

Use charts and graphs in your presentation

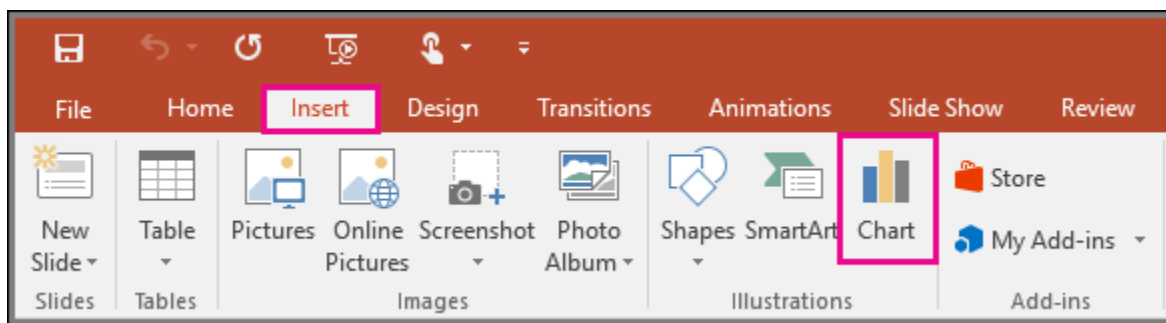
You can make a chart in PowerPoint or Excel. If you have lots of data to chart, [create your chart in Excel](#), and then [copy it into your presentation](#). This is also the best way if your data changes regularly and you want your chart to always reflect the latest numbers. In that case, when you copy and paste the chart, [keep it linked to the original Excel file](#).

Tip: Check out these [YouTube videos from PowerPoint community experts](#) for more help with charts!

Newer versionsOffice 2010Office 2007

To create a simple chart from scratch in PowerPoint, click **Insert** > **Chart** and pick the chart you want.

1. Click **Insert** > **Chart**.

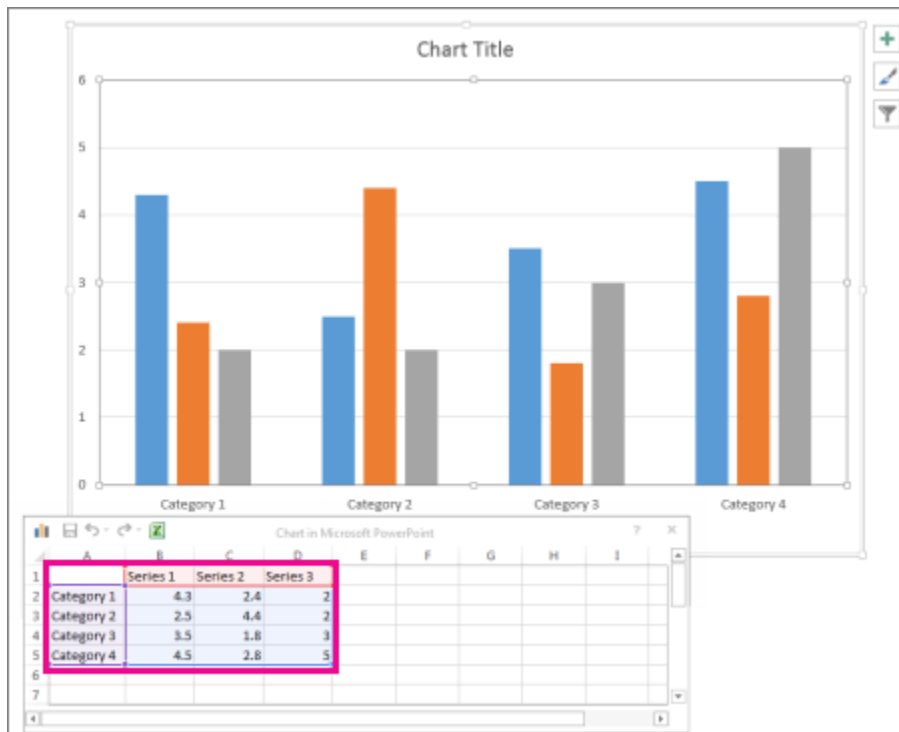


2. Click the chart type and then double-click the chart you want.



Tip: For help deciding which chart is best for your data, see [Available chart types](#).

3. In the worksheet that appears, replace the placeholder data with your own information.



4. When you've finished, close the worksheet.

Tip: When you insert a chart, small buttons appear next to its upper-right corner. Use the **Chart Elements**  button to show, hide, or format things like [axis titles](#) or [data labels](#). Or use the **Chart Styles**  button to quickly [change the color or style of the chart](#). The **Chart Filters**  button is a more advanced option that [shows or hides data in your chart](#).