



# Create Dynamic Graphics in PowerPoint

Quick Reference Guide

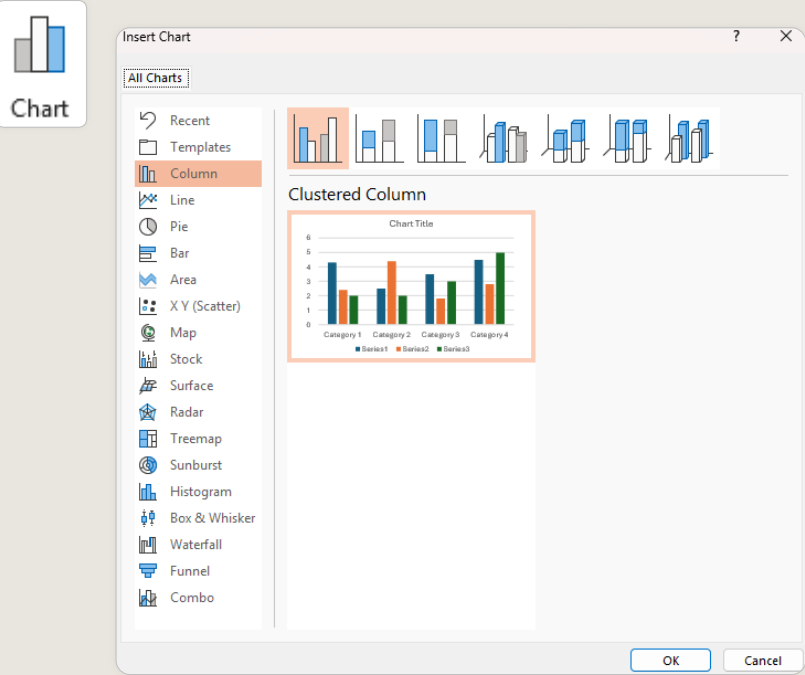


## Bring Your PowerPoint Data to Life with Smart Visuals

Want to make your PowerPoint slides more visual and impactful? In this video, you'll learn how to present data clearly using charts, illustrate processes and relationships with SmartArt, and even link Excel charts that auto-update in your presentation. Whether you're highlighting trends, showing hierarchies, or simplifying complex information, these tools help you communicate with clarity and professionalism. Let's explore how to turn your data into engaging visuals that your audience will understand and remember.

### Select a Chart

From the Insert tab > Select “Chart”.



### Enter Data

Copy and paste the data.

	A	B	C	D	E	F	G	H	I
1		Series 1	Series 2	Series 3					
2	Category 1	4.3	2.4	2					
3	Category 2	2.5	4.4	2					
4	Category 3	3.5	1.8	3					

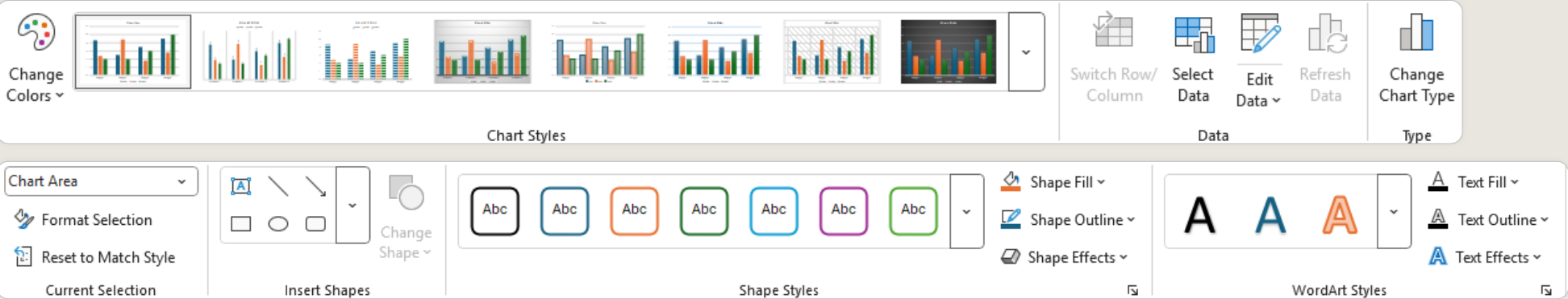
### Chart Menu

Use the menu to the right of the chart to add or remove elements, change colors or filter by other elements.



## Chart Design and Format

Use the Chart Design and Format tabs in the ribbon to change the look of the chart, or to change the chart type.



## Use Smart Art

From the “**Insert tab**” – Selecting “**SmartArt**” allows you to simplify complex ideas, illustrate relationships and processes or turn text into a visual story .

