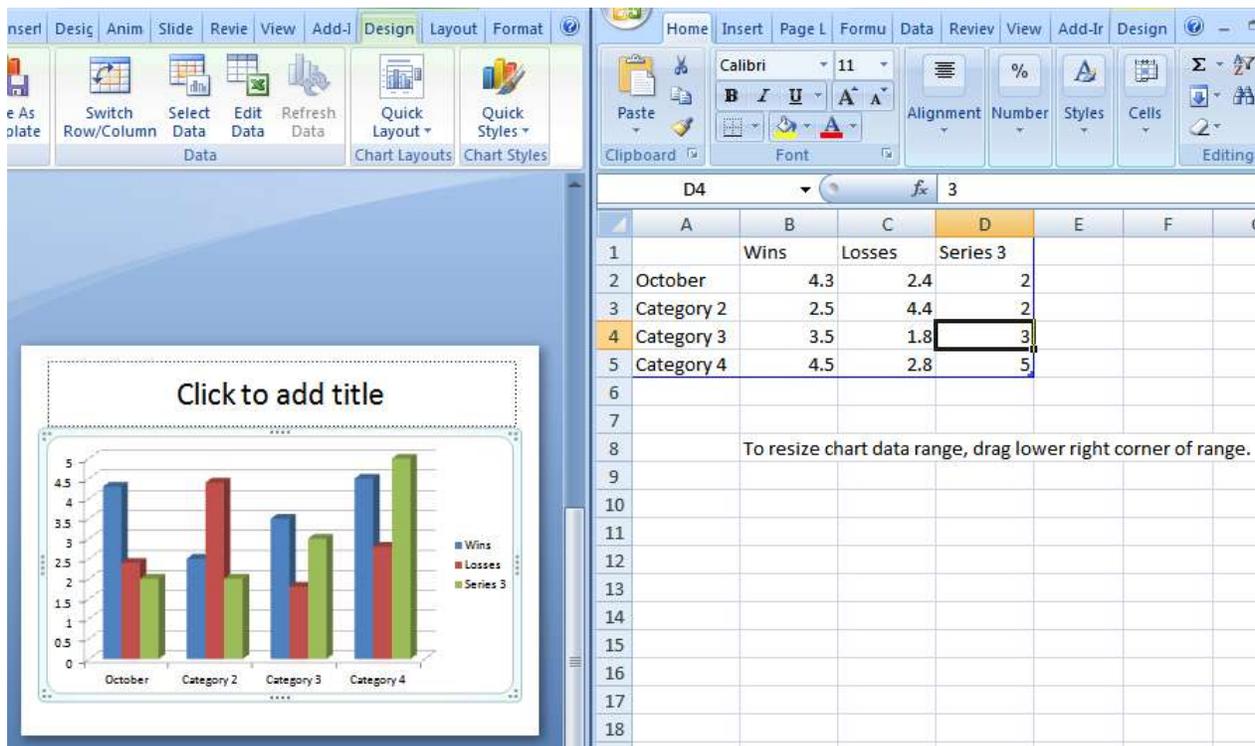
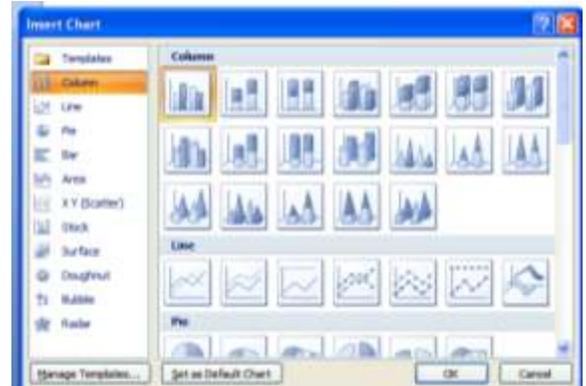


Advanced PowerPoint Notes

PowerPoint Charts:

You can develop graphs or charts in PowerPoint. To do so, you would click on the chart tool in the content placeholder or on the Insert tab. A dialog box appears for you to choose the type of chart you would like to insert. Line charts are great to show change over time, column or bar charts are useful when you want to compare data, and pie charts are used when you want to work with percentages of a whole (ex: % of income spent on a car payment and other expenses). Once you choose your chart type, you would then be brought to a split screen with an Excel spreadsheet (with generic data) on the right and your chart (with the generic data displayed) on the left. You will need to replace the generic data in the spreadsheet with your data. When you do that the chart on the left automatically changes. To make sure that you keep track of the series and categories in the chart, it is recommended that you only change one cell at a time.



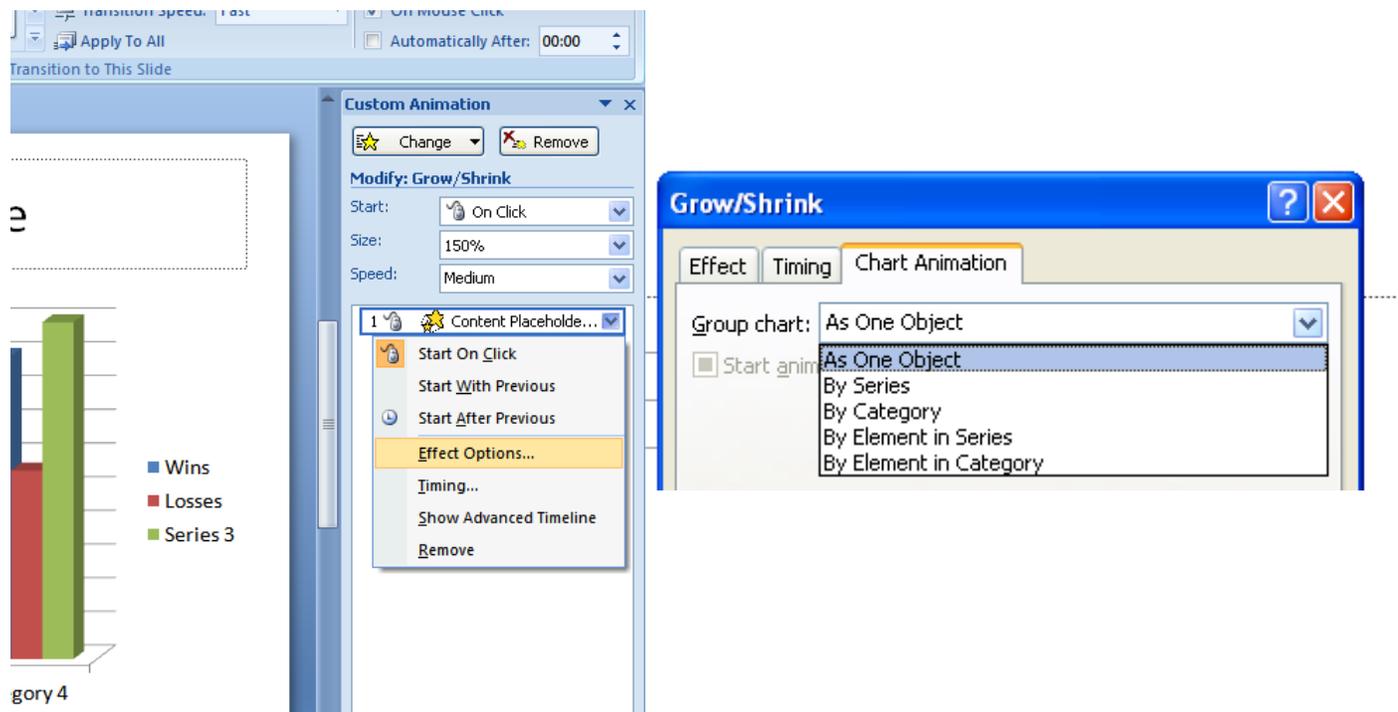
The screenshot shows a PowerPoint slide on the left and an Excel spreadsheet on the right. The PowerPoint slide displays a 3D bar chart with the title "Click to add title". The chart has four categories on the x-axis: "October", "Category 2", "Category 3", and "Category 4". The y-axis ranges from 0 to 5. There are three data series: "Wins" (blue bars), "Losses" (red bars), and "Series 3" (green bars). The Excel spreadsheet on the right shows the data source for the chart. The data is as follows:

	A	B	C	D	E	F
1		Wins	Losses	Series 3		
2	October	4.3	2.4	2		
3	Category 2	2.5	4.4	2		
4	Category 3	3.5	1.8	3		
5	Category 4	4.5	2.8	5		

Below the spreadsheet, there is a note: "To resize chart data range, drag lower right corner of range."

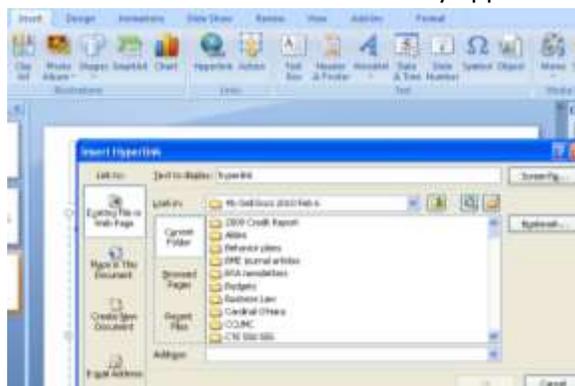
Animating a Chart:

You can easily add animation to any chart. You can have the chart animation happen all at once or by series or category. In order to change chart animation you must first have the chart active (highlighted on the slide). Next, you would go to the Animations tab and choose custom animation (just as you would any other animation). Once you add the animation you want, then you click on the drop down arrow next to the animation itself then choose effect options on the menu. Once the effect options dialog box is up, you choose the chart animation tab, click on the drop down arrow next to Group Chart and choose either series or category. You can also set the timing of the animation to start automatically after previous, with previous, or you can customize the timing by clicking timing on the submenu (see below). Sound can also accompany animation, but this should be used rarely if ever because it detracts from the message you are sending.



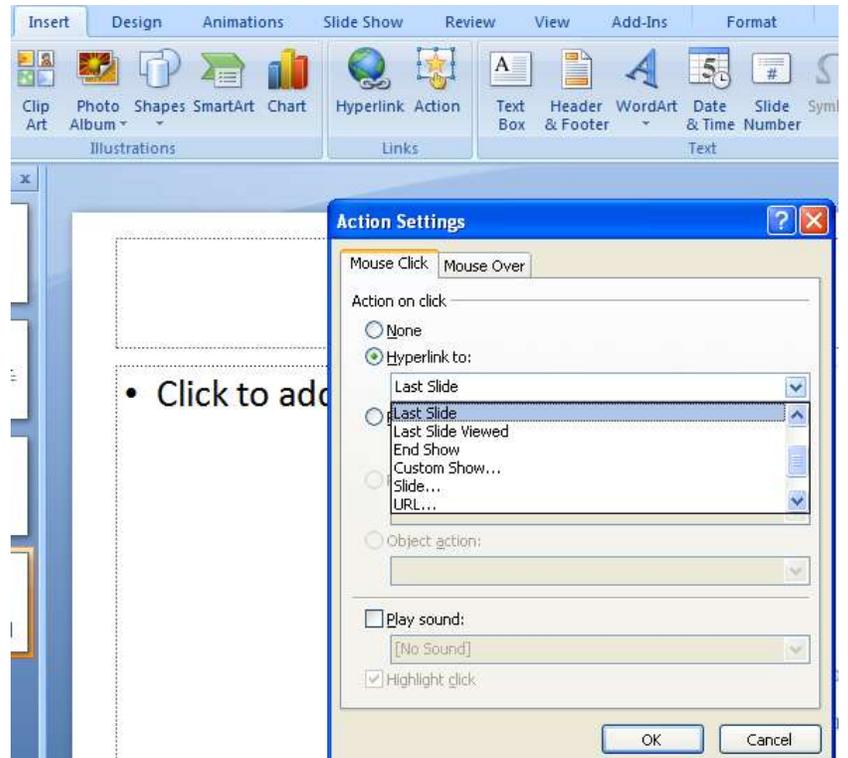
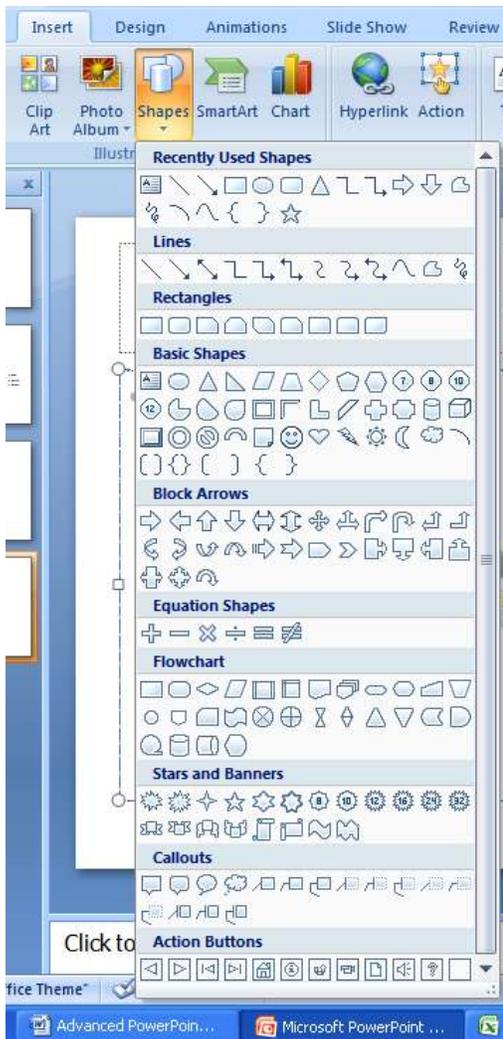
Hyperlinks:

Hyperlinks are clickable objects or words that take you to another page within the same document, another document, or an external webpage or site. Hyperlinks create interactivity in a PowerPoint and are very useful. Hyperlinks are very easy to create. Just go to the Insert tab, click on hyperlink, you can highlight the word in your PowerPoint to use as text to display beforehand or create the text to display after clicking hyperlink. In the image below, the text to display box is at the top, the link to is along the side (that is where you decide what type of link you want), and the browse area is in the middle of the page. You can either locate a web site and copy and paste it into the address box or click on the globe with the magnifying glass and go out and find the site and it will automatically appear in the address box when you return to the PowerPoint slide.



Action Buttons:

Action buttons are hyperlinks within a PowerPoint file. Action buttons are really easy to create and use. Action buttons are located in the shapes gallery. You click on the action button you want to insert, then decide where you want the action button to lead you (see image below right). PowerPoint is intuitive, meaning it assumes, based on the type of action button you insert, where you want that button to lead you. Action buttons do not work until you are in Slide Show view!



Background Images:

Background images can be pretty but they can also be extremely distracting. When you place text over a background image, it takes away from the image and the text is difficult to read; the result is unprofessional in most cases. You can use a background image for the top part of the slide then add text to the lower part of the slide. As long as the text is not over the image, you are fine using background images.

Run over Rule:

Another rule that needs to be considered in creating PowerPoint slides is the run over rule. When adding animations, it is extremely important that when the animation runs, it does not run over existing text or objects to get to its final place on the PowerPoint slide.

