

# Powerpoint Charts

## Creating a Chart

1. Click on the Insert tab
2. Click on Chart
3. Select the kind of chart (column, line, pie, etc.)
4. Click OK
5. Enter data into the Excel sheet
6. Title your Series and Categories
7. Close out of the Excel sheet

## Creating a Chart Legend

Do not overlay chart legend, as this can make certain items difficult to view.

1. Click on the chart
2. Under Chart Tools, click on the Layout tab
3. Click on Legend
4. Align chart legend at right, top, left, or bottom by clicking the desired choice

## Titling a Chart

Do not overlay chart title, as this can make certain items difficult to view.

1. Click on the chart
2. Under Chart Tools, click on the Layout tab
3. Click on Chart Title
4. Select Above Chart and enter title in box

## Creating Alt Text for a Chart

1. Right click on a blank area inside the chart
2. Select Format Chart Area
3. Select Alt Text
4. In the Title: box, enter the chart title
5. In the Description: box, enter accurate description of what graph is showing
6. Click Close to save changes