Quick Tips for Animating PowerPoint Charts

Inserting Charts
- To insert a chart into your PowerPoint slide, go to Insert and Charts.
- Modify the chart by modifying the data in the data sheet.
- You can select various types of charts by right clicking in the blank area surrounding around the chart, and selecting Chart Type.
- You can change the colors in your chart by right clicking on the chart object you’d like to change, and selecting Format Data Series.

Animatng Your Charts
- If your chart is selected so that you are still seeing the data sheet, you will want to click once outside of the chart area.
- From the menu bar, select Slide Show and Custom Animation.
- Click on the chart to make sure it is selected (your chart should appear with 8 small circles around it.)
- Click on the Add Effect button and select an effect of your choice. As you select the effects, the slide will preview the effect for you.
- Once you’ve selected the effect of your choice, you will see that the effect shows up in the task panel. To modify the effect, click on the arrow next to the effect. Select Effect Options. (See Image 1)
- You may notice that the only option you have is “As one object.” This means that the selected animation effect cannot be animated by series or category unless you ungroup the object and treat them as individual objects.

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See These Other Quick Tips:
- Using Microsoft PowerPoint
- Editing Master Slides in PowerPoint