

**Microsoft PowerPoint: Charting**

**Course Number:** OFC-138
**Duration:** 0.5 days

**Overview**

This PowerPoint Charting training course teaches attendees how to work with and format Excel charts within PowerPoint slides.

**Prerequisites**

All students must have basic experience with PowerPoint and Excel.

**Materials**

All MS PowerPoint training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

All attendees need a full installation of Office 365, including Microsoft PowerPoint.

**Objectives**

* Move Excel charts into PowerPoint slides effectively
* Create native charts in PowerPoint
* Format charts for readability and engagement
* Add contextual elements to the slide

**Outline**

* Introduction to Data Visualization in PowerPoint
	+ Course Introduction
	+ Data Visualization Overview
* Excel and PowerPoint
	+ Creating Charts in Excel
	+ Office Themes and Color Schemes
	+ Inserting Excel Charts into PowerPoint
	+ Modifying Excel Charts in PowerPoint
	+ Creating Native PowerPoint Charts
* Data Visualization Essentials
	+ Eliminating Noise from Slides and Charts
	+ Working with Text
	+ Formatting Charts Effectively
	+ Formatting for Accessibility
* Data Storytelling
	+ Audience Profiling
	+ Identifying and Amplifying the Message
	+ Creating a Narrative Structure
	+ Leveraging Slide Builds
* Conclusion