Diagrams and charts are excellent graphics that can add depth to your presentations. If you choose a slide design with a layout option for adding a diagram/graph, you can execute these design options directly from your slide.

**Demo**

In the above slide design, the slide is properly formatted with the space to add various graphics, including a diagram and chart.

You can also add diagrams or charts in any slide design through the **Insert** tab menu; these types of slides are just the simplest method to do so.

**Diagrams**

There are several diagram options in PowerPoint: Cycle, Target, Radial, Venn, and Pyramid. You can use these to communicate specific concepts.

**To insert a diagram:**

⇒ Click on the SmartArt icon in the slide, or
⇒ Click on **Insert/SmartArt**, or
A **SmartArt Graphic** window will appear.

If you single-click the diagram of your choice, you will get a description of the use of that diagram type.

Double-click the diagram of your choice to insert it into your slide.

You may resize the diagram box by clicking and dragging the blue border on the inner edge of the box.

If you would like, you may modify the graphic further and then close the toolbar.

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**Charts**

Charts, which are created using numbers, can be generated in PowerPoint or imported from Excel. When you create a new chart in the program, a chart is displayed with its associated data sheet. You can enter your own data on the datasheet or import data from another program.

**To insert a Chart:**

⇒ Click on the chart icon in your slide, or

⇒ Click on **Insert/Chart**, or

⇒ Your main menu will automatically change to include both a **Data** and **Chart** menu when sample chart and datasheet appear.

⇒ To replace the sample data, click a cell on the datasheet, and then type the information.
To change the chart type, click on the Chart Tools menu; select Design/Change Chart Type. In the Chart Type window that appears, click on the desired Chart type and sub-type. Click OK.

To return to PowerPoint, where you can move and size the chart, click outside the chart on the slide.

If you wish to modify the chart further, double-click the chart on the slide.