# EXERCISE

1. Explain Smart Art.
2. Define Chart & explain types of Charts in detail.
3. Write the steps to add columns in MS PowerPoint.
4. Write the steps to Insert table in MS PowerPoint.
5. Write the steps to add objects in MS PowerPoint.
6. Write the steps to add hyperlink in MS PowerPoint.
7. Write the difference between Transition & Animation effects.

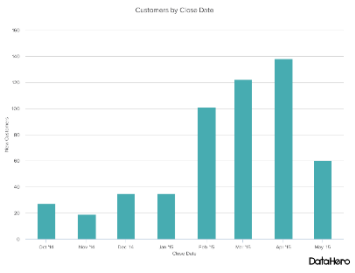
## Answer-1

A **SmartArt** graphic is a visual representation of your information and ideas. You create **one** by choosing a layout that fits your message. Some layouts (such as organization charts and Venn diagrams) portray specific kinds of information, while others simply enhance the appearance of a bulleted list.

**SmartArt** is a dynamic type of image that you will often see in PowerPoint slides. **SmartArt** can be **used to** group lists of information together, through bullet lists for example, or to show a process, through cycles.

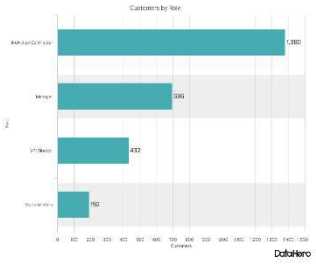
## Answer-2

A chart is a graphical representation for data visualization, in which "the data is represented by symbols, such as bars in a bar chart, lines in a line chart, or slices in a pie chart". ... A data chart is a type of diagram or graph, that organizes and represents a set of numerical or qualitative data.




1. **Column Chart**

A column chart is used to show a comparison among different items, or it can show a comparison of items over time. You could use this format to see the revenue per landing page or customers by close date.

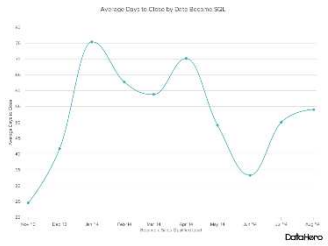



**2. Bar Graph**

A bar graph, basically a horizontal column chart, should be used to avoid clutter when one data label is long or if you have more than 10 items to compare. This type of visualization can also be used to display negative numbers.

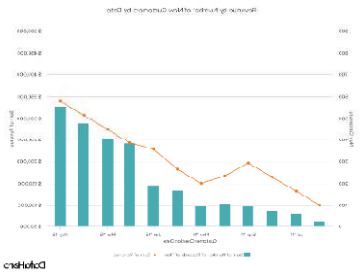
## 3. Line Graph

A line graph reveals trends or progress over time and can be used to show many different categories of data. You should use it when you chart a continuous data set.



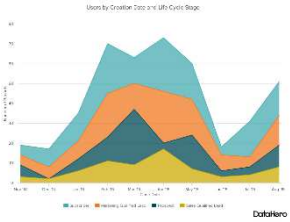
## 4. Dual Axis Chart

A dual axis chart allows you to plot data using two y-axes and a shared x-axis. It's used with three data sets, one of which is based on a continuous set of data and another which is better suited to being grouped by category. This should be used to visualize a correlation or the lack thereof between these three data sets



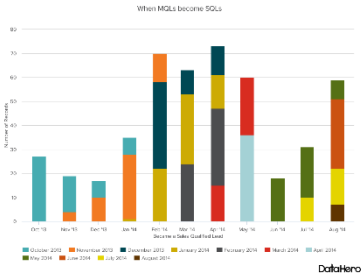
## 5. Area Chart

An area chart is basically a line chart, but the space between the x-axis and the line is filled with a color or pattern. It is useful for showing part-to-whole relations, such as showing individual sales reps' contribution to total sales for a year. It helps you analyze both overall and individual trend information.



## 6. Stacked Bar Chart

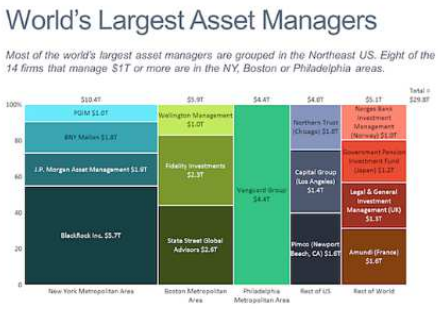
This should be used to compare many different items and show the composition of each item being compared.



## 7. Mekko Chart

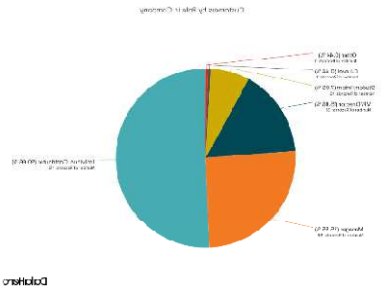
Also known as a marimekko chart, this type of graph can compare values, measure each one's composition, and show how your data is distributed across each one.

It's similar to a stacked bar, except the mekko's x-axis is used to capture another dimension of your values -- rather than time progression, like column charts often do. In the graphic below, the x-axis compares each city to one another.




## 8. Pie Chart

A pie chart shows a static number and how categories represent part of a whole -- the composition of something. A pie chart represents numbers in percentages, and the total sum of all segments needs to equal 100%.

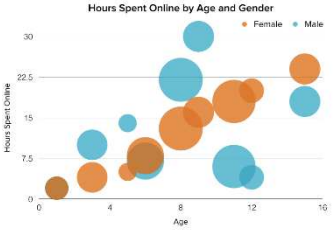


## 9. Scatter Plot Chart

A scatter plot or scattergram chart will show the relationship between two different variables or it can reveal the distribution trends. It should be used when there are many different data points, and you want to highlight similarities in the data set. This is useful when looking for outliers or for understanding the distribution of your data.


## 10. Bubble Chart

A bubble chart is similar to a scatter plot in that it can show distribution or relationship. There is a third data set, which is indicated by the size of the bubble or circle.



**Answer-3**

**Add a column**

Click **a** table cell in the **column** to the left or the right of where you want the new **column** to appear. Under Table Tools, on the Layout tab, in the Table group, click Select, and then click Select **Column**. To **add a column** to the left of the selected **column**, click **Insert** Left.

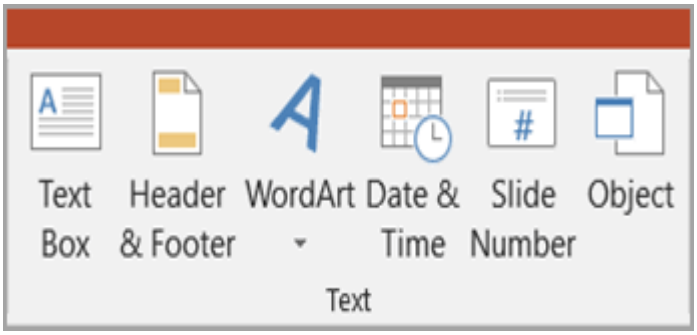
**Answer-4**

**Create and format a table in PowerPoint for the web**

1. Select the slide that you want to add **a table** to.
2. On the **Insert** tab, select **Table**.
3. In the drop-down grid, use the mouse to select the number of rows and columns that you want. ...
4. To add text to the **table** cells, click **a** cell, and then enter your text.

**Answer-5**

**Insert a linked object**




1. Click in the slide where you want to place the **object**.
2. On the **Insert** tab, in the Text group, click **Object**.
3. Click **Create** from File.
4. In the File box, type the name of the file, or click Browse to select from **a** list.
5. Select the Link check box.
6. Do one of the following

**Answer-6**

**To insert a hyperlink into your presentation:**

1. Open the **PowerPoint** presentation.
2. Highlight the text or object you would like to **hyperlink**.
3. Right-click the highlighted text and select "**Hyperlink**..."
4. From the "**Link to**:" side panel, choose the destination for your **hyperlink**. ...
5. Click [OK].

**Answer-7**

**Transitions**: They are the **effects** that help you make the **transition** from one slide to the other. To put it simpler – they are the motion **between** two slides.

**Animations**: They are **effects** that help you express or explain a subject on your current slide