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Adding tables to your presentation

Adding charts to your presentation

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Manipulating a chart
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Exercise: Creating 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!

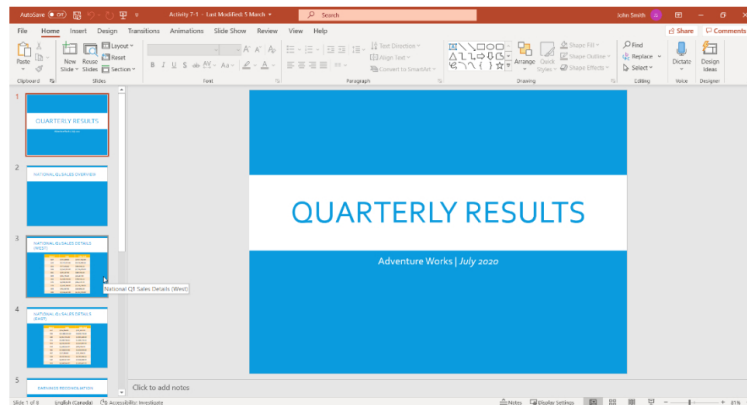
Let's get started!

In this activity, you will create a chart in a PowerPoint slide and add data to it.

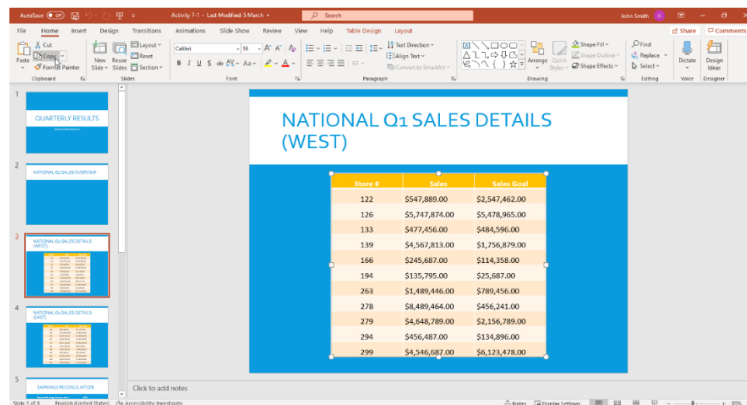
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Creating a chart](#)

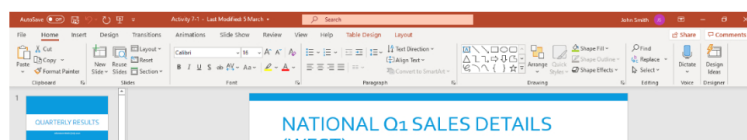
2. Click slide 3:



3. Select the entire table and click **Home** → **Copy**:

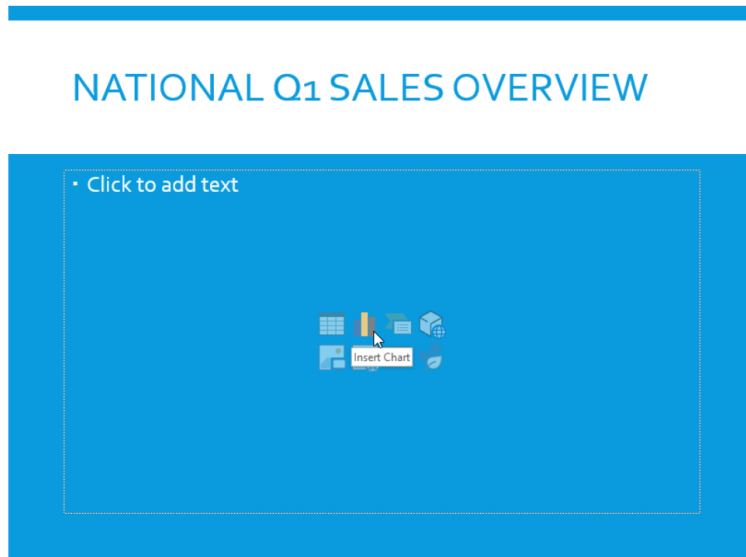


4. Switch to slide 2:

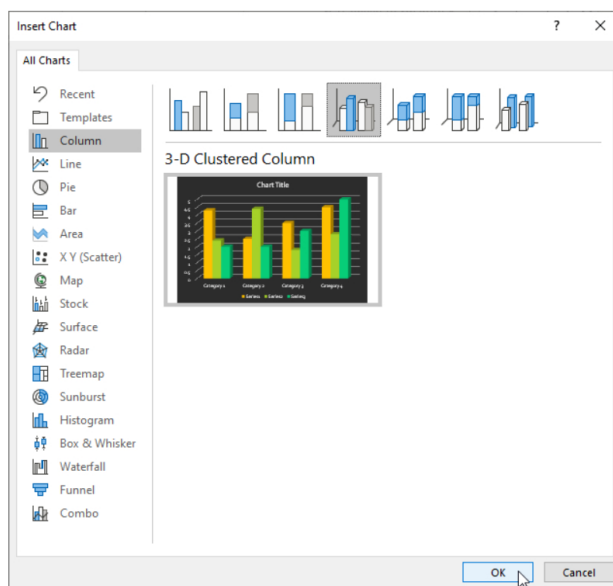


Store #	Sales	Sales Goal
122	\$547,889.00	\$2,547,462.00
126	\$5,217,874.00	\$5,478,965.00
133	\$477,456.00	\$484,596.00
139	\$4,567,813.00	\$1,756,879.00
166	\$245,687.00	\$114,358.00
194	\$135,795.00	\$25,687.00
263	\$1,489,446.00	\$789,456.00
278	\$8,489,464.00	\$456,243.00
279	\$4,848,789.00	\$2,156,789.00
294	\$456,487.00	\$134,896.00
299	\$4,546,687.00	\$6,123,478.00

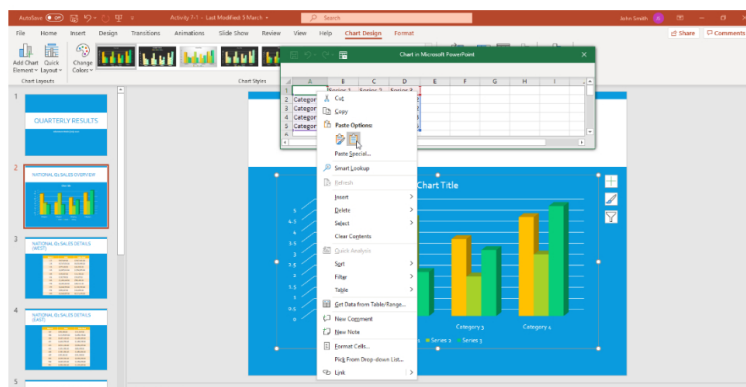
5. Click the **Insert Chart** placeholder:



6. The Insert Chart dialog box will open. In the Column category (which should be displayed by default), click the thumbnail for the 3-D Clustered Column. Click **OK**:



7. An Excel window will open. Click to place your cursor in cell A1 (the first cell). Then, right-click and click the **Paste Options** icon for Match **Destination Formatting**:



8. Double-click the separator between columns B and C so that you can see the sales data:

	A	B	C	D	E	F	G	H	I
1	Store #	Sales	Sales Goal	Series 3					
2	122	#####	#####	2					
3	126	#####	#####	2					
4	133	#####	#####	3					
5	139	#####	#####	5					
6	166	#####	#####	(Ctrl)					

9. Repeat this step for column C:

	A	B	C	D	E	F	G	H	I
1	Store #	Sales	Sales Goal	Series 3					
2	122	\$547,889.00	#####	2					
3	126	\$5,747,874.00	#####	2					
4	133	\$477,456.00	#####	3					
5	139	\$4,567,813.00	#####	5					
6	166	\$245,687.00	#####						

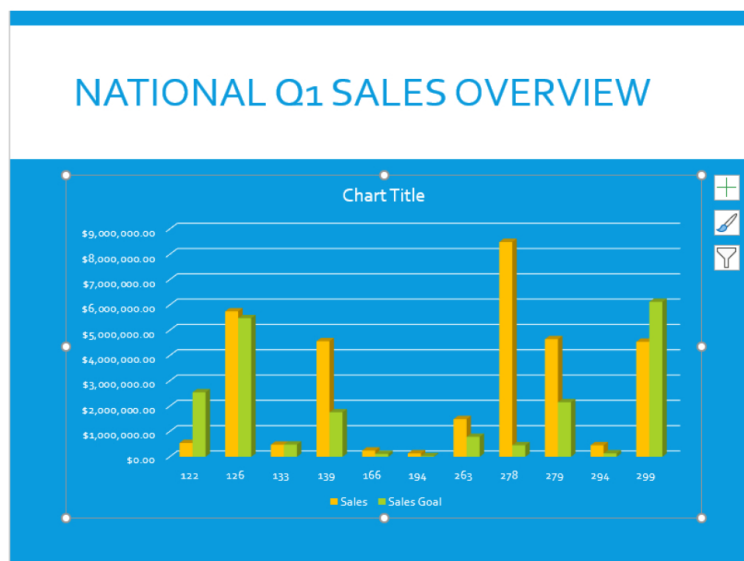
10. Next, scroll down in the window until you reach the end of the data. Click and drag the thin blue border to the left to exclude the unnecessary data in Column D:

	A	B	C	D	E	F	G	H	I
10	279	\$4,648,789.00	\$2,156,789.00						
11	294	\$456,487.00	\$134,896.00						
12	299	\$4,546,687.00	\$6,123,478.00						
13									
14									
15									

11. Scroll back up to the top of the data. Delete the unnecessary data in cells D1 to D5 by selecting them and pressing the **Delete** key on your keyboard. Close the Excel window:

	A	B	C	D	E	F	G	H	I
1	Store #	Sales	Sales Goal	Column1					
2	122	\$547,889.00	\$2,547,462.00						
3	126	\$5,747,874.00	\$5,478,965.00						
4	133	\$477,456.00	\$484,596.00						
5	139	\$4,567,813.00	\$1,756,879.00						
6	166	\$245,687.00	\$114,358.00						

12. The chart will be populated:



13. Save your presentation as Activity 7-1 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:

[Exercise: Creating a chart](#)

Mark as completed

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