

**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