

## Adding Content – Charts

Content can be added by selecting a slide layout with content (*see lesson 07 – Creating Slides*).

When you select a slide layout with content, a **button bar** appears on the slide with **six** options.



**Click** the 'Insert Chart' button.

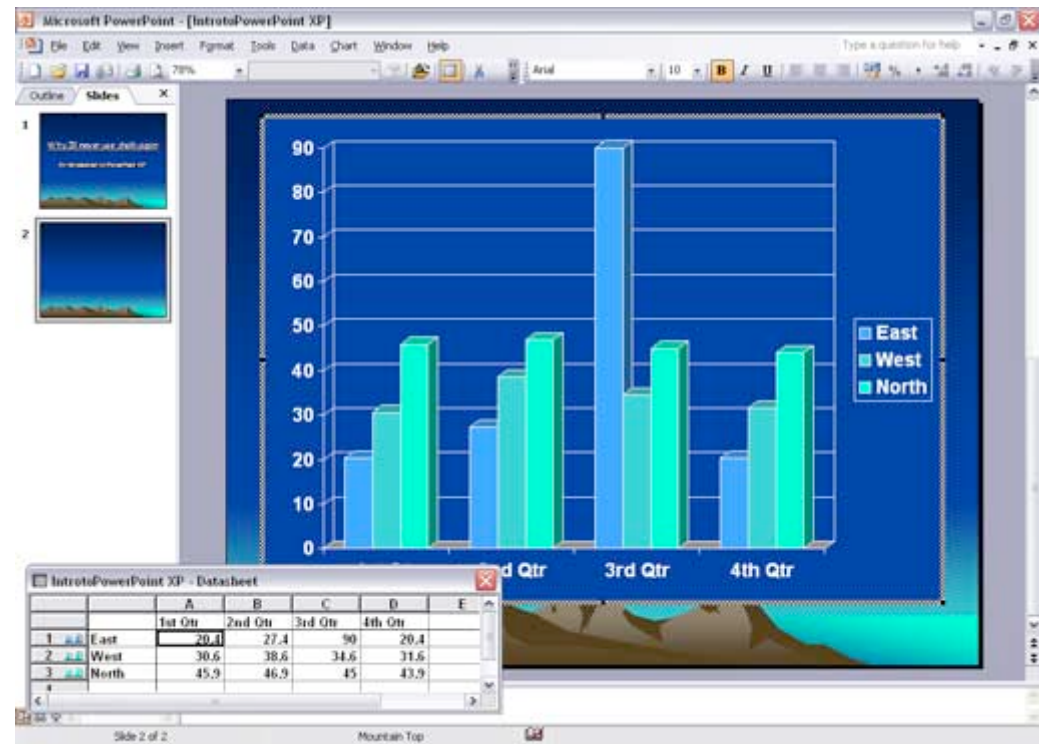


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The view will alter to **datasheet view**.

The slide will appear with a standard chart on it and a datasheet dialog box will open to allow you to input data into your chart.

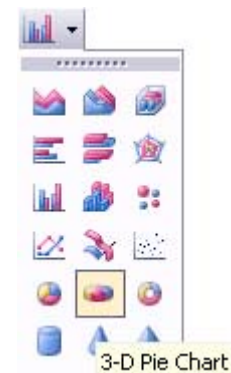
To change values/information in a cell, **double-click** the cell and enter your new information.



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To change the format of the graph, **click** on the 'chart type' button and select the desired type.

**NOTE:** If the 'Chart Type' button is not visible, select it from the 'Toolbar Options' button at the end of the toolbar.



To change the colour of the graph components, **double-click** on the **component** you wish to alter and a **dialog box** opens up to **select** the **fill colour**.

**Select** the **colour** you wish and **click** 'OK'.

The colour will have been altered.

To return to the **normal view**, **click** anywhere outside the slide.

