Graphs

Insert > Chart

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

A excel window will open, allowing you to edit the data in your chart.

Click to add title.

To resize chart data range, drag lower right corner of range.
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

  o Go to Animations > Animation

  o Select the object you wish to animate, click on Add Animation