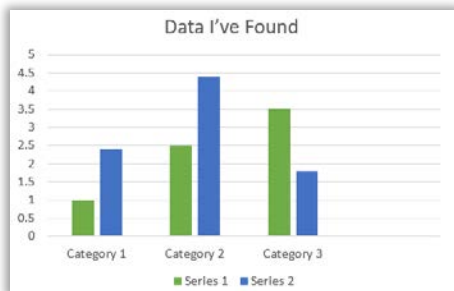


Step 22: Click once on the chart.

Step 23: Hold down the **Shift** key on your keyboard.

Step 24: Click on one of the circled, corner edges.

Step 25: Drag your mouse until you find the size you need.

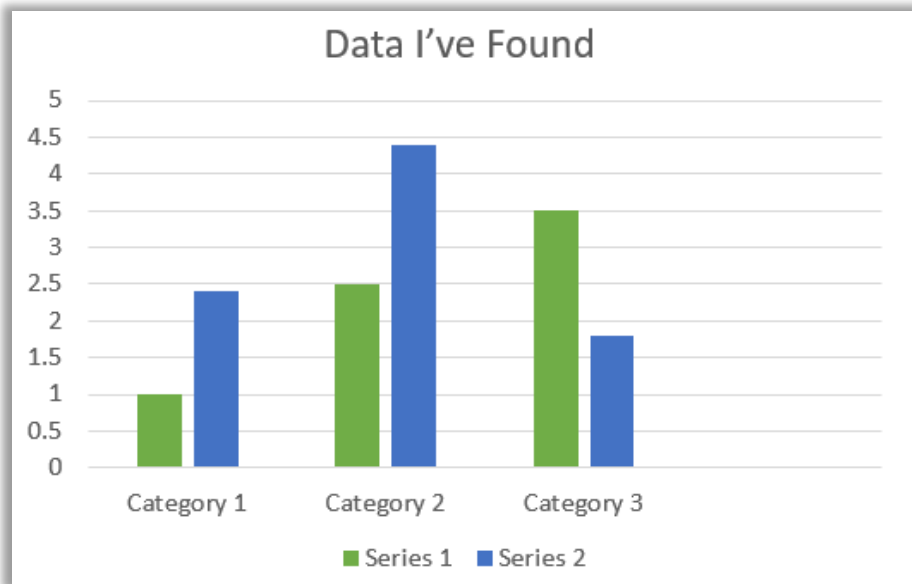


Step 26: Click on your chart and drag it to position it on your poster.

You are finished resizing and positioning your chart!

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An example of your finished chart:



Congratulations!

You are finished editing your chart.

Your chart may look slightly different from the one in this tutorial and that's OK! Your chart should reflect the data that you found in your research.