



# Gathering Information

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## POWER POINT

### HOW TO CHART IN POWER POINT

This information is for students who do not already know how to use Power Point. If you already know how to create tables, charts and graphs, you may not need this tutorial.

Using the quantitative data provided by Sample Research Paper: Research Project #2, I will demonstrate how to create text slides, bar charts, pie charts, line graphs and tables in PowerPoint. NOTE: You do not need to print out the sample paper at this point. I have provided all of the details that you need within this lecture in order for the instructions to make sense.

#### TO ACCESS POWER POINT (Using a PC Computer)

Click on the “Start” button (it's in the bottom left corner of the computer screen).

- Select MicroSoft Office
- A pop-up window will appear
- Select MicroSoft Office Power Point 2003

#### TO CREATE A POWER POINT PRESENTATION

- Under “File,” select “New Presentation”.

(You will choose a template from off the side that fits your need: Text Only, Image Only, or Text and Images. There are several choices for each. SEE BELOW)

#### TO CREATE A TITLE SLIDE

- Choose a Text Template suitable for a Title Page Slide
  - Type in the Title of Presentation: A Destination Wedding
  - Type in the SubTitle: New Orleans versus Napa Valley
- \*Always remember to “Save” whenever you have completed a step or risk losing your work.

#### TO “SAVE” A POWER POINT SLIDE

- Go to “Save As”
- Name the file, then give it the extension “.ppt”  
EX: Presentation.ppt (NOTE: you must include “.ppt” in name)
- Hit OK



When giving a formal presentation, the use of PowerPoint slides help provide visual reinforcement.

## TO ADD A POWER POINT SLIDE

- Find “Insert” from the top Menu Bar.
- Select “New Slide.”

## TO CREATE A TEXT SLIDE

- Choose a Text Template in the design you want to use
- Type in the Title: Goals of Wedding Planning
- Type in the SubText: Compare costs and locations of planning a wedding in the Napa Valley to planning a wedding in New Orleans.

## TO SIZE OR MOVE AN IMAGE IN A POWER POINT SLIDE

Both text boxes and image boxes can be resized simply by dragging on the corner of the box. Both text and image boxes can be moved simply by clicking and holding on the box - - and then dragging it to where you want it.

## BAR CHARTS

(Use when you want to compare one item with others.)

The person who was conducting this research project wanted to know how many attractions each of the cities she was considering as a wedding destination had to offer. This information was important to her final decision. She found that the French Quarter offers 136 local attractions, Napa offers 21, and San Francisco offers 120.

### DIRECTIONS:

- Find “Insert” from the top Menu Bar
- Select “New Slide”
- Select the Bar Chart Template you want to use (title box over chart)
- Type in the title: Attractions in the Area
- Double click on the bar chart box
- TOP: Chart Type = select the bar chart template you want to use
- Type in the data

NOTE: Watch the graph change as you type in the data and then click off that box.

	A	B	C
(blank)(blank)	French Quarter	Napa	San Francisco
1. French Quarter	136		
2. Napa		21	
3. San Francisco			120

“SAVE” POWER POINT FILE

# PIE CHARTS

(Use when you want to show percentages.)

When the researcher analyzed the data from Question 5 of the sample survey (which you will learn how to do next week), she interpreted the data to show that 53% of her attendees preferred the French Quarter as a favorite attraction, 22% preferred Bourbon Street, 8% preferred Fisherman's Wharf, and 17% preferred other locations.

## DIRECTIONS:

- “Insert”: New Slide
  - Select the bar chart template (title box with chart box underneath)
  - Type in the title: Attractions Preferences
  - Double click on the chart box
  - TOP: Chart Type = select the Pie Chart Template
  - Type in the data
- NOTE: Watch the graph change as you type in the data and then click off that box.

	A	B	C	D
(blank)(blank)	French Quarter	Bourbon Street	Fisherman's Wharf	Other
1.	.53	.22	.08	.17
2.				
3.				

## TO SHOW THE DATA INSIDE THE CHART:

- Select the section of the pie chart and double click on it
- Select “Data Labels”
- Select “Show Percent”

You can drag the “Percent” box inside the chart

“SAVE” POWER POINT FILE

# LINE GRAPHS

(Use when you want to show changes over time.)

The person who was conducting this research project wanted to know the monthly temperatures for each of the cities she was considering as a wedding destination. This information was important to her final decision. She found that Napa and San Francisco had comparable temperatures, so she charted the information for Napa and New Orleans.

## DIRECTIONS:

- “Insert”: New Slide
- Select the bar chart template (title box with chart box underneath)
- Type in the title: Temperature Comparison
- Double click on the chart box
- TOP: Chart Type = select the Line Graph Template
- Type in the data

NOTE: Watch the graph change as you type in the data and then click off that box.

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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Napa	51	55	62	69	76	85	92	89	82	75	67	55
2. New Orleans	45	51	53	57	67	72	77	75	72	65	53	45
3.												

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- If you want to change the line width or color:
- Double click on the line of the graph you want to change
- A pop-up box will appear: Format Chart Area
- Select “Patterns”
- Can change: Style, Color & Width

“SAVE” POWER POINT FILE

# TABLES

(Use when you want to show exact figures and values.)

Based on previous data gathered, the person conducting this research project identified New Orleans as her location of choice. Now she needed to identify which hotel she wanted to use. She found several nice locations in the proximity of the wedding ceremony. To make a final decision, she wanted to compare the room costs, size of hotels, user rating and amenities such as a pool, restaurant and lobby bar.

## DIRECTIONS:

- “Insert”: New Slide
- Select the Chart Template for TABLE
- Type in the title: Hotels in New Orleans
- Double click on the Table Box
  - No. of Columns = 6 (use the arrows to click up to #6)
  - No. of Rows = 8 (use the arrows to click up to #8)
- Highlight all of the boxes in the Table
- Change the font size to 18 (2nd tool bar from top)
- Type in the data by typing the correct info. into the correct column/row box  
The box size will adjust vertically automatically.

	A	B	C	D	E.
(blank)	Wyndham Canal Place	Chateau Sonesta	Royal Sonesta	Maison Duprey	Hotel St. Marie
1. Cost of Room	\$117.50	\$109.46	\$179.99	\$99.00	\$52.00
2. Location	French Quarter	French Quarter	French Quarter	French Quarter	French Quarter
3. Number of rooms	438	251	500	200	175
4. User Rating	5 star	3 1/2 star	4 star	3 1/2 star	3 1/2 star
5. Pool	yes heated	yes heated	yes heated	yes	yes
6. Restaurant	yes	yes	yes (2)	yes	yes
7. Lobby Bar	yes	yes	yes	yes	yes

“SAVE” POWER POINT FILE