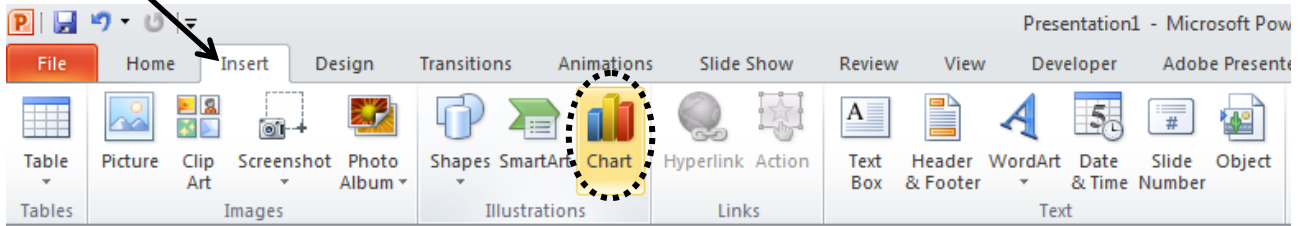
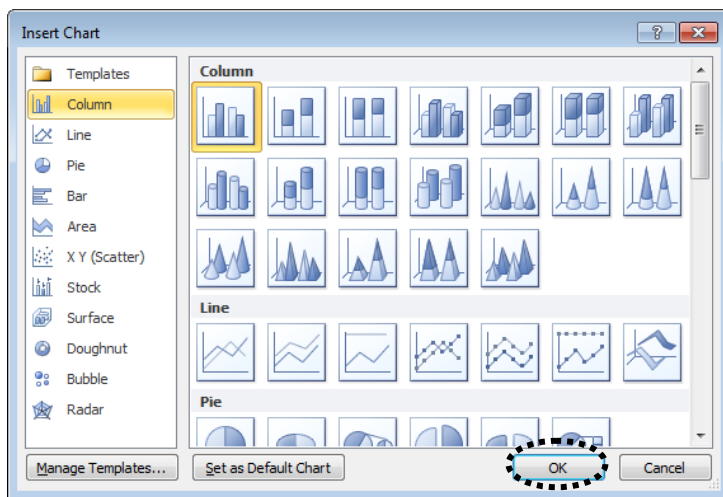


## Graphs

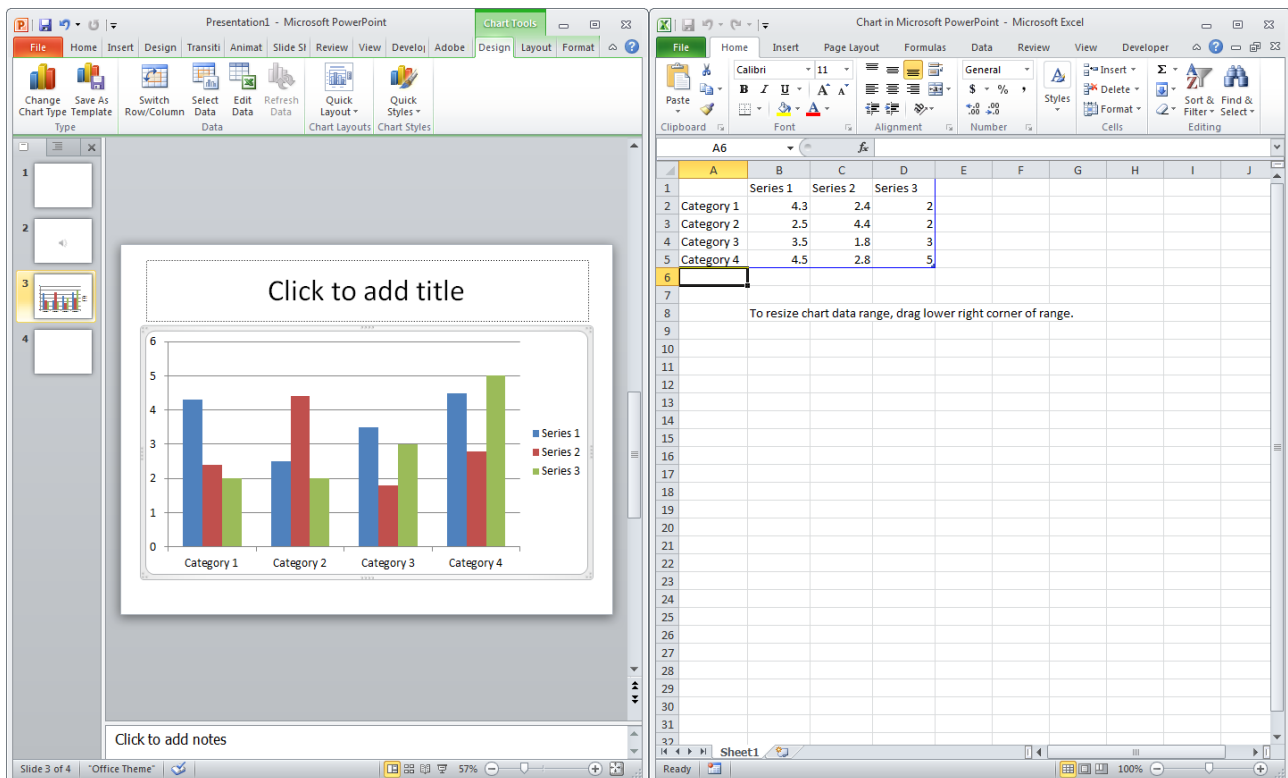
Insert > Chart



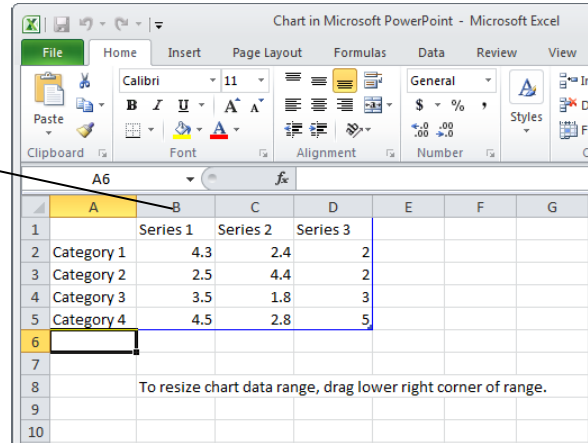
Select the type of chart you wish to use, and then click **OK**



An Excel window will open, allowing you to edit the data in your chart

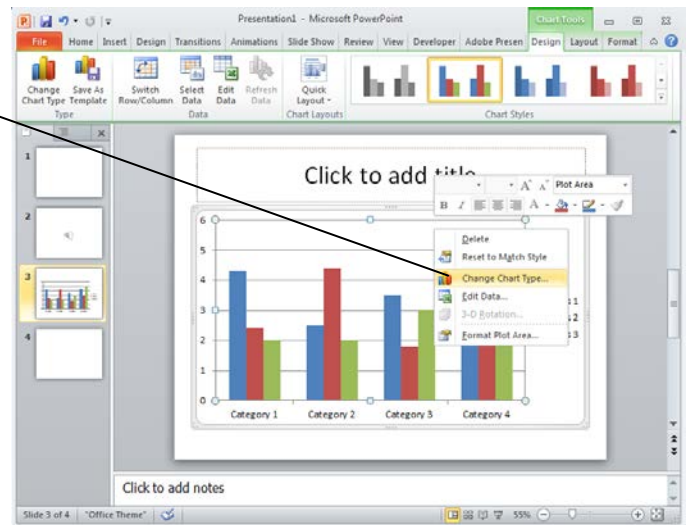


- Add your data to the table
- You can add extra rows and columns. Right Click on a column or row and select Insert



If the table disappears, **Right click** on the chart > **Edit Data**, it will appear again.

- To change the type of chart right click on the Chart – Change Chart Type
- To add animation to your chart **Select** the chart > **Animations > Custom Animation**



**Diagrams**

- **Insert > SmartArt**
- Choose a Diagram type
- Click on objects within the diagram to edit them
- Right click on objects to change their properties
- To add custom animations
  - Go to **Animations > Animation**
  - Select the object you wish to animate, click on **Add Animation**

