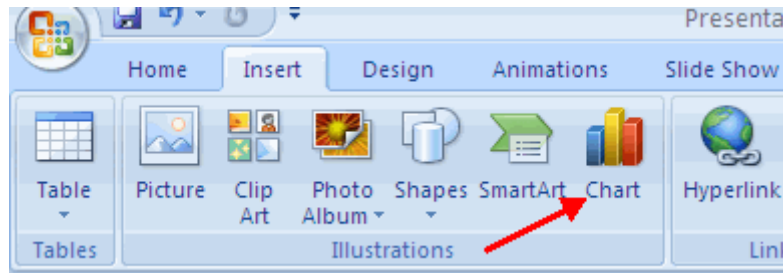PowerPoint offers many types of charts including: Column, Line, Pie, Bar, Area, Scatter and more.
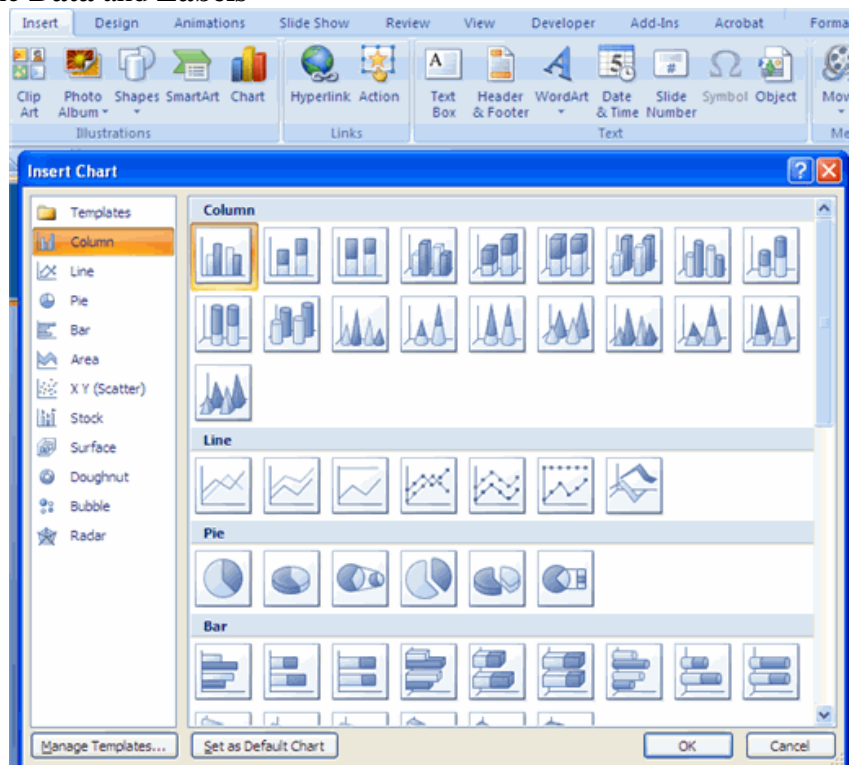
To view the charts available click the Insert Tab on the Ribbon.
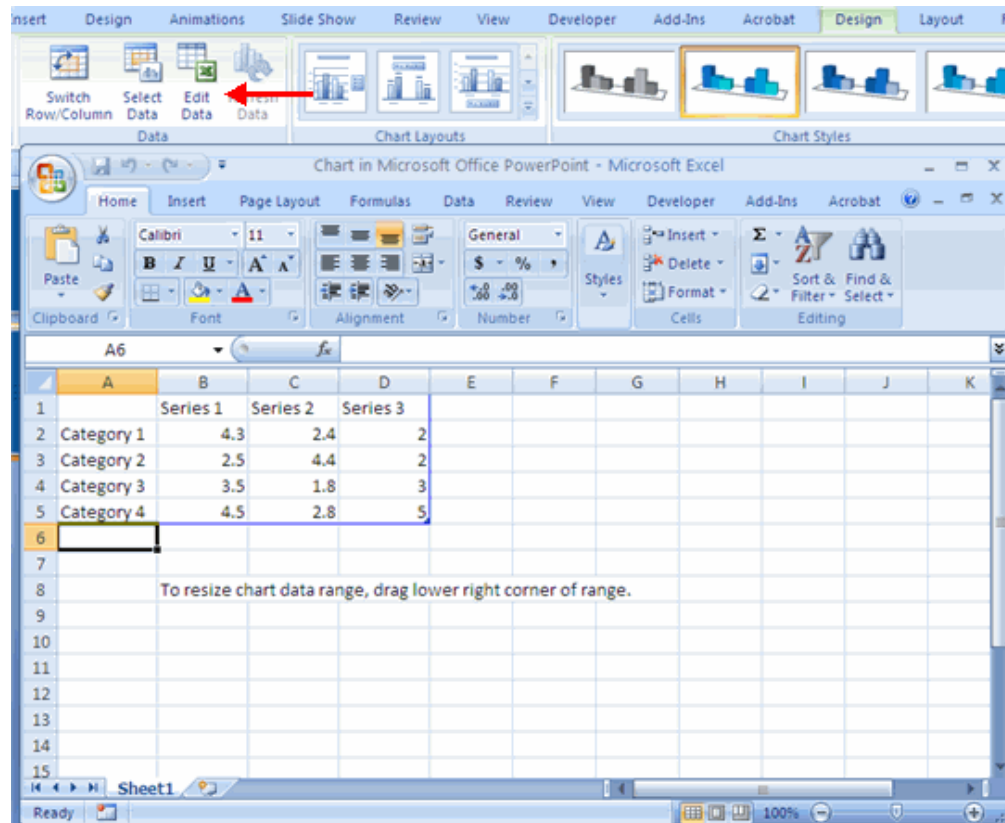

Create a Chart

To create a chart:
- Click the **Insert** tab on the ribbon
- Click the type of **Chart** you want to create
- Insert the **Data** and **Labels**

Edit Chart Data

To edit chart data:
- Click on the chart
- Click **Edit Data** on the Design tab
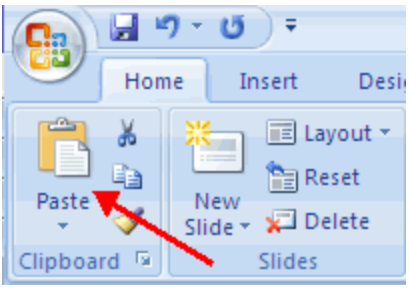- Edit data in the spreadsheet

Modify a Chart

Once you have created a chart you can do several things to modify the chart.
To move the chart:
- Click the **Chart** and Drag it another location on the same slide, or
- **Copy** it to another slide
- Choose the desired location and click **Paste**

To modify the chart size:
- Click the **Chart**
- Click on any of the corners and drop and drag to resize

To modify the labels and titles:
- Click the **chart**
- Click the **Layout** tab
- Choose the appropriate label to change