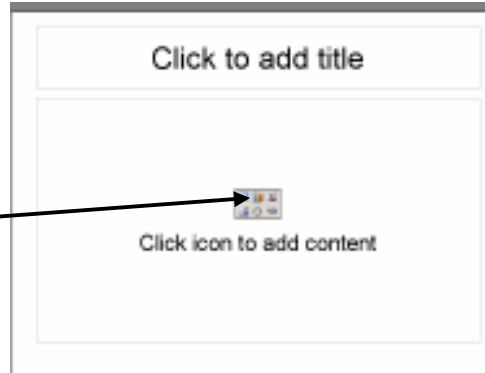


# Chart in PowerPoint

1. Select the **Slide Layout** that looks like the picture at the right.
2. Click the **Insert Chart** button in the content placeholder. [Top, Middle Button]
3. Key the following data replacing the existing data below:



	<b>Audio Unit</b>	<b>Installation</b>	<b>Monthly Fee</b>
<b>Senior Security</b>	15	10	25
<b>Always Alert</b>	25	25	30

4. Right Click the 3 row heading and click delete to remove that row.
5. Right Click the D column heading and click delete to remove that column.
6. In the datasheet, drag over the data cells and click the currency style button on the formatting toolbar. (Make the numbers look like money.) Click the **Decrease Decimals** button. (There should be no numbers pass the decimal point. In fact, there won't be any decimal point.)
7. Looking at the chart, double click on the numbers on the left hand side of the chart. Click the Font tab. Change font size to 22 and pick font color of your choice. OK
8. Do the same thing for the text at the bottom of the chart.
9. Double click on the Bars of the chart. Adjust the color and the pattern to your liking.
10. Add a title – Your Name's Chart Slide
11. Print this slide.

