*Tables and Charts in PowerPoint*

# Lesson Learning Goal

The Student will be able to embed and manipulate charts, graphs, tables, spreadsheets, flowcharts, and organizational charts.

# Vocabulary:

* Tables
* Row
* Column
* Column Chart
* Line Chart
* Bar Chart
* Pie Chart
* Area Chart
* Surface Chart
* Legend
* Vertical Axis
* Horizontal Axis
* Chart Title
* Alt Text

# Objective:

Students will learn how to manipulate tables and charts in Powerpoint.

# Guided Practice:

<https://www.tes.com/lessons/dG4SZ3T3PGh6hQ/tables-and-charts-in-powerpoint-2016>

# Independent Practice:

1. Open the [practice presentation](https://media.gcflearnfree.org/content/56e1a9c76aa915221cb48d18_03_10_2016/powerpoint2016_tables_practice.pptx).
2. On the last slide, insert a table with 5 columns and 3 rows into the content box.
3. In the Header Row (first row), type the name of the months January through May. In the second and third rows, type sale amounts of your choice (for example, $1329).
4. Change the style of the table to “light style 2, accent 3”
5. Insert a column on the left side of the table.
6. On the second row of the new column, type North Region. On the third row, type South Region.
7. Delete the last column.
8. Resize your table so it takes up the majority of the slide.
9. Center your text and numbers horizontally and vertically.
10. Delete Slide 3 of the presentation
11. Keep this presentation open as you move on to part 2

Assignment Directions Part 2

1. Make sure you are clicked on or below slide 3 and Insert slides (reuse slides) from the “charts practice PPT presentation” and insert just slides 3 and 4.  Close the preview window on the right when complete.  You should now have a total of 5 slides.
2. On the last slide, insert a line chart.
3. Open our practice workbook in Excel. Copy the data and paste it into cell A1 the chart's spreadsheet.
4. Rename the chart title “Sales By Genre”.
5. Change the chart type to Clustered Bar Chart.
6. Use the Quick Layout drop-down menu to change to Layout 10.
7. Click the Chart Elements shortcut button, click the arrow next to Axis Titles, and select the Primary Horizontal axis title.
8. Double-click the axis title, then rename it Sale Profits.