AT Quick Guide

Using PowerPoint 2003* to create data graphs
(e.g., bar graphs or line graphs)

1. Launch PowerPoint (usually in the applications folder).

2. In the menu bar, go to **File → New**
    Then under the New Presentation sidebar, click on "**Blank presentation**".
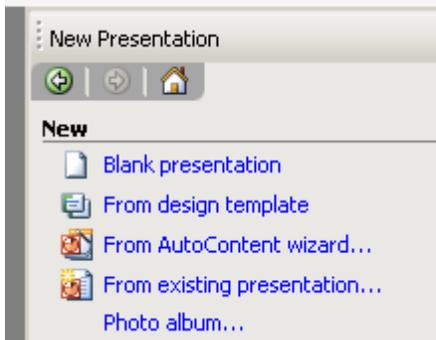
3. On the Slide Layout sidebar, scroll down to "Other layouts."

    Select a slide with a picture of a graph on it.

4. The slide in the main window will now have the slide layout you have chosen.

Double click to add chart

* If you have an earlier version of PowerPoint, your screen layout may look different, but all the functions to create simple graphs are still available.

5. You will then see a sample bar graph with a data sheet table.
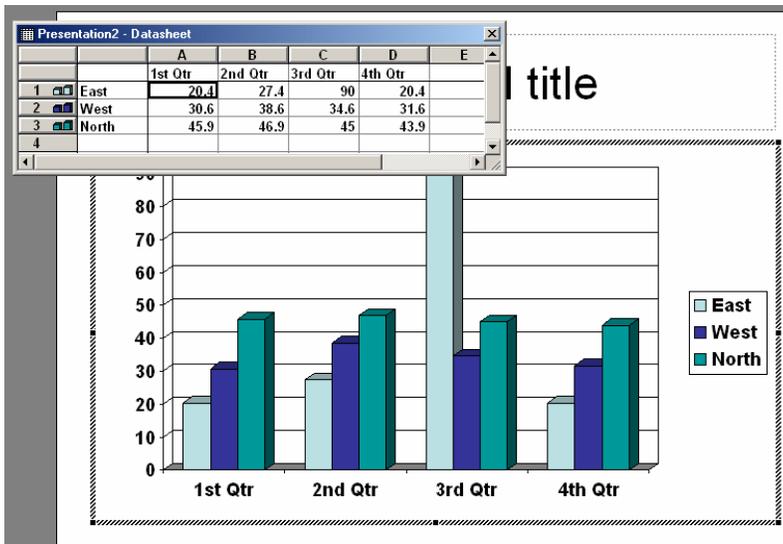
6. Single click on the grey A B C and D columns and click delete to erase the sample data. Write the student names in these columns.
7. Then do the same with the grey 1 2 3 rows (single click and delete sample data.). Describe the intervention conditions here and put in your numeric values.
8. Click on the "x" to close the datasheet.
9. Be sure to title your graph (e.g., handwriting in words per minute, or number of minutes of on-task behavior, number of minutes standing independently)
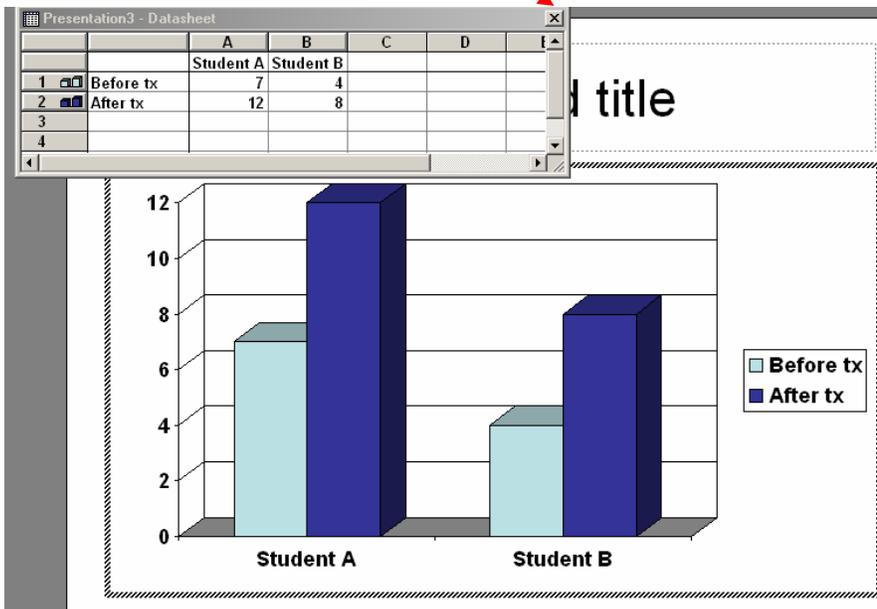
Printing your data slide:
Slides can be printed for your files. In the menu bar, go to File→Print.
From the print screen, choose "Slides" and then choose color or grayscale or black and white

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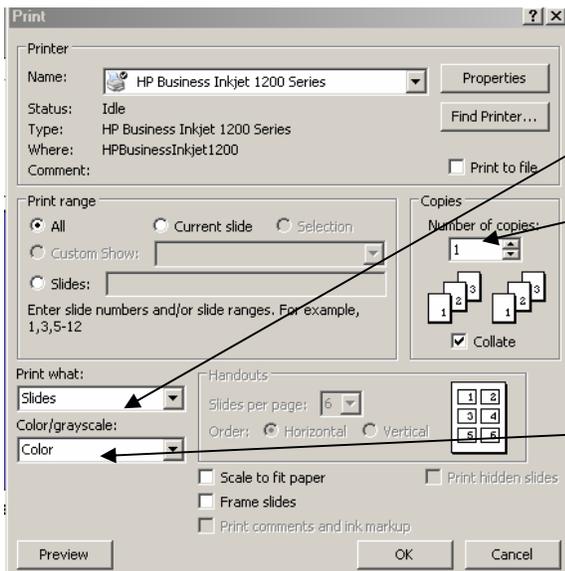
Enter chart edit mode to make more changes to your chart.

Double-click on your chart to enter the edit-mode for the chart. You'll know if you are in the edit-mode because your slide in the left pane will have gray slashes through it.
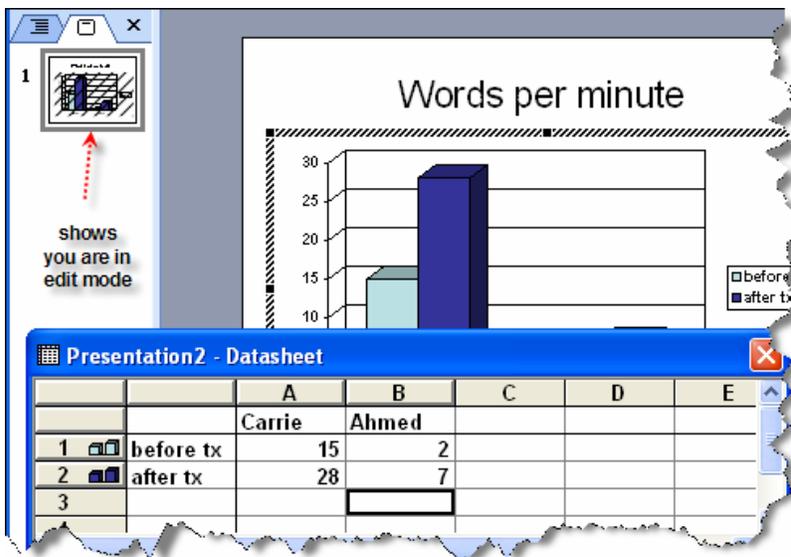
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<u>Using other types of data</u> graphs (line graphs, pie charts)

In chart edit mode, click on the pull down menu by the graph icon on the top tool bar to try different kinds of graph layouts. Or choose **Chart→Chart Type** from the menu bar. (You won't see the graph icon or the Chart menu if you are not in chart edit mode).

OR
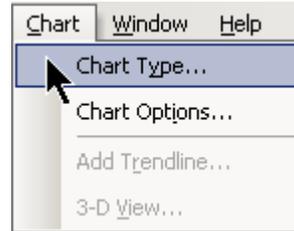
*Note: You may not see the graph icon in your tool bar if another toolbar is sharing that row. If you don't see the graph icon, click on the dropdown at the end of the toolbar to see the icons that don't fit in the row, or just use the **Chart** menu instead.

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