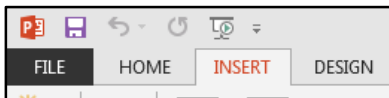


Adding Charts

In PowerPoint 2016, you can add charts to the presentation to better show your data. If the data will not be changed often then create the chart in PowerPoint. If the chart is complex or the data will be changed often then create the chart in Excel and copy it into PowerPoint.

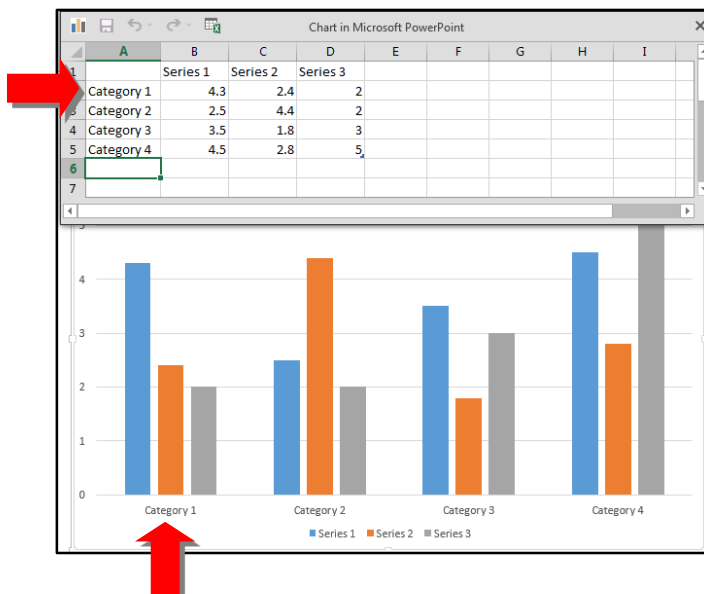
1. Select the **Insert** tab.



2. Select **Chart** then select the chart type.



3. Select **OK**.
4. Enter data in the pop-up spreadsheet window.



Note: The categories (rows) appear in reverse order from the spreadsheet to the chart.

5. The chart will update as the data is entered into the spreadsheet.