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Adding tables to your presentation

Adding charts to your presentation

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Exercise: Formatting a chart

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#)

Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

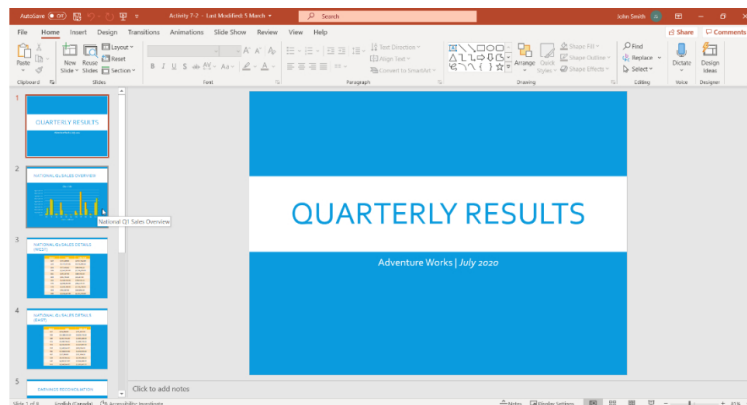
Let's get started!

You have been asked to improve the visual appeal of a chart that you just created for a company meeting. You will use the tools that we learned about in this topic to do this.

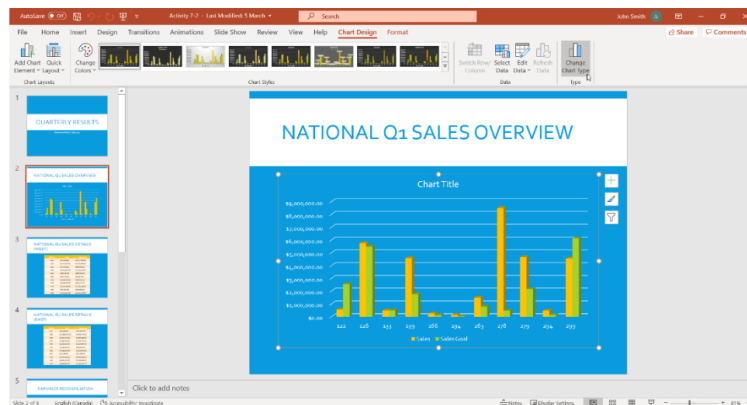
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Formatting a chart](#)

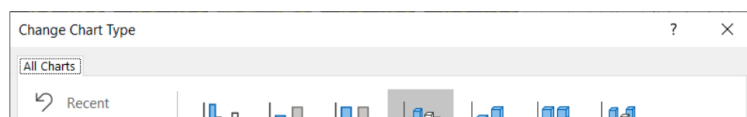
2. Click slide 2:

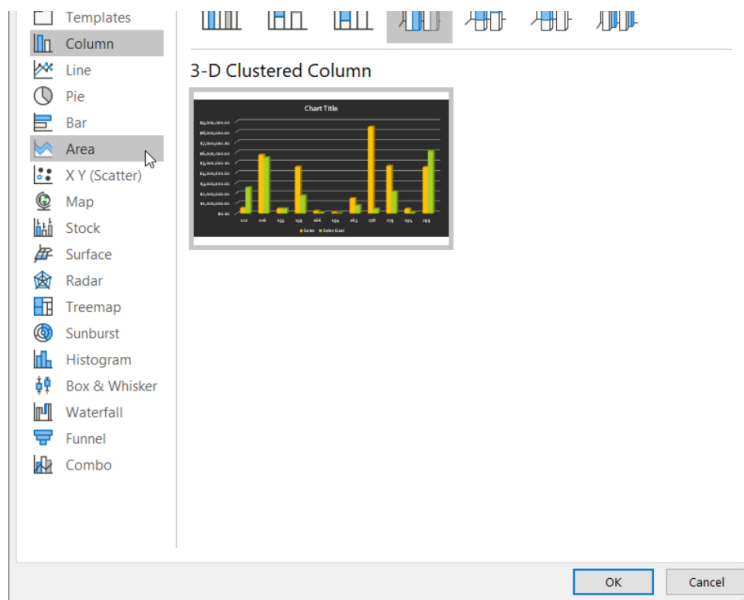


3. Click the chart to select it. Then, click **Chart Design** → **Change Chart Type**:

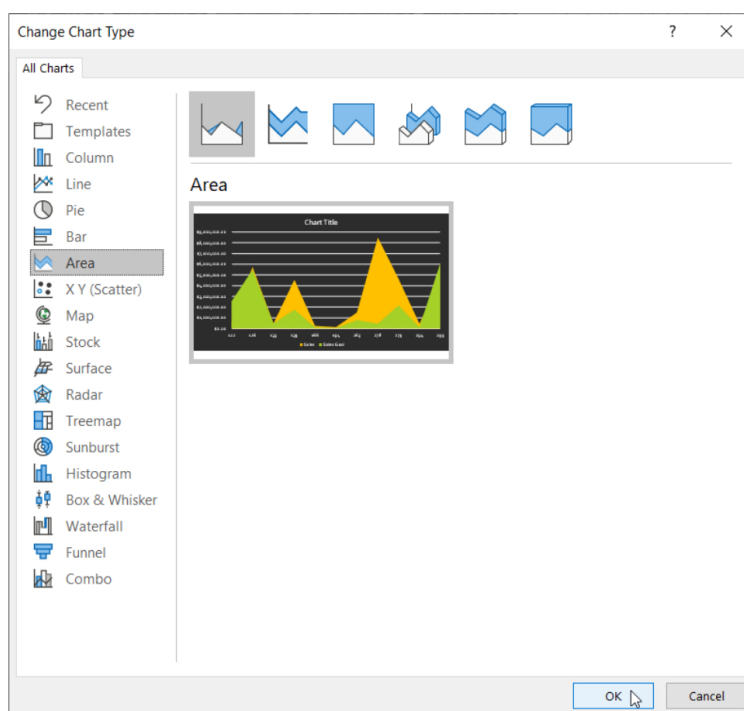


4. The Change Chart Type dialog box will open. Click the **Area** category on the left-hand side:

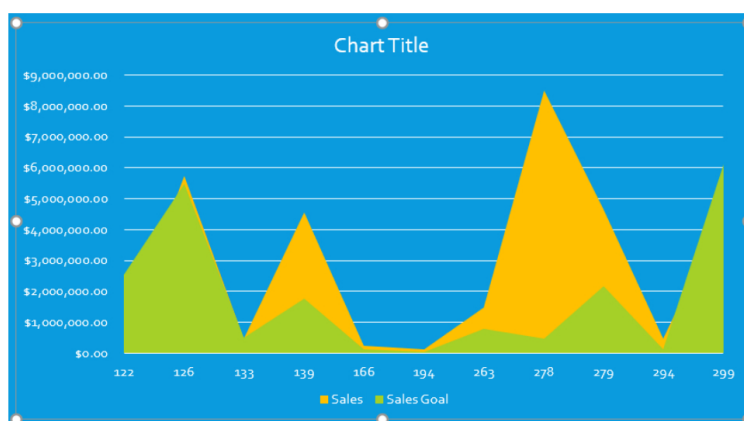




5. Leave the default thumbnail selected and click **OK** to change the chart type:

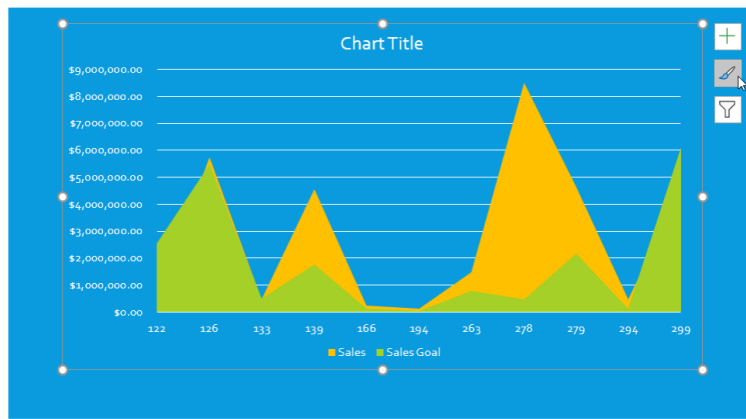


6. The new chart type will be applied:

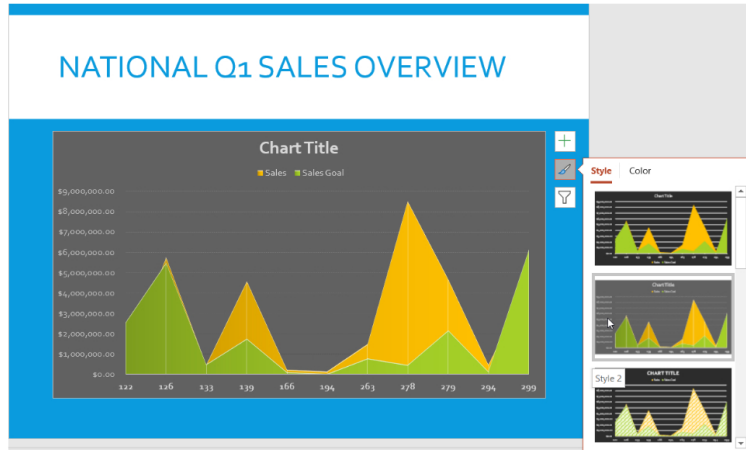


7. Now, let's choose a more distinctive style for the chart. Click the **Chart Styles** quick command:

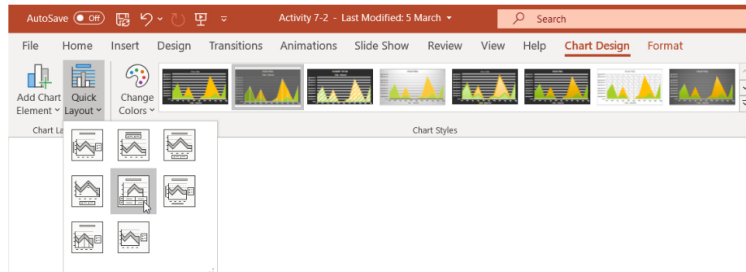
NATIONAL Q1 SALES OVERVIEW



8. Click **Style 2**:

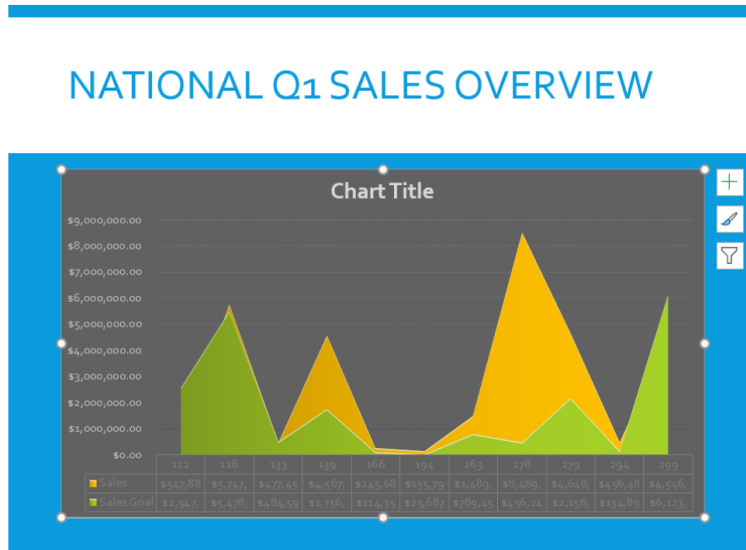


9. If necessary, click a blank part of the chart to close the Quick Chart pane. Now, let's modify the chart's layout. Click **Chart Design** → **Quick Layout** → **Layout 5**:

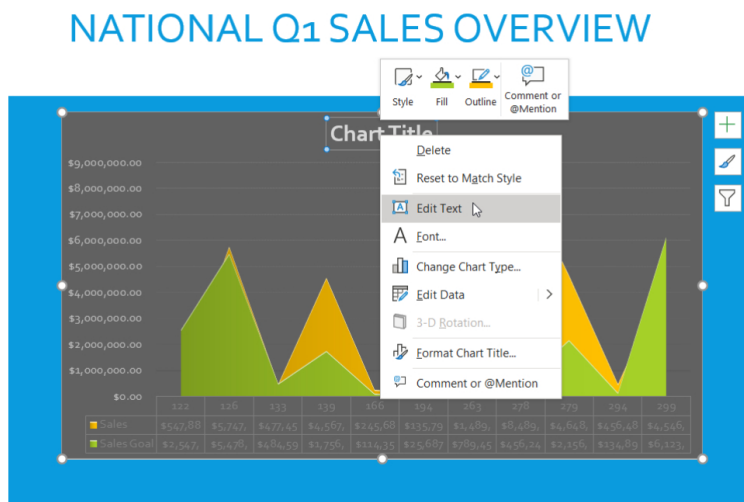


(Remember, if the Chart Design tabs are not accessible, click the chart to select it.)

10. The new layout is applied, and includes a data table:



11. Next, right-click the **Chart Title** placeholder and click **Edit Text**:



12. Replace the existing text with “**Sales by Store**”



13. Save your presentation as Activity 7-2 Complete. Close Microsoft 365 PowerPoint to complete this activity.

14. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Formatting a chart](#)

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