Microsoft

PowerPoint

Tutorial

Graphs

Graphs

Part 1

1) Open the file "Excel Example"

2) Under the "Housing Options" column, leave a row empty and on lines 18 and 19 add two entries: "Pets Allowed" and "Not Allowed"

3) Under the "Pets Allowed" column, enter the following formulas, one for each row:

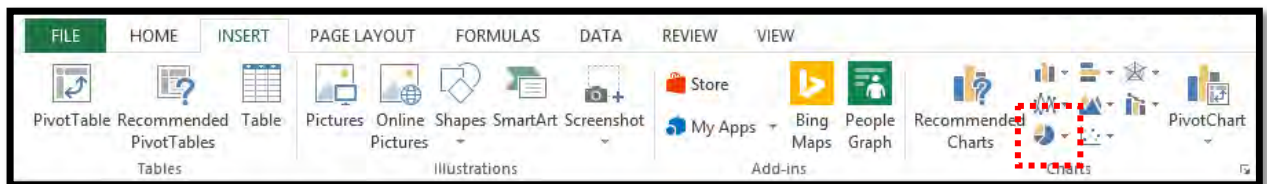> =countif(B2:B16, "yes")
>
> =countif(B2:B16, "no")

These formulas will count the number of "Yes" and "No" entries within the range chosen (the blue box)

Important
Leave an empty row

Graphs

Part 2

1) Use your mouse to select the four cells you've just edited.

2) Under the "Insert" tab, select the "2-D Pie" chart

3) Under the "Design" tab, click the "Move Chart" button

4) Select "New sheet:", name the sheet "Pets Allowed", and click "OK"

2)

4)

Graphs

Part 3

1) Double click the pie chart and the "Series Options" will become available

2) Change the "Angle of first slice" to 192 degrees

3) Change "Pie Explosion" to 1%

Format Data Series
SERIES OPTIONS ▼
1)
▲ SERIES OPTIONS
Plot Series On
  ◉ Primary Axis
  ○ Secondary Axis
Angle of first slice
2) 0°
Pie Explosion
3) 0%

4) Double click your mouse to select the "Pets Allowed" slice

5) Under the "Format" tab, click "Shape Fill", click "More Fill Colors…", select the "Custom" tab, and enter the following:
   • Red: 123
   • Green: 195
   • Blue: 66

6) Shade the "Not Allowed" slice accordingly
   • Red: 74
   • Green: 178
   • Blue: 214
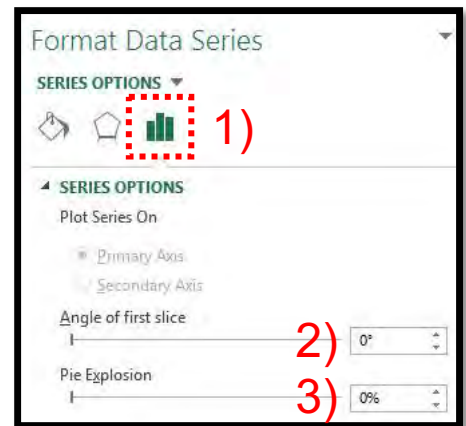
Graphs

Part 4

1) Select both slices, under the "Format" tab, click "Shape outline" and colorize the outline as follows
   - Red: 0
   - Green: 101
   - Blue: 148

2) Change to chart title to "Housing Allowing Pets"

3) Under the "Home" tab, increase the chart title font size to 32

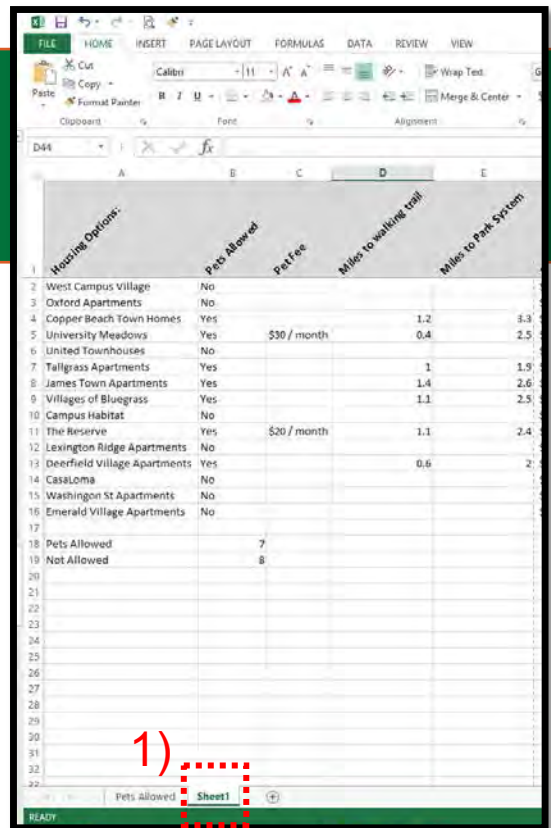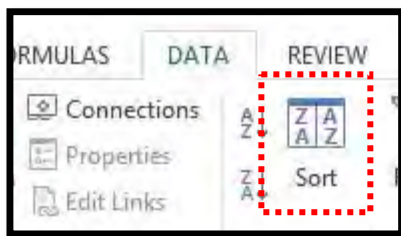4) Use your mouse to select the legend and increase the font size to 14

Sample

Housing Allowing Pets
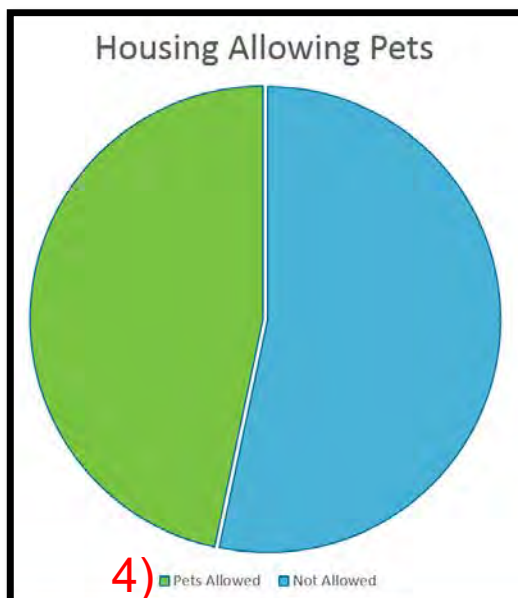
4) ■ Pets Allowed   ■ Not Allowed

Graphs

Part 5

1) Return to Sheet1

2) Under the "Data" tab, click the "Sort" button

3) Check the box "My data has <u>h</u>eaders"

4) In the "Sort by" dropdown menu, choose "Pets Allowed" or "(Column B)"

5) Click the "Add Level" button

6) In the "Then by" dropdown menu, choose "Miles to walking trail" or "(Column D)", change the order to "Largest to Smallest", and click OK
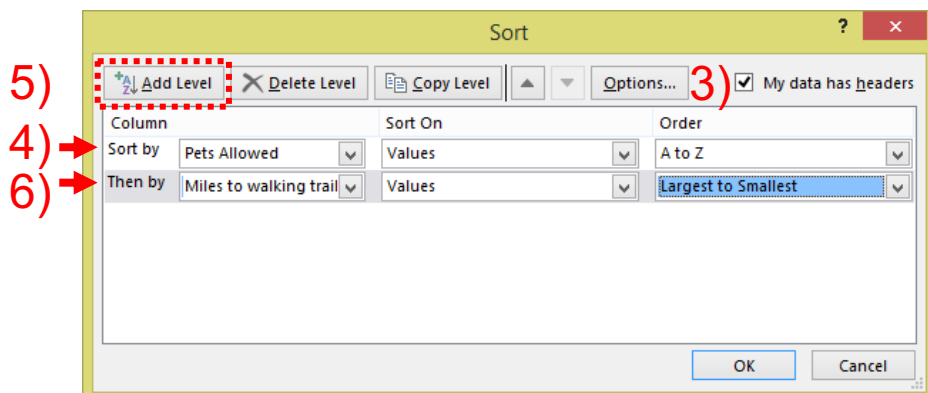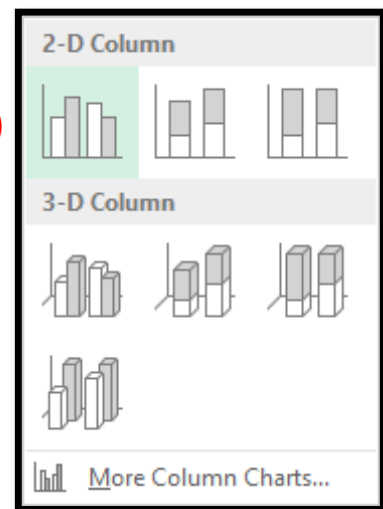
Graphs

Part 6

1) Use your mouse to select all the housing options that allow pets

2) Holding the "Ctrl" key, select the entries in the "Miles to walking trail" column

3) Under the "Insert" tab, create a bar chart, and choose the "2-D Column"

4) Under the "Design" tab, click the "Move Chart" button

5) Select "New sheet:", name the sheet "Bar Chart", and click OK

Graphs

Part 7

1) Under "Chart Elements", click "Data Labels"

2) Change the chart title to "Distance to a Walking Trail (in miles)"

3) Shade the bars accordingly
   - Red: 123
   - Green: 195
   - Blue: 66

4) Select the bars, under "Series Options", change the gap width to 50%
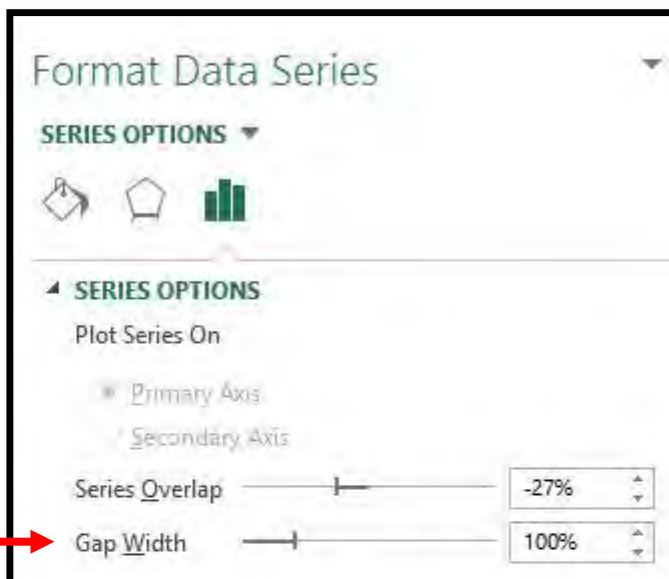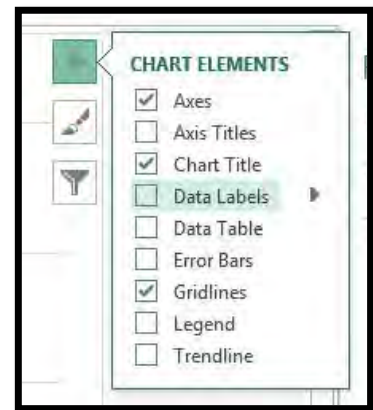
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Part 8

1) Copy your Bar Graph

2) Open PowerPoint, create a new slide, and delete the textboxes

3) Paste your Bar Graph

4) Under the 'Chart Tools' 'Design' tab and click 'Change Chart Type'

5) Under 'Bar', choose 'Clustered Bar, and click 'Ok'
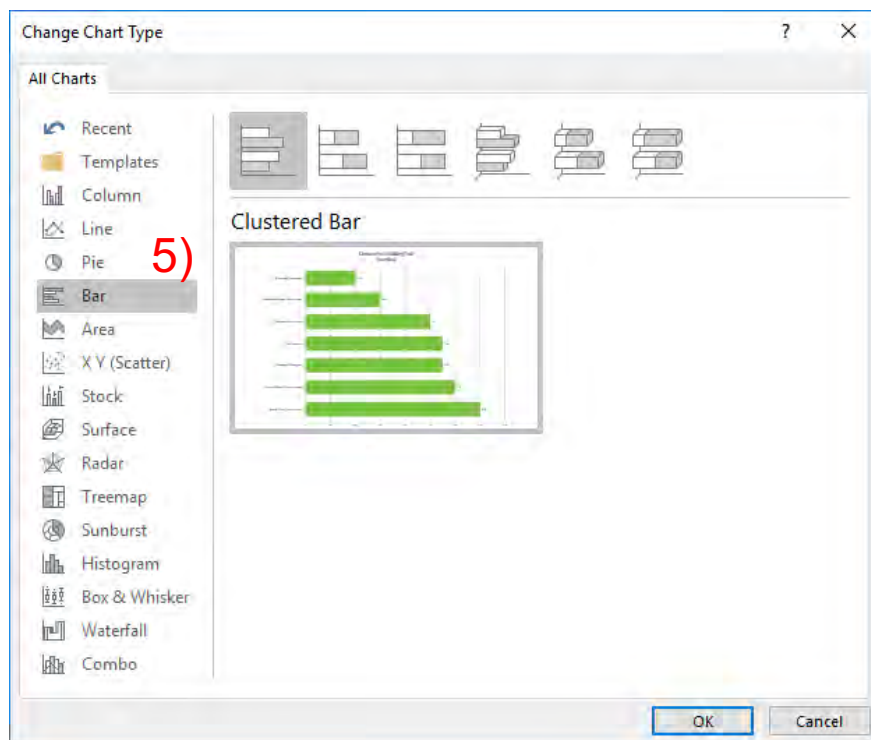
Graphs

Part 9

1) Under the 'Chart Tools' 'Design' Tab and click the 'Add Chart Element' tool

2) Under 'Axes', click 'Primary Vertical' to remove the labels for the vertical axis
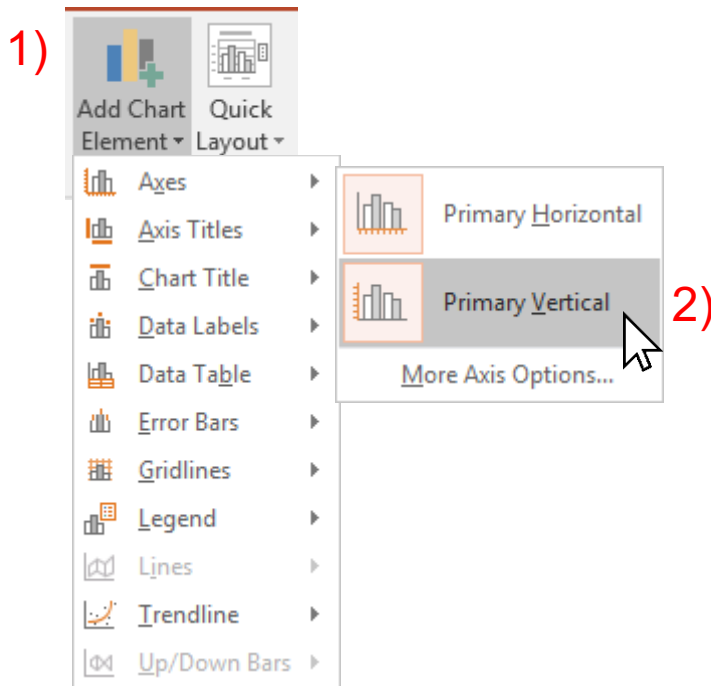
3) Select the Bar Graph

4) Resize the chart area so the Bar Graph fits entirely on the right side of the slide

Graphs

Part 10

1) Add a textbox to the left side of the Bar Graph
   - Type: "University Meadows"
   - Font: Arial
   - Font size: 36

2) Align the textbox with the top bar

3) Copy and paste the textbox six times (you should have 7 total)

4) Align one of the copies to the bottom bar

5) Select all the textboxes
   - Align Left
   - Distribute Vertically

6) Add the following names to the textboxes:

Graphs

Part 11

1) Select the Bar Graph, select the 'Data Labels', and increase the font size to 32
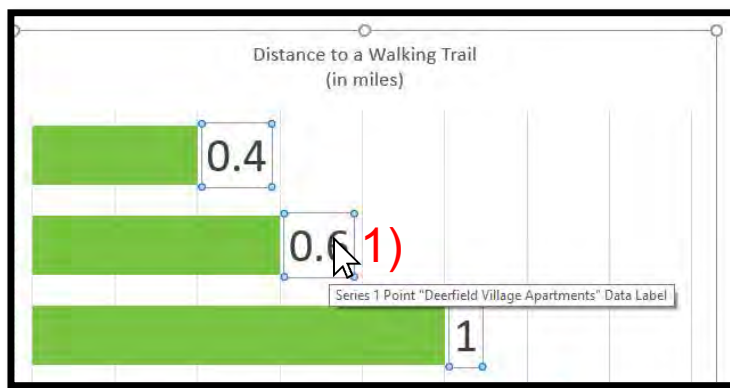
2) Select the Bar associated with 'The Reserve'

3) Under the 'Format' tab, change the 'Shape Fill' to red

Graphs

Save the PowerPoint Slide

1) Save this file as a PDF

2) Name this file:

> "`FirstName LastName` Graph 1.pdf"

2) Upload the file to BlackBoard

- Under the "Tutorials" Tab

Graphs

Save the Excel File

1) Under 'File' select 'Export'

2) Click the 'Create PDF/XPS' button

3) Under "Options…", select "Entire workbook", and click OK

4) Name this file:

   "`FirstName LastName` Graph 2.pdf"

4) Upload the file to BlackBoard

   • Under the "Tutorials" Tab