Using an existing Excel chart
Alternatively, you can copy and paste a chart from Excel.

1. Select **New Slide - Title Only**
2. **Minimize** PowerPoint
3. **Browse** to the Excel spreadsheet containing the chart and **open** the file.
4. Select the entire **Chart**
5. While in Excel, **right-click** and select **Format Chart Area**
6. Set the **Border** and **Area** to **None** under the **Patterns** tab.
   (to make the background transparent so the slide background shows.)
7. Select the entire **Chart**
8. **Right-click** and select **Copy**
9. **Return** to your PowerPoint slide, and **click** into the slide.
10. Select **Edit > Paste Special**
    You have two choices of paste method.
    1) Select **Paste** to copy the chart to PowerPoint and edit there.
       Click **OK**.
       If clicking does not bring up data table, check the worksheet tabs along the bottom
    2) Select **Paste link** so that subsequent changes in your data will be reflected in the chart.
       Click **OK**.
       Return to **Excel** and change a number. Note the change in the chart in Excel.
       Return to **Powerpoint** and note the change is reflected there also.
Adding and Animating a Chart or Graph

Powerpoint Chart tool
1. **Insert** a new slide
2. On the **Task Pane** select Slide Layout and choose **Chart**
3. **Double-click** to edit the chart.
4. **Replace** the sample data and labels in the spreadsheet with your own data and labels.
5. **Double click on row or column headings** to include or remove extra rows and columns
6. **Click** outside the chart to see the results.

Modify the chart
1. **Double-click** on the chart to return to editing
2. **Right-click** on the section of the chart you wish to modify.
3. Select **Format, Chart Type**, or **Chart Options** to make changes to the color, font, style of chart, etc.

Adding Animation to a Chart
1. Select the chart
2. From the Task Pane choose **Custom Animation**
3. Select **Add Effect>Entrance** and select an effect
4. **Right click** on the chart name in the Animation Task Pane
5. **Choose Effect Options**
6. Choose the **Chart Animation tab**
7. To bring the data points in one at a time, choose to introduce **by series** or **element** or both