Al-Mustaqbal University / College of Engineering & Technology
Department Department of Medical Instrumentation Techniques Engineering
Class (4ᵗʰ Stage)
Subject (Computer Applications)
Lecturer: MSc. Alaa Khalid Abd alreda
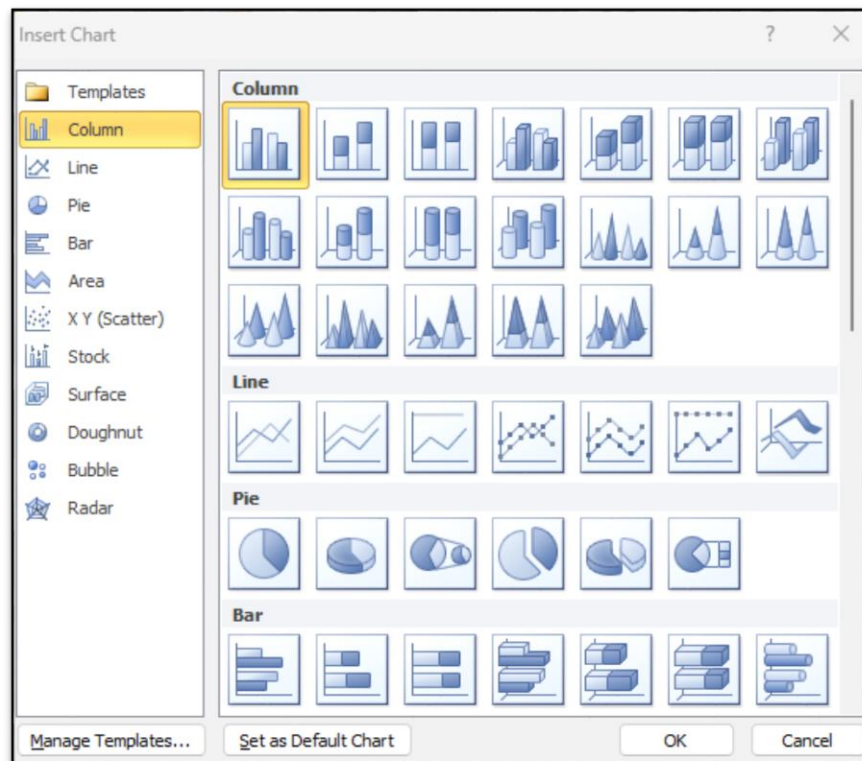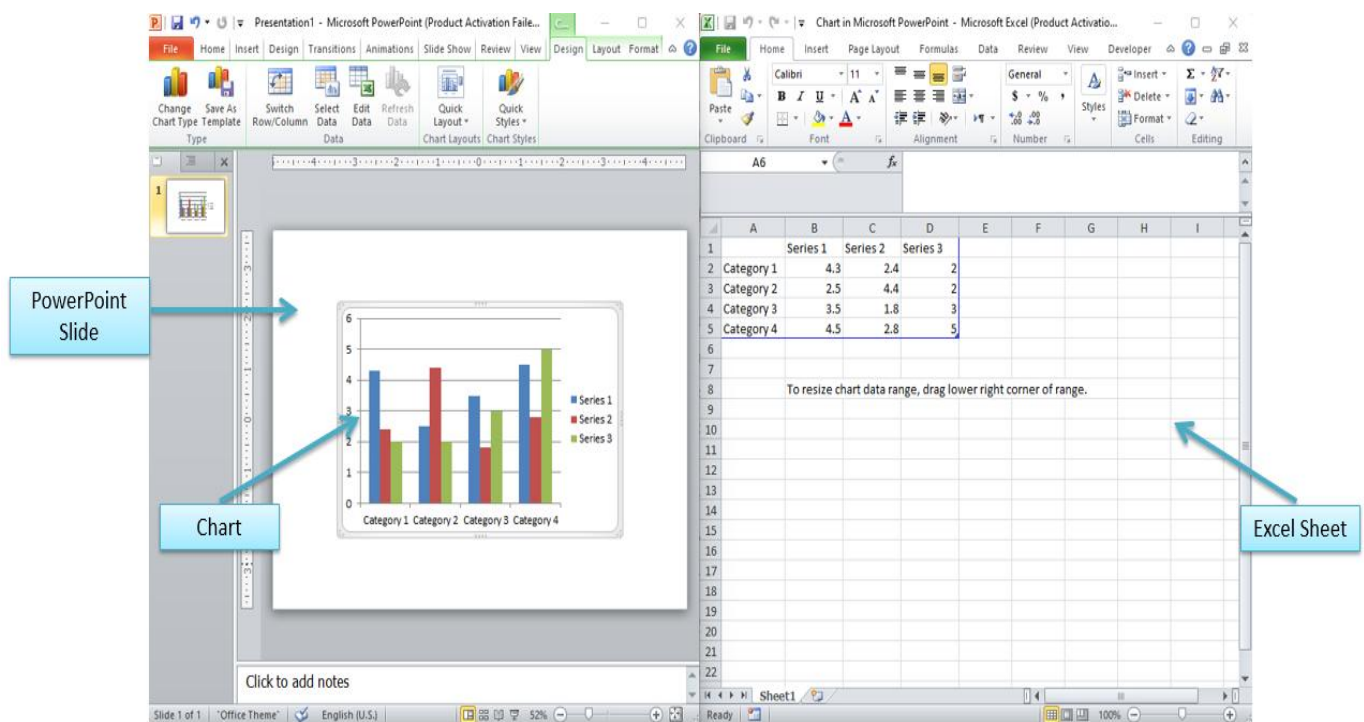**1ˢᵗterm – Lecture No6. & Lecture Name (Inserting Objects)**

Inserting Objects

❑ **Chart:** Charts are visual representations of data that help to convey information in a clear and concise manner. They are widely used in presentations, reports, and various documents to illustrate trends, patterns, and comparisons within data sets.

▪ PowerPoint has a variety of chart types, each with its advantages such as (**Column Charts, Line Charts, Pie charts, etc.**)

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- To insert a chart in PowerPoint, head to the "**Insert**" tab in the ribbon, and within the "**Illustrations**" group, click on the "**Chart**" icon. Select your preferred chart type in the ensuing window and confirm with "OK". An **Excel sheet** will appear for data entry; replace the sample data with your own and close Excel. The chart will now be visible on your slide.

- Upon inputting your data, you can **close Excel** without the necessity of saving the spreadsheet. The PowerPoint chart will be updated to reflect the new source data.
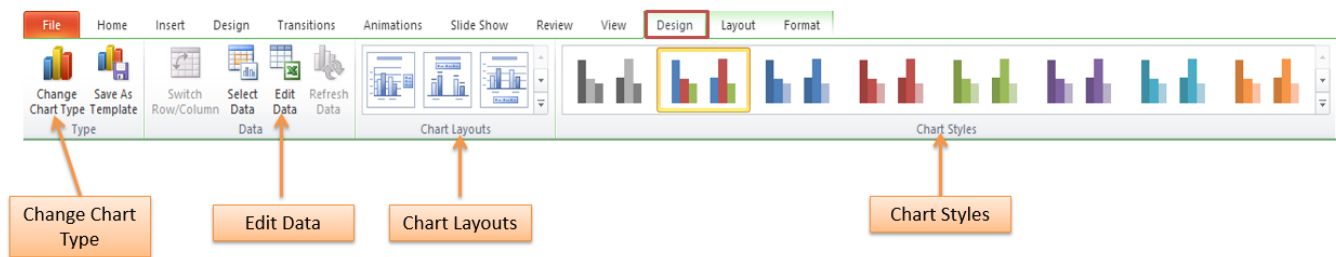

❖ Modifying charts with chart tools

- There are many ways to customize and organize your charts. For example, PowerPoint allows you to change the chart type, rearrange a chart's data, and even change the layout and style.

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- Once you insert a chart, chart tools will appear on the Ribbon. These are only visible when the chart is selected. You can modify your chart using the three tabs (**Design tab, Layout tab, Format tab**) grouped under Chart.

Design Tab:

Change Chart Type: Changing the chart type allows you to experiment with different visualizations, helping you find the most effective way to communicate your data to your audience.

- **Edit Data:** the "**Edit Data**" option allows you to make changes to the underlying data of a chart directly within the presentation. This feature is particularly useful when you need to update or modify the values displayed in your chart without navigating to external applications like Microsoft Excel.
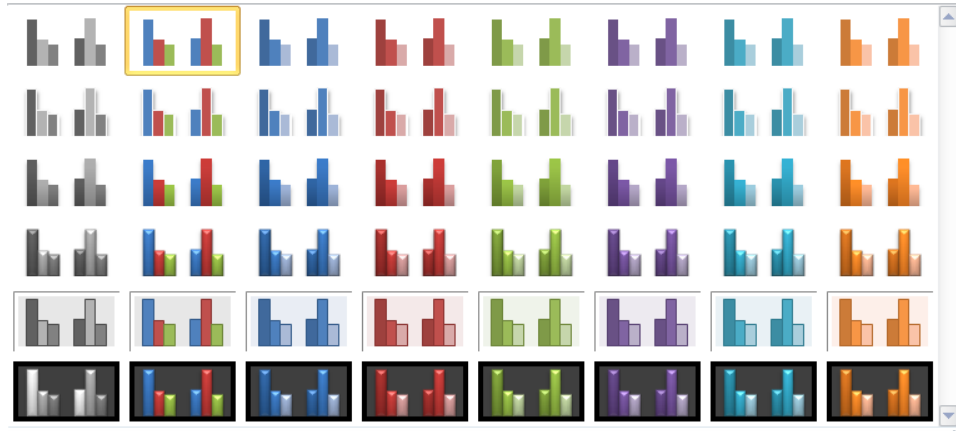

- **Chart Layouts:** Choose from predefined layouts to change the overall appearance of your chart, including the arrangement of elements like **title**, **legend**, and **axis titles**.

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These layouts allow for customization, efficient adaptation to various data types, and quick comparisons of design options. Overall, well-designed chart layouts contribute to the visual appeal of the presentation, making it more engaging and effective in conveying information to the audience.
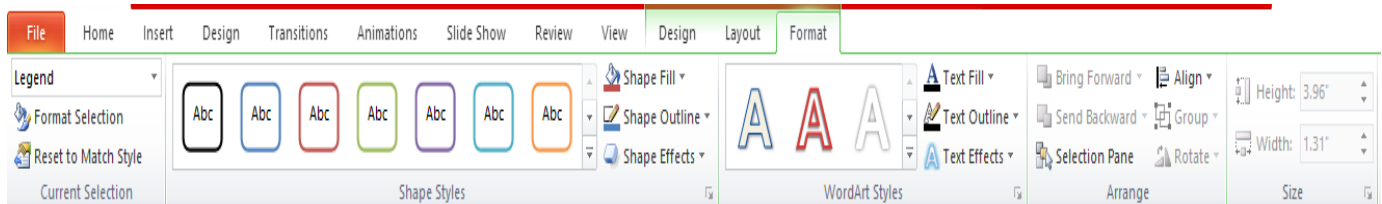

- ▪ **Chart Styles:** A "**chart style**" in data visualization pertains to the pre-designed visual formatting applied to a chart. This includes color schemes, line styles, and other design elements that enhance the chart's appearance.

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2. **Format Tab:**

- The "**Format**" tab under "**Chart Tools**" provides a range of options for formatting and customizing your charts.

- **Current Selection:** This group allows you to choose the specific chart element you want to format.

- **Shape Styles**: The "Shape Styles" group provides a set of predefined styles for your chart elements.

- **WordArt Styles:** If you have applied WordArt to any text within your chart (e.g., titles or labels), the "**WordArt Styles**" group allows you to format and style that text.

- **Arrange:** The "**Arrange**" group provides tools for arranging and positioning chart elements. Options include bringing elements forward or backward, aligning elements relative to each other, and distributing elements evenly.

- **Size**: The "**Size**" group helps you control the size and dimensions of chart elements.