



# Adding Charts to Your PowerPoint® 2016 Presentation

Course ID #: 7000-568-ZZ-Z

Hours: 2

## Course Content

### Course Description:

Microsoft® Office PowerPoint® 2016 provides you with the ability to create eye-catching charts that show the meaning behind complex strings of data. You have a wide array of options for formatting these charts to make your point clearly, and to show the audience a broader view of the data. This course will show you how to use these features to lend visual appeal to your presentations and reduce the amount of time you need to spend explaining complex numerical relationships.

### Target Student:

This course is designed for students who wish to gain a foundational understanding of Microsoft PowerPoint 2016 to create and develop engaging multimedia presentations.

### Topics:

#### Lesson 1: Adding Charts to Your Presentation

##### Topic A: Create a Chart

- Charts
- Chart Data
- The Insert Chart Dialog Box
- Chart Types
- How to Create a Chart
- Creating a Chart

##### Topic C: Insert a Chart from Microsoft Excel

- Linking vs. Embedding Charts
- How to Insert a Chart from Microsoft Excel
- Inserting a Chart From Microsoft Excel

##### Topic B: Format a Chart

- The Chart Tools Contextual Tab
- The Design Tab
- The Format Tab
- Quick Access Chart Commands
- Chart Layouts
- Chart Styles
- How to Format a Chart
- Formatting a Chart