

## Hide menu

## Adding tables to your presentation

## Adding charts to your presentation

✓ **Video:** Create a chart  
3 min

✓ **Reading:** Exercise:  
Creating a chart  
10 min

✓ **Video:** Format a chart  
2 min

✓ **Reading:** Exercise:  
Formatting a chart  
10 min

✓ **Video:** Manipulate a  
chart  
2 min

✓ **Reading:** Exercise:  
Manipulating a chart  
10 min

✓ **Video:** Insert a chart  
from Microsoft Excel  
2 min

✓ **Reading:** Exercise:  
Inserting a chart from  
Microsoft Excel  
10 min

Work Smarter with Microsoft PowerPoint &gt; Module 3 &gt; Exercise: Manipulating a chart

&lt; Previous Next &gt;

## Exercise: Manipulating 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!

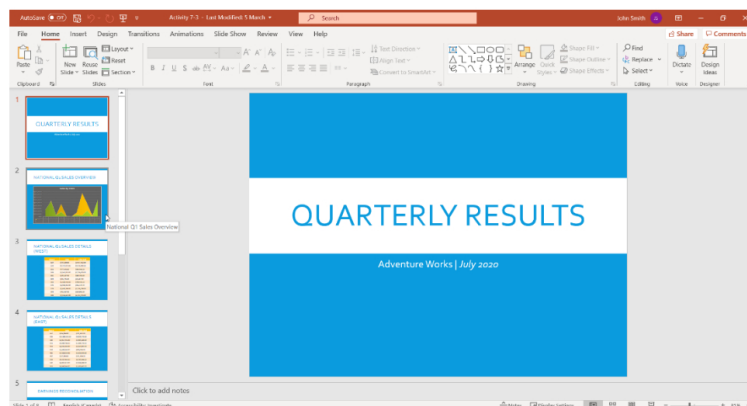
### Let's get started!

In this activity, you will continue working on your sales chart.

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

[Exercise: Manipulating a chart](#)

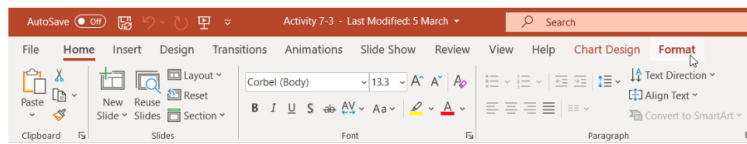
2. First, click slide 2:



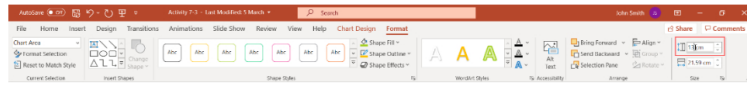
3. Click the outer border of the chart to select it:



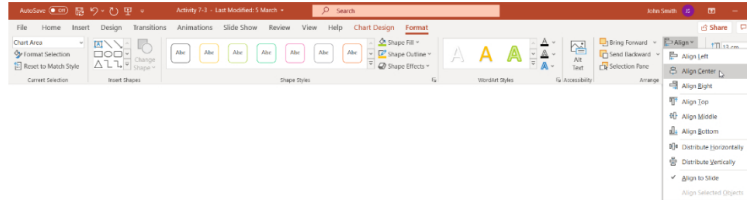
4. Click the **Format** tab:



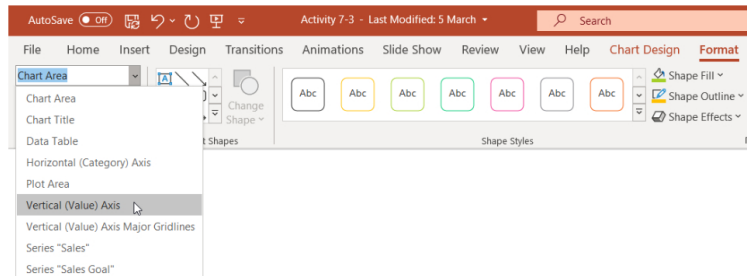
5. In the Size group, type “13” for the height of the chart and press **Enter**:



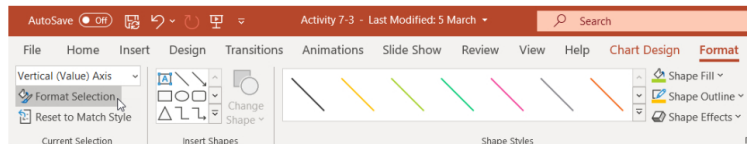
6. Now, click **Format → Align → Align Center**:



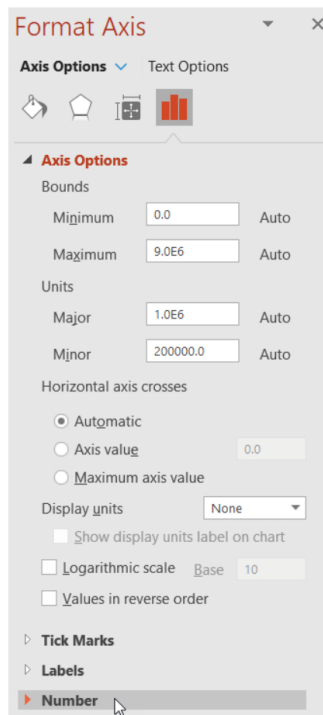
7. Now that the chart is properly sized and aligned, let’s modify the dollar values that represent the vertical axis. Click **Format → Chart Elements → Vertical (Value) Axis**:



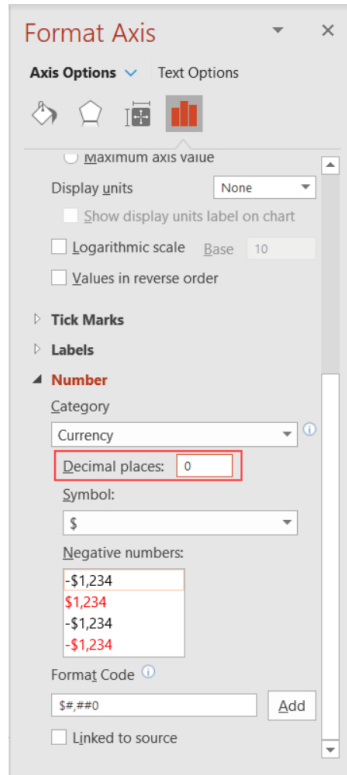
8. You will see that the vertical axis is now selected. Click the **Format Selection** command on the Format tab to open the appropriate Format task pane:



9. The Format Axis task pane will open to the Axis Options category. Click the **Number** sub-category:



10. Select the **Currency** category and enter “0” as the number of decimal places and press **Enter**:



**Format Axis**

Axis Options | Text Options

Maximum axis value

Display units: None

Show display units label on chart: ☐

Logarithmic scale: ☐ Base: 10

Values in reverse order: ☐

Tick Marks

Labels

**Number**

Category: Currency

Decimal places: 0

Symbol: \$

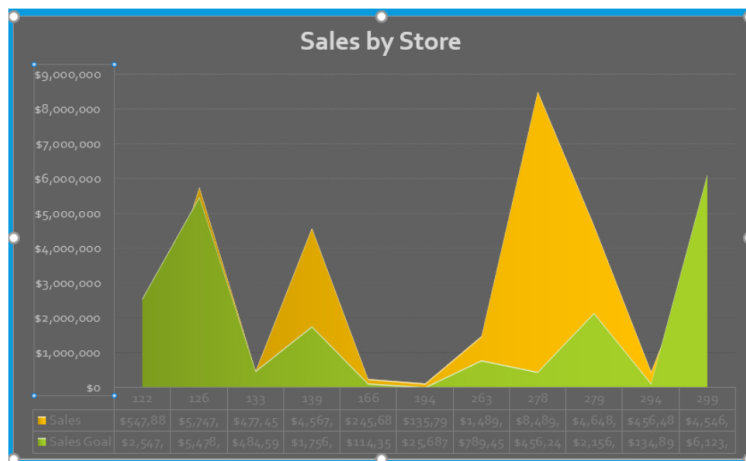
Negative numbers:

- \$1,234
- \$1,234
- \$1,234
- \$1,234

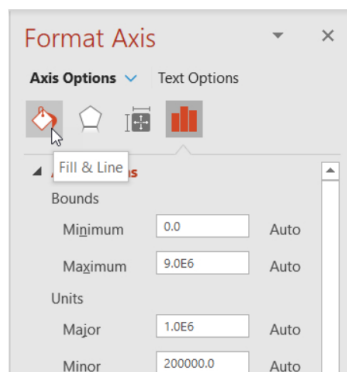
Format Code: \$#,##0

Linked to source: ☐

11. The changes will be reflected on the axis labels:



12. Next, click the **Fill & Line** category:



**Format Axis**

Axis Options | Text Options

Fill & Line

Bounds

Minimum: 0.0 Auto

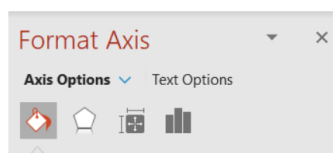
Maximum: 9.0E6 Auto

Units

Major: 1.0E6 Auto

Minor: 200000.0 Auto

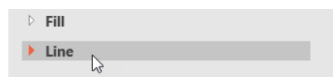
13. Click the **Line** sub-category:



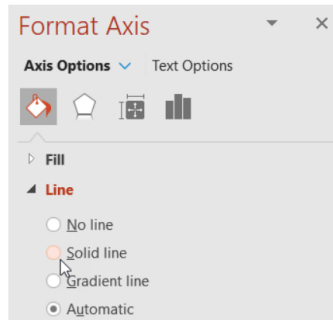
**Format Axis**

Axis Options | Text Options

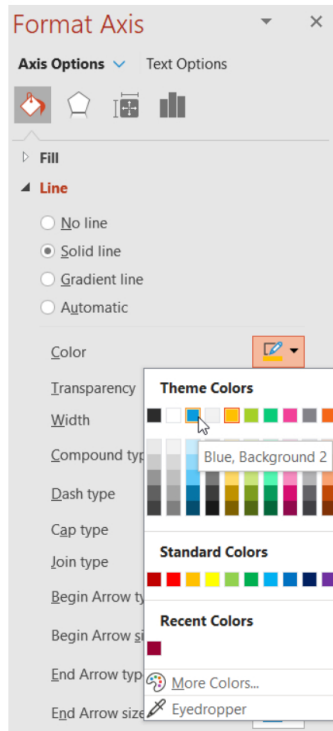
Line



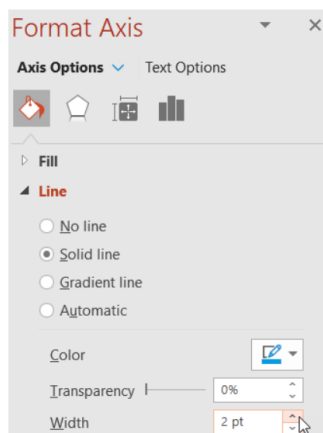
14. Click the **Solid Line** radio button:



15. Click the **Color** menu and click **Blue, Background 2**:

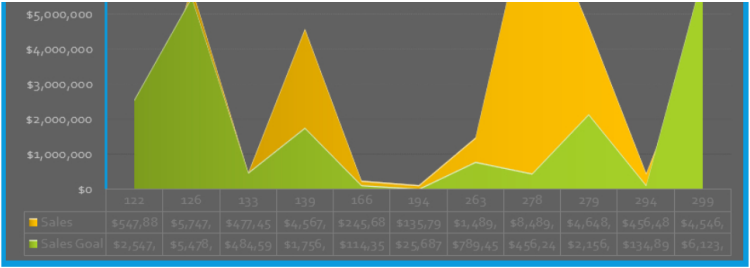


16. Increase the width to **2 pt.**:



17. Click on a blank part of the chart to de-select the axis so that you can see the border that you created:





18. Save your presentation as Activity 7-3 Complete. Close Microsoft 365 PowerPoint to complete this activity.

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

[Completed exercise: Manipulating a chart](#) [↗](#)

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