Microsoft®

Graphs and Organization
Charts in PowerPoint 2003
Student Edition

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Chapter One: Working with Graphs and Organization Charts

Chapter Objectives:

- Creating a Chart and Modifying a Chart
- Selecting a Chart Type
- Creating an Organization Chart
- Modifying and Formatting an Organization Chart

Chapter Task: Add a Chart and an Organization Chart to a Slide

“A picture is worth a thousand words.” Nowhere is this truer than in PowerPoint. In this chapter, you’ll learn how to convey information with two different types of charts: organization charts and “plain vanilla” charts.

One of the best ways to present numbers is with a chart—and the Microsoft Graph program makes adding charts to your slides easy. This chapter explains just about everything you need to know about charts—how to create dynamic-looking charts, how to edit and format charts, and how to work with different types of charts.

If you have ever worked for a large organization, you probably know what an organization chart is. Organization charts show the hierarchy of an organization—who reports to whom, who’s on top, who’s on the bottom, and so on. Organization charts display employee relations, family genealogies, and other hierarchical relations. You could use PowerPoint’s text box and line drawing tools to create an organization chart—but this process would take hours to complete. Instead, use the Microsoft Organization Chart program to add an organization or flow chart to your slide.

Prerequisites

- How to use menus, toolbars, dialog boxes, and shortcut keystrokes.
- Move the mouse pointer and navigate between the slides in a presentation.
Lesson 1-1: Creating a Chart

You already know what a chart is—charts illustrate data, relationships, or trends. Like the idiom “a picture is worth a thousand words”, charts are often much better at presenting information than hard to read numbers in a table. PowerPoint comes with a great built-in program for creating charts called Microsoft Graph. This lesson introduces charts and explains how to create a chart slide.

1. **Start Microsoft PowerPoint.**
   Microsoft PowerPoint starts with a blank presentation. Here’s how to add a chart slide to a presentation…

2. **Find and click the Title and Chart layout option from the Slide Layout task pane.**
   A blank chart appears, as shown in Figure 1-1.

3. **Close the task pane.**
   Let’s add the slide title before we create the actual chart.

4. **Click the Title placeholder and type Survey Results.**
   Now let’s create the chart.

---

**Figure 1-1**
A blank chart slide.

**Figure 1-2**
The Microsoft Graph program contains sample data for an example chart.

**Figure 1-3**
Enter what you want the chart to plot in the data sheet.

**Figure 1-4**
The completed chart.
5. **Double-click the Chart placeholder to add the chart object.**

   The Microsoft Graph program window appears and creates a sample chart from make-believe data. To create a chart, you have to replace the sample data in the data table with your own information. The datasheet is made up of columns and rows and works like a simple spreadsheet program. There are several ways that you can enter information and move between the cells in the datasheet:
   - Use the mouse to click the cell that you want to select or edit with the $\text{CLICK}$ pointer.
   - Use the arrow keys to move the active cell.
   - Press $<$Enter$>$ to move down.
   - Press the $<$Tab$>$ key to move to the next cell or to the right, or press $<$Shift$>$ + $<$Tab$>$ to move to the previous cell or to the left.

6. **Click the D button to select the entire D column. Then press $<$Delete$>$.**

   The data in the D column vanishes. Now let’s enter data into the cells.

7. **Click the first cell in the data table, type Region, and press $<$Enter$>$**.

   Pressing $<$Enter$>$ confirms the cell entry and moves down one cell. Finish entering the column labels.

8. **Type Western, press $<$Enter$>$, type Central, press $<$Enter$>$, type Eastern, press $<$Enter$>$, type Timbuktu, and press $<$Enter$>$**.

   Notice that anything you type replaces the cell’s previous contents.

9. **Complete the data table by entering the following information:**

<table>
<thead>
<tr>
<th>Region</th>
<th>Business</th>
<th>Pleasure</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western</td>
<td>10</td>
<td>12</td>
<td>5</td>
</tr>
<tr>
<td>Central</td>
<td>12</td>
<td>15</td>
<td>8</td>
</tr>
<tr>
<td>Eastern</td>
<td>7</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Timbuktu</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

   Remember to use the arrow keys, the $<$Enter$>$ key, and the $<$Tab$>/<$Shift$>$+$<$Tab$>$ keys to confirm your cell entries and move around the data table.

10. **Click anywhere outside the Microsoft Graph window when you’re finished entering the information in the data table.**

    The Microsoft Graph window closes and a chart based on the information you entered in the data table appears in the slide. Your inserted chart will rarely be the right size so you’ll have to do some resizing. Like any other object, you resize a chart by clicking it and then clicking and dragging one of its eight sizing handles until the chart reaches the desired size.

11. **Save the presentation with the file name Chart.**

    Super! You’ve created your first chart. The next several lessons explain how to modify a chart and work with different types of charts.

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### Quick Reference

**To Insert a Chart Slide:**

1. Click the ![New Slide](image) button on the Formatting toolbar, then find and click the **Title and Chart layout** from the task pane.
2. Double-click the chart placeholder to open Microsoft Graph.
3. Enter your own data into the datasheet.

**To Move Around in the Datasheet:**

- Use the mouse to click the cell that you want to select or edit with the $\text{CLICK}$ pointer.
- Use the arrow keys to move the active cell.
- Press $<$Enter$>$ to move down.
- Press the $<$Tab$>$ key to move to the next cell or to the right; press $<$Shift$>$ + $<$Tab$>$ to move to the previous cell or to the left.
Lesson 1-2: Modifying a Chart

Here’s an important fact: you can select, format, and edit every object in a chart. For example, you can change the style, size, and color of any of the fonts used in a chart, or the background color of the chart. After you’ve completed this lesson, you’ll be a pro at formatting anything and everything in a chart. Some items that can be formatted and edited in a chart include:

- Chart Title
- Any Data Series
- Chart’s Gridlines
- Chart Legend
- Chart Background Area
- Chart Plot Area
- Data tables
- Category Axis

There are two methods you can use to select a chart object:

- **Click the object you want to select.** This is the fastest, most straightforward method to select an object.
- **Select the object from the Chart Object list on the Chart toolbar.** This method is useful when you’re not sure what to click on the chart (for example, what would you click to select the chart’s plot area?).

1. **If the datasheet window is not already open, double-click the chart.**
   The first thing we want to do is change one of the numbers in the chart.
2. **Click the cell that contains the value 10 (where the Business column and Western row intersect), type 11 and press <Enter>.**
   The chart is updated and plots the new value. Next let’s try formatting the chart. Before you can format the chart, you need to select it.
Chapter One: Working with Graphs and Organization Charts

3. Click the chart to select it.

   **NOTE:** Make sure you select the chart itself and not simply the text box containing the chart.

   Sizing handles appear around the selected chart.

   The first object you want to format on the chart is the Pleasure data series. Of course, you must first select the Pleasure Data series before you can format it. You can select the Pleasure Data series from the Chart Object list on the Chart toolbar.

4. Click the Chart Objects list arrow on the Chart toolbar and select Series "Eastern" from the list.

   Selection boxes appear on the three columns of the Eastern data series in the chart.

   Now that you’ve selected the Eastern series, you can format it.

5. Click the Format Data Series button on the Chart toolbar and click the Patterns tab if necessary.

   The Format Data Series dialog box appears, as shown in Figure 1-5. You are presented with a variety of different formatting options that you can apply to the selected series. We’ll take a closer look at how to format a data series in an upcoming lesson—for now, just change the color of the data series.

6. Click a dark red color from the color palette in the Area section and click OK.

   The dialog box closes and the color of the Eastern data series changes to dark red.

   Next, try formatting the chart’s legend so you can place it in a better location on the chart.

7. Double-click the chart’s legend to format it and select the Placement tab.

   The Format Legend dialog box appears.

8. Select the Bottom option and click OK.

   The dialog box closes and the legend appears at the bottom of the chart.

   The last thing to format in this lesson is the chart’s title.

9. Double-click the Category Axis (the horizontal line at the bottom of the chart where the labels “Business,” “Pleasure,” and “Other” appear) to format it and click the Font tab.

   The Format Axis dialog box appears. Change the font of the chart’s category axis labels as follows:

10. Select Arial from the Font list, select 16 from the Size list, and click OK.

    The dialog box closes and the category axis is formatted with the font options you selected.

11. Compare your chart to the one in Figure 1-6 and save your work.

    There are so many different types of chart objects, each with its own individual formatting options; that it would take days to go through all of them. Instead, this lesson has given you a general guideline to follow to select and format any type of chart object you encounter.

---

**Quick Reference**

**To Select a Chart Object:**

- Click the Chart Objects list arrow on the Chart toolbar and select the object.
- Or...
- Click the object.

**To Format a Chart Object:**

1. Double-click the object.

   Or...

   Select the object and select **Format Object** from the shortcut menu.

   Or...

   Right-click the object and select **Format** from the menu.

   Or...

   Select the object and select **Format → Selected Object** from the menu.

---
Lesson 1-3: Selecting a Chart Type

Just as some lures are better than others for catching certain types of fish, there are different types of charts that are better than others for presenting different types of information. So far, you have been working on a column chart, which is great for comparing values for different items, but not so great for illustrating trends or relationships. In this lesson, you will learn how and when to use different types of charts available in Microsoft Graph.

1. If necessary, find and open Lesson 6A and save it as Chart.
   If you don’t know where your practice files are located, ask your instructor for help.
2. If the datasheet window is not already open, double-click the chart.
3. Select Chart → Chart Type from the menu.
   The Chart Type dialog box appears. Here, you can specify the type of chart or graph you want to use to display your data. Note that some charts are better than others at displaying certain types of information (see Table 1-1: Types of Charts and Graphs). Let’s change our chart from a column chart to a 3-D bar chart.
4. In the Chart type list, click Bar. In the Chart sub-type section, click the Clustered bar with a 3-D effect option, as shown in Figure 1-8, and click OK.
   The Chart Type dialog box closes and the column chart is changed to a bar chart, which doesn’t display the data as well. You can quickly change chart types by clicking the Chart Type button on the Graph toolbar.
5. If you haven’t already done so, save this presentation as Chart, and then close the Lesson.
   Because Microsoft Graph offers so many different types of charts and graphs, you should have a general idea which charts are best suited for your needs. Table 1-1: Types of Charts and Graphs shows some of the more commonly used charts and graphs and gives an explanation on how and when they are used.
Table 1-1: Types of Charts and Graphs

<table>
<thead>
<tr>
<th>Chart or Graph Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Column</strong></td>
<td>Column charts are used when you want compare different values vertically side-by-side. Each value is represented in the chart by a vertical bar. If there are several values in an item, each value is represented by a different color.</td>
</tr>
<tr>
<td><strong>Bar</strong></td>
<td>Bar charts are just like column charts, except they display information in horizontal bars rather than in vertical columns.</td>
</tr>
<tr>
<td><strong>Line</strong></td>
<td>Line charts are used to illustrate trends. Each value is plotted as a point on the chart and is connected to other values by a line. Multiple items are plotted using different lines.</td>
</tr>
<tr>
<td><strong>Area</strong></td>
<td>Area charts are the same as line charts, except the area beneath the lines is filled with color.</td>
</tr>
<tr>
<td><strong>Pie</strong></td>
<td>Pie charts are useful for showing values as a percentage of a whole. The values for each item are represented by different colors.</td>
</tr>
<tr>
<td><strong>Scatter</strong></td>
<td>Scatter charts are used to plot clusters of values using single points. Multiple items can be plotted by using different colored points or different point symbols.</td>
</tr>
<tr>
<td><strong>Combination</strong></td>
<td>Combination charts combine two different types of charts together. For example, a combination chart might contain both a column chart and a line chart.</td>
</tr>
</tbody>
</table>

Quick Reference

To Change the Chart Type:
- Select Chart → Chart Type from the menu.
- Click the Chart Type list arrow on the Graph toolbar.
Lesson 1-4: Creating an Organization Chart

The easiest way to begin an organization chart is to select an organization chart slide from the Slide Layout pane when you first start, or insert a new slide.

1. **Click the** New Slide button **on the Formatting Toolbar**, and **select the Title and Diagram or Organization Chart layout from the Slide Layout task pane.**

   A blank Diagram or Organization Chart slide appears, as shown in Figure 1-10.

2. **Click the Title placeholder and type** Regional Organization.

   We’re ready to add the actual organization chart.

3. **Double-click the Organization Chart placeholder.**

   The Diagram Gallery dialog box appears. There are six different types of diagrams you can choose from—see Table 1-2: Diagram Types for more information about each of these diagrams. We want to add an Organization chart.

4. **Make sure the Organization Chart type is selected and click OK.**

   The Microsoft Organization Chart window appears, as shown in Figure 1-12. Microsoft Organization Chart is actually an external program with its own toolbar, and you can use it in any Microsoft Office program.
Chapter One: Working with Graphs and Organization Charts

As you can see, you have been provided with a sample organization chart to help get you started. The top box, called a manager box, represents the highest level of the organization chart, and the three lower boxes represent the subordinates. The top box is already selected, ready for you to enter your information.

5. **Click the top box, type Anthony Jones, press <Enter> and type President.**

The text box resizes itself to fit the text you just typed. That’s all there is to entering text into an organization chart. Let’s start on the next box.

6. **Click the left subordinate box, type Jeane Treane, press <Enter>, and type Western.**

This organization chart stuff isn’t really that difficult, is it? Just two more steps and we’ll be finished entering text into our basic organization chart.

7. **Click the middle subordinate box, type Kenneth Smith, press <Enter> and type Central, then click and type Jim Thorp in the right subordinate box, press <Enter> and type Eastern.**

If North Shore Travel was only a small, four-person show, we’d be finished with our organization chart. We’ll add some more boxes to the organization chart in the next lesson.

8. **Compare your slide with the one in Figure 1-13, and then save your presentation as Org Chart.**

Let’s move on to modifying organization charts, which is the main topic of the next lesson.

---

### Table 1-2: Diagram Types

<table>
<thead>
<tr>
<th>Diagram Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Chart</td>
<td>Used to show hierarchical relations</td>
</tr>
<tr>
<td>Cycle Diagram</td>
<td>Used to show a continuous cycle or process</td>
</tr>
<tr>
<td>Radial Diagram</td>
<td>Used to show relationships of a core element</td>
</tr>
<tr>
<td>Pyramid Diagram</td>
<td>Used to show foundation-based relationships</td>
</tr>
<tr>
<td>Venn Diagram</td>
<td>Used to show areas of overlap between elements</td>
</tr>
<tr>
<td>Target Diagram</td>
<td>Used to show steps towards a goal</td>
</tr>
</tbody>
</table>

---

Quick Reference

To Insert an Organization Chart Slide:

1. Click the New Slide button on the Formatting toolbar and select the Title and Diagram or Organization Chart layout from the task pane.
2. Double-click the organization chart placeholder.
3. Replace the information in the sample organization chart with your own information.

To Change the Text in a Box:

- Click the box and replace its text. Press <Enter> to add a new line. Click outside the box when you’re finished.
Lesson 1-5: Modifying your Organization Chart

1. Click the Anthony Jones box to select it.
   Let’s expand North Shore Travel’s operation by adding another subordinate under Anthony Jones. Click the Insert Shape Button whenever you want to add another box to a organization chart. By default, the Insert Shape Button will insert a subordinate.

2. Click the Insert Shape button arrow on the Organization Chart toolbar.
   The Insert Shape list lets you select the type of shape you want to add.

3. Select Subordinate from the Insert Shape list, as shown in Figure 1-14.
   A new subordinate box appears beneath the President’s, along with the other three regions. Move on to the next step and add the text for this new subordinate box.
4. Click on the newly inserted **subordinate box**, type Valdimir Zavodoskoi, press <Enter> and type Timbuktu. Move on to the next step and we’ll add several subordinates to the Central region.

5. Select the Kenneth Smith box, click the **Insert Shape button** on the Organization Chart toolbar, and type Ann Vant in the new box. Click anywhere outside the box when you’re finished. Ann Vant appears in a subordinate box under Kenneth Smith.

6. Repeat the procedure you learned in Step 5 and add three more subordinate boxes under Kenneth Smith: Linda Haefeman, Corey Anderson, and John Blumquist. You can also add other types of boxes to your organization charts, such as a box that represents an assistant or secretary.

7. Click the President box. Now click the ➤ **Insert Shape button arrow** and select the **Assistant** option from the list. A new assistant box appears beneath the President’s.

8. Click on the newly inserted **Assistant box** and type Jane Kelley and press <Enter>, type Secretary, and click anywhere outside the box when you’re finished. You can rearrange an organization chart by dragging and dropping, for example, if a person moves to another position.

9. Click on the edge of the John Blumquist box and drag it over the Jim Thorp box, as shown in Figure 1-15. Release the mouse button when the box outline is directly above the Jim Thorp box. The John Blumquist box appears under the Jim Thorp box.

<table>
<thead>
<tr>
<th>Shape</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Subordinate" /></td>
<td>Creates a box that reports to a manager box. The box will be placed at the level below the selected box.</td>
</tr>
<tr>
<td><img src="image" alt="Coworker" /></td>
<td>Creates a box on the same level of the selected box for co-workers in the same group</td>
</tr>
<tr>
<td><img src="image" alt="Assistant" /></td>
<td>Creates a subordinate box that provides assistance or advice to its manager</td>
</tr>
</tbody>
</table>

**Quick Reference**

**To Add a Box to an Organization Chart:**

1. On the organization chart, click the box that corresponds to where you want to add the new box.

2. Click the ➤ **Insert Shape button arrow** and select the type of shape you want to add.

3. Enter the text to the newly added box and click outside the box when you’re finished.

**To Move a Box:**

1. Click the box you want to move.

2. Drag the box to its new position and release the mouse button.

**To Delete a Box:**

- Click the box to select it and press the <Delete> key.
Lesson 1-6: Formatting Your Organization Chart

When first created, organization charts are rather plain and ordinary—and sometimes this is for the best, since organization charts should be easy to read and understand. Occasionally, however, you will want to spice up your organization charts by formatting them with cool colors, shapes, and font types. Just like any other object in PowerPoint, you can add shadow effects, format text, and change the color and line type in your organization chart. In this lesson you will learn how to do just that.

For reasons unbeknownst to everyone except the developers at Microsoft, PowerPoint 2003 has much fewer formatting options for organization charts than in previous versions. So, if you’re a pro when it comes to working with organization charts in PowerPoint 97 or 2000 and were thinking about skipping over this lesson, think again. You’re going to need this lesson just as much as the novices do!

1. If necessary, find and open the Lesson 6B presentation and save it as Org Chart.
   If you don’t know where your practice files are located, ask your instructor for help.
2. **Make sure your organization chart is ready to be edited.**

   The bluish-gray color of the boxes in the organization chart is a little dull. Let’s try changing the color of the president’s box to something a little brighter.

3. **Right-click the Anthony Jones box and select Format AutoShape from the shortcut menu.**

   The Format AutoShape dialog box appears. If you have used PowerPoint’s drawing tools before, you should already be familiar with this dialog box. The Format AutoShape dialog box contains options to change the various colors used in any object.

4. **In the Fill section, click the ✔ Color list arrow and select a yellow color.**

   Move on to the next step to close the Format AutoShape dialog box.

5. **Click OK.**

   The Format AutoShape dialog box closes and PowerPoint formats the president’s box with the selected color.

   You can also change the layout of an organization chart—for example, you can place all the subordinate shapes to the left or right of the superior shape instead of below it. Here’s how to change the layout of an organization chart…

6. **Click the ➥ Layout button arrow on the Organization Chart toolbar.**

   A list of organization chart layouts appears. Table 1-4: Layout Options describes each of the available layouts.

7. **Select Left Hanging from the Layout list.**

   The organization chart is reformatted with the left hanging layout.

8. **Close Microsoft PowerPoint without saving any of your changes.**

---

<table>
<thead>
<tr>
<th>Layout</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard</strong></td>
<td>Arranges the subordinate shapes horizontally below the superior (manager)</td>
</tr>
<tr>
<td></td>
<td>shape that's selected</td>
</tr>
<tr>
<td><strong>Both Hanging</strong></td>
<td>Places all subordinate shapes equally to the left and right of the selected</td>
</tr>
<tr>
<td></td>
<td>superior shape connector</td>
</tr>
<tr>
<td><strong>Left Hanging</strong></td>
<td>Places all subordinate shapes to the left of the selected superior shape</td>
</tr>
<tr>
<td></td>
<td>connector</td>
</tr>
<tr>
<td><strong>Right Hanging</strong></td>
<td>Places all subordinate shapes to the right of the selected superior shape</td>
</tr>
<tr>
<td></td>
<td>connector</td>
</tr>
</tbody>
</table>
Chapter One Review

Lesson Summary

Creating a Chart

- **To Insert a Chart Slide:** Click the **New Slide button** on the Formatting toolbar, then find and click the **Title and Chart layout** in the task pane. Double-click the chart placeholder to open Microsoft Graph and replace the sample information in the datasheet with your own information.

- **To Move Around in the Datasheet:**
  - Use the mouse to click the cell that you want to select or edit with the pointer
  - Use the arrow keys to move the active cell
  - Press **<Enter>** to move down
  - Press the **<Tab>** key to move to the next cell or to the right; press **<Shift> + <Tab>** to move to the previous cell or to the left

Modifying a Chart

- **To Select a Chart Object:** Click the **Chart Objects list arrow** on the Chart toolbar and select the object or simply click the object if you can find it.

- **To Format a Chart Object:** Use any of these methods:
  - Double-click the object
  - Select the object and click the **Format Object button** on the Chart toolbar
  - Right-click the object and select **Format Object** from the shortcut menu
  - Select the object and select **Format → Format Object** from the menu
  ...then click the tab that contains the items you want to format and specify the formatting options.

Selecting a Chart Type

- **To Change the Chart Type:** Select **Chart → Chart Type** from the menu.

Creating an Organization Chart

- **To Insert an Organization Chart Slide:** Click the **New Slide button** on the Formatting toolbar and click the **Title and Diagram or Organization Chart layout** in the task pane. Double-click the organization chart placeholder. Replace the information in the sample organization chart with your own information.

- **To Change the Text in a Box:** Click the box and replace its text. Press **<Enter>** to add a new line. Click outside the box when you’re finished.

Modifying your Organization Chart

- **To Add a Box to an Organization Chart:** On the organization chart, click the box that corresponds to where you want to add the new box. Click the **Insert Shape button arrow** and select the type of shape you want to add. Enter the text to the newly added box and click outside the box when you’re finished.
• **To Move a Box:** Click the box you want to move, drag the box to its new location and release the mouse button.

• **To Delete a Box:** Click the box to select it and press the <Delete> key.

### Formatting Your Organization Chart

• **To Select an Organization Chart Box:** Click the box you want to select.

• **To Select Several Organization Chart Boxes:** To select more than one box hold down the <Shift> key as you click each box.

• **To Select Certain Positions in an Organization Chart:** Click the Select button from the Organization Chart toolbar to select only certain positions in an organization chart, or to select the entire organization chart.

• **To Format the Boxes in an Organization Chart:** Right-click the box and select Format AutoShape from the shortcut menu.

• **To Change the Layout of an Organization Chart:** Click the Layout button from the Organization Chart toolbar and select the desired layout.

### Quiz

1. **You can edit or format a chart object using any of the following methods, except…**
   - A. Double-clicking the object.
   - B. Right-clicking the object and selecting Format Object from the shortcut menu.
   - C. Selecting the object and clicking the Format Object button on the Chart toolbar.
   - D. Click the Chart Objects list arrow on the Chart toolbar and select the object.

2. **The datasheet for a new chart contains sample information that you replace with new information that you want the chart to plot. (True or False?)**

3. **You want to track the progress of the stock market on a daily basis. Which type of chart should you use?**
   - A. Line chart
   - B. Column chart
   - C. Row chart
   - D. Pie chart

4. **What kind of information would you most likely place in an organization chart?**
   - A. A military unit’s chain of command.
   - B. The number of hamburgers a restaurant sold during the past month.
   - C. The cash flow of five regional offices, broken down by month.
   - D. The number of students that fail or pass their first driver’s test.
5. Which of the following statements is NOT true? (Trick Question!)

A. Organization charts are actually created in a separate program.
B. In an organization chart, the Assistant box and the Subordinate box are two different names for the same type of organization chart box.
C. An assistant box appears directly below the selected box.
D. New organization charts have sample boxes with sample text that you can replace with your own information.

Homework

1. Start PowerPoint, select the Blank presentation option and click OK.
2. Select the Title and Chart slide layout from the task pane.
3. Double-click the chart object.
4. Enter the following information into the datasheet table:

<table>
<thead>
<tr>
<th></th>
<th>Qtr 1</th>
<th>Qtr 2</th>
<th>Qtr 3</th>
<th>Qtr 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vancouver</td>
<td>42,000</td>
<td>28,000</td>
<td>38,000</td>
<td>35,000</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>20,000</td>
<td>9,000</td>
<td>14,000</td>
<td>14,000</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>49,000</td>
<td>38,000</td>
<td>54,000</td>
<td>45,000</td>
</tr>
<tr>
<td>Montreal</td>
<td>65,000</td>
<td>45,000</td>
<td>63,000</td>
<td>5,000</td>
</tr>
</tbody>
</table>

5. Change the font of the chart legend to Arial 12 pt. Click the legend to select it, select Arial from the Font list on the Formatting toolbar and 12 from Font Size list on the Formatting toolbar.
6. Change the chart type to a 3-D Bar chart. Click the Chart Type list arrow and select the option.
7. Give the chart the title “Package Sales”. Select Chart → Chart Options from the menu, type “Package Sales” in the Chart title box and click OK.
8. In the title bar, type North Shore Travel.
9. Change the color of the Montreal color series to dark red. Double-click any of the Montreal bars, select a dark red color, and click OK.
10. Click anywhere outside the chart.

11. Click the New Slide button on the Standard toolbar and select the Title and Diagram
or Organization Chart slide layout.

12. Double-click the organization chart object, make sure “Organization Chart” is
selected and click OK.

13. Create the following organization chart:

```
<table>
<thead>
<tr>
<th>Bruce's Bait and Tackle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruce Johnson</td>
</tr>
<tr>
<td>President</td>
</tr>
<tr>
<td>Jack Cortez</td>
</tr>
<tr>
<td>Admin Assistant</td>
</tr>
<tr>
<td>James McGraw</td>
</tr>
<tr>
<td>Minnows</td>
</tr>
<tr>
<td>Norm Judd</td>
</tr>
<tr>
<td>Worms</td>
</tr>
<tr>
<td>John Hanlin</td>
</tr>
<tr>
<td>Tackle</td>
</tr>
<tr>
<td>Nightcrawlers</td>
</tr>
<tr>
<td>Leaches</td>
</tr>
</tbody>
</table>
```

Remember: Click inside the boxes and replace their sample text. To add a box, click
the box that corresponds to where you want to add your new box, then select the type
of box you want to add from the Insert Shape menu on the Organization Chart
toolbar.

14. Select the entire organization chart by clicking on the boxes while pressing the Shift
key. Right click on any of the boxes and select Format AutoShape from the shortcut
menu. Select a white color from the Fill menu, and click OK.

15. Click the Organization Chart window’s close button.

**Quiz Answers**

1. D. This is not a method for formatting a chart object (This question was really difficult –
sorry!)

2. True.

3. A. Line charts are great at illustrating trends or illustrating changes that occur over time.

4. A.

5. C. Assistant boxes do appear beneath their supervisor’s box, but they are offset to the left
or right and therefore don’t appear directly beneath the supervisor’s box.