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Module 6: Enhancing Charts

A Guide to this Instructor's Manual:
We have designed this Instructor's Manual to supplement and enhance your teaching experience through classroom activities and a cohesive module summary.

This document is organized chronologically, using the same heading in **blue** that you see in the textbook. Under each heading you will find (in order): Lecture Notes that summarize the section, Teacher Tips, Classroom Activities, and Lab Activities. Pay special attention to teaching tips, and activities geared towards quizzing your students, enhancing their critical thinking skills, and encouraging experimentation within the software.

In addition to this Instructor's Manual, our Instructor's Resources Site also contains PowerPoint Presentations, Test Banks, and other supplements to aid in your teaching experience.

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Module Objectives
Students will have mastered the material in PowerPoint Module 6 when they can:

- Work with charts in PowerPoint
- Change chart design and style
- Customize a chart layout
- Format chart elements

- Animate a chart
- Embed an Excel chart
- Link an Excel worksheet
- Update a linked Excel worksheet

122: Work with Charts in PowerPoint

LECTURE NOTES
- Explain the method for creating charts from Excel within PowerPoint (by clicking the Chart button). A sample chart appears on the slide and both PowerPoint and Excel windows are open.
- Demonstrate how you can update data in the Excel worksheet and see changes to the chart automatically on the PowerPoint slide.
- Define and discuss the difference between embedding charts and linking charts. Embedded charts are created from within PowerPoint using the Chart button or by copying and pasting a chart from Excel. A linked chart is an object that is created in another program and is saved in a separate file.
- You can apply themes to charts, which prevents you from having to format individual pieces of a chart.
- You can refine some chart elements, such as the data series and legend.
- The location of the axes titles, data labels, and the legend are determined by the type of chart layout applied to the slide.
- Advanced formatting options include the ability to specify the axes scales and adjust the interval between the values or categories.
- A trendline is a graphical representation of an upward or downward trend in a data series, also used to predict future trends.
- Error bars identify potential error amounts relative to each data marker in a data series.
- Discuss the use of the Paste Special command.

CLASSROOM ACTIVITIES
1. Class Discussion: Discuss linking and embedding, and in what situations you would use each option.

2. Quick Quiz: Matching

1. Linked chart	A. Becomes a part of the presentation like a picture
2. Trendline	B. Determines the location of the legend
3. Error bar	C. Upward or downward graphical representation
4. Chart layout	D. displays a picture of the chart
5. Embedded chart	E. Identifies potential error amounts

Answer key:
1. D
2. C
3. E
4. B
5. A

124: Change Chart Design and Style

LECTURE NOTES
- Being able to use Excel to create charts in PowerPoint offers you many advantages, including the ability to format charts using Excel Chart tools to customize the design, layout, and formatting.
- After you create a chart, you can immediately alter the way it looks by changing different individual chart elements or by applying a predefined chart layout or style.

- You can also easily change the color and effects of chart elements by applying one of the styles found in the Chart Styles gallery.
- Discuss the AutoFit Options available.

TEACHER TIP
Students may need help selecting the right element of a chart in order to customize it. Review the procedures for selecting the entire chart, the gridlines, and so on. Explain that if certain features are unavailable on the Ribbon, it may be that they have not properly selected the element that they want to modify.

CLASSROOM ACTIVITIES
1. Critical Thinking: What would be a good reason to have multiple layouts applied to the same chart? (Answer: Any creative answer is acceptable. A sample answer includes: One reason to have multiple layouts applied to the same chart is if you need to present data to different groups of people and, among those groups, you'd like to show different chart elements. For example, one group may not need to see a chart title, while another group may not want to see the legend. One group may want or need the legend to be in a specific location.)

2. Assign a Project:
Have students create a new chart in a presentation. Let them experiment with different styles.

126: Customize a Chart

LECTURE NOTES
- Explain that you can customize chart elements, such as gridlines, labels, and the background.
- Major gridlines identify major units on the axis and are usually identified by a tick mark.
- Tick marks are small lines of measurement that intersect an axis and identify the categories, values, or series in a chart.
- Minor gridlines identify minor units on the axis and can also be identified by a tick mark.
- Gridlines are helpful because they make the data easier to read.
- Discuss the Insights pane. In PowerPoint 2013, this was the Research pane.

CLASSROOM ACTIVITIES
1. Class Discussion: Figure 6-5 shows the use of major and minor gridlines. Ask the students when they would choose to use no gridlines? When would they choose to use major gridlines? Minor gridlines?

2. Quick Quiz:
    1. Which type of gridline is represented by a tick mark? (Answer: Both major and minor gridlines are represented by tick marks.)
    2. You can right-click text elements of a chart and format them with the Mini toolbar. What is the benefit of using the Mini toolbar? (Answer: It's a fast and simple method for formatting text elements.)

3. Critical Thinking: How would you use the Insights pane to research organizations such as R2Go? What phrases in a PowerPoint presentation on R2Go would you select?

128: Format Chart Elements

LECTURE NOTES

- The benefit of formatting chart elements is to gain control of the chart's appearance.
- Quick Styles in PowerPoint provide you with a number of choices to modify all the elements in a chart. Even with all the Quick Style choices, you still may want to format individual elements to make the chart easy to read and understand.

CLASSROOM ACTIVITIES
1. Classroom Discussion:
Have students point out specific Quick Styles and think of chart types that would benefit from them. Get them thinking about best ways to present different types of information to different audiences.

2. Assign a Project:
Have students apply Quick Styles to the charts they created earlier in this lesson.

130: Animate a Chart
LECTURE NOTES
- You can animate elements of a chart, much in the same way you animate text and graphics.
- You can animate the entire chart as one object, or you can animate the data markers.
- There are two options for animating data markers individually: by series or by category.
- Animating data markers individually by series displays data markers of each data series (or the same-colored data markers).
- Animating data markers individually by category displays the data markers of each category in the chart. If you choose to animate the chart's data markers as a series, the entire data series is animated as a group; the same is true for animating data markers by category.
- Point out the Clues to Use box on inserting a picture as a slide background.

TEACHER TIP
Discuss the problem with animating too many objects on a slide. Too much animation may detract from the message of the presentation or, worse, the animation may become the focus of the slide show, not the content being delivered.

CLASSROOM ACTIVITIES
1. Critical Thinking: What types of charts would not benefit from animation? (Answer: Any type of chart that needs to be shown all at once in order to be understood. For example, when using a pie chart, you typically want to show how something is divided so that you can make comparisons among the individual slices. In this case, it would not be effective to present one slice of the pie chart at a time. Viewers could not learn anything from the chart until all of the slices of the pie chart were present.)

2. Quick Quiz:
        1. You can animate the entire chart as one object, or you can animate the_____. (Answer: data markers)
        2. Animating data markers individually by _____ displays the data markers of each category in the chart. (Answer: category)

3. Critical Thinking: Why would you want to use a picture as a slide background? Give some examples of picture backgrounds that R2G could use.

LAB ACTIVITIES
1. Create a sample chart or use one from this chapter. Supply all of the students with the same chart. Tell them that they can animate the data markers by series or by category. Students should determine which option would be the most appropriate and be able to explain why. Spark a classroom discussion to find out why students chose the option that they did.

2. Access the web and find a royalty-free image that is consistent with R2G. Create a new PowerPoint presentation and add the image as a background to a slide. Spark a classroom discussion to find out why students chose the image that they did.

132: Embed an Excel Chart
LECTURE NOTES
- Remind students that they can embed an Excel chart from within PowerPoint or embed an existing chart from PowerPoint.
- Embedding occurs when you use one program to create an object in another program.
- Review the following terms and concepts:
  - When you use a program, such as Excel, to embed charts, Excel is the source program.
  - The object you create with the source program is called the source file.
  - The program into which you insert the source file is the destination file.
- Explain the difference between embedding all or part of an Excel worksheet.

CLASSROOM ACTIVITIES
1. Quick Quiz: Matching

1. Excel chart in PowerPoint	A. Source program
2. Excel	B. Source file
3. PowerPoint with Excel chart inserted	C. If you do not have Excel
4. Microsoft Graph	D. Destination file

Answer Key
1. B
2. A
3. D
4. C

2. Critical Thinking: When would it be better to embed a chart in PowerPoint rather than link one? When would it be better to link a chart in PowerPoint rather than to embed one? (Answer: It would be better to embed a chart in PowerPoint when you want to be able to continually edit the chart data in Excel and have the chart update automatically on the PowerPoint slide. It would be better to link a chart in PowerPoint when you do not want the chart altered from within PowerPoint by another user or by mistake.)

134: Link an Excel Worksheet

LECTURE NOTES
- Discuss linking objects in PowerPoint and differentiate linking from embedding.
- When you link a chart in PowerPoint, a link is established between the source file and the destination file.
- Unlike embedded objects, a linked object is stored in its source file, not on the slide or in the presentation file.
- The object in the destination file is just a representation of the source file.
- Any changes made to the source file are automatically reflected in the destination file.
- You can link bitmap images, Excel worksheets, and even PowerPoint slides.
- Use Table 6-1 to review when you should use embedding and when you should use linking.

CLASSROOM ACTIVITIES

1. Classroom Discussion:
Have students give real-world examples of when they would embed vs. link. Have students explain their reasoning.

2. Quick Quiz:
Imagine you have two Excel worksheets that you need to insert into PowerPoint. One of the worksheets (Worksheet A) is a list of all of the schools you attended and the teachers you had from K-12th grade. The other worksheet (Worksheet B) is a record of your three children's height, weight, and body mass index that you update each year after their annual physical. Which worksheet (A or B) should you link to the PowerPoint slide and why? (Answer: You should link Worksheet B because it has information that will need to be updated each year in the source program.)

136: Update a Linked Excel Worksheet

LECTURE NOTES
- Demonstrate how to update a linked object by opening the object in the source program and making edits to it.
- You can open the source program by double-clicking the linked object in the PowerPoint slide, as you did with embedded objects, or by starting the source program.
- When you work on a linked object in its source program, your PowerPoint presentation can be either open or closed.
- Explain how to edit a link.

CLASSROOM ACTIVITIES
1. Quick Quiz:
    1. (True/False) When you update a linked object, PowerPoint must be open the entire time. (Answer: False)
    2. (True/False) You can update a linked file by double-clicking its image on the PowerPoint slide. (Answer: True)

3. You can link Excel worksheets and PowerPoint slides from another presentation into PowerPoint.
    (Answer: True)

2. Critical Thinking: John opens a PowerPoint presentation and views Slide 6, which includes an image of a chart. He double-clicks the chart and receives a warning message that he cannot work on the chart because Excel is not installed on his computer. Which of the following is true? The originator of the PowerPoint presentation: a) Embedded the chart in PowerPoint, or b) Created the chart in Microsoft Excel, then linked it to PowerPoint. (Answer: b. You can tell that the chart is linked because it requires another program to update the chart.)

End of Module Material

- **Concepts Reviews** consist of multiple choice, matching, and screen identification questions.
- **Skills Reviews** provide additional hands-on, step-by-step reinforcement.
- **Independent Challenges** are case projects requiring critical thinking and application of the module skills. The Independent Challenges increase in difficulty, with the first one in each module being the easiest. Independent Challenges 2 and 3 become increasingly open-ended, requiring more independent problem solving.
- **Independent Challenge 4: Explore** contain practical exercises to help students with their everyday lives by focusing on important and useful essential skills, including creating photo montages for scrapbooks and photo albums, retouching and color-correcting family photos, applying layer styles and getting Help online.
- **Visual Workshops** are practical, self-graded capstone projects that require independent problem solving.

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