Office

Add a chart to a presentation

Applies to: Microsoft PowerPoint 2010

Quick Start:

In Microsoft PowerPoint 2010, you can insert many kinds of data charts and graphs, such as column charts, line graphs, pie charts, bar charts, area graphs, scatter graphs, stock charts, surface charts, doughnut charts, bubble graphs, and radar graphs.

NOTES

- **Don't see the chart that you want in this article?** For more information about the variety of graphs and charts you can use, see Available chart types.

- **Want to create a flowchart or an organization chart?** For more information about how to create organization charts, see Identify which program to use to create an organization chart .

- If Microsoft Excel 2010 isn't installed on your computer, you will not be able to take advantage of the advanced data charting capabilities in Microsoft Office 2010. Instead, when you create a new data chart in PowerPoint 2010, Microsoft Graph opens.
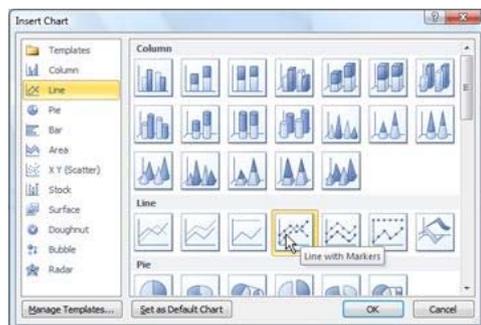
How?

1 On the **Insert** tab, in the **Illustrations** group, click **Chart**.

2 In the **Insert Chart** dialog box, click the arrows to scroll through the chart types.

Select the type of chart that you want and then click **OK**.

When you rest the mouse pointer over any chart type, a ScreenTip displays its name.
TIP   For more information about chart types, see Available chart types.

3 Edit the data in Excel 2010.

When you are finished editing your data, you can close Excel.

	A	B	C	D
1	Column1	East	West	North
2	1st Qtr	20.4	35.6	22.9
3	2nd Qtr	27.4	38.9	33
4	3rd Qtr	90	40.6	49.5
5	4th Qtr	20.4	45	51

Sample data in an Excel worksheet

Tips

- To get a good idea of what you can add to or change in your chart, under **Chart Tools**, click the **Design**, **Layout**, and **Format** tabs, and then explore the groups and options that are provided on each tab.

TIP   If you don't see the **Chart Tools**, make sure that you click anywhere inside the chart to activate it.
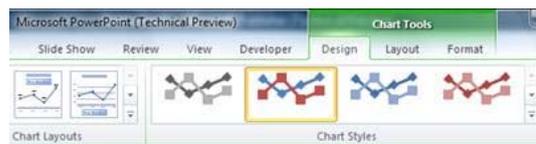
- You can also access design, layout, and formatting features that are available for specific chart elements (such as chart axes or the legend) by right-clicking those chart elements.

More information

- For more information about how to change the appearance of your chart, see Change the appearance of a chart in PowerPoint 2010.

- For more information about how to insert a linked Excel chart, see Insert a linked Excel chart in PowerPoint 2010.

- For more information about how to edit data in a chart, see Edit data in a chart.

Microsoft