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4. Microsoft PowerPoint

It is a control program that provides an interface between the computer hardware and the user. Part of this interface includes tools and services for the user.

Microsoft PowerPoint is a presentation program developed by [Microsoft](#). The extension name of MS- PowerPoint is .ppt

Microsoft PowerPoint is a component or product of the Microsoft Office suite.

The presentations are collection of slides, which may contain text, images, and other media, such as audio clips and movies. Sound effects and animated transitions can also be included to add extra appeal to the presentation.

It is used to create business presentations, but can also be used for educational or informal purposes.

PowerPoint presentations are often displayed using a projector.



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4.1 Creating Charts

Charts in Excel are used to represent data pictorially. We can use different types of charts to represent data.

- Types of charts which are available in Excel:
 - ✓ Column charts
 - ✓ Bar charts
 - ✓ Line
 - ✓ Pie
 - ✓ XY (scatter)
 - ✓ Area



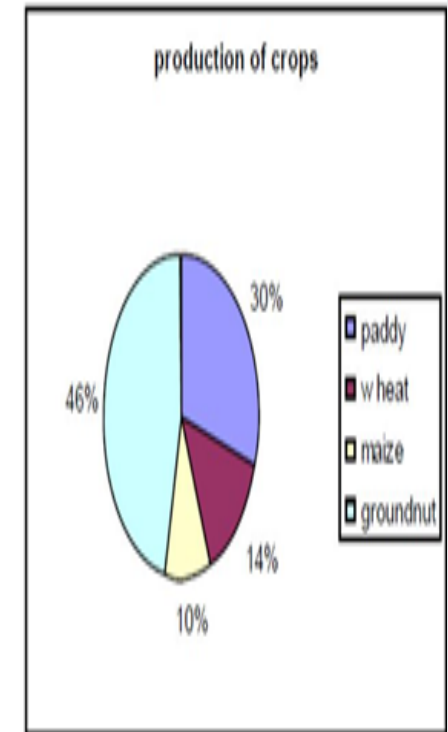
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4.1.1 Pie chart

- It is a graphic representation of numerical information by a circle divided into sectors. Sectors are proportional to the frequencies or percentages of cases under various categories.

- A Pie Chart can only display *one series of data*.
- None of the values that you want to plot are negative.
- For example, to draw a pie chart for the production of different crops in a region:

S.No.	A	B
	crop	Production(tons)
1	Paddy	53
2	Wheat	24
3	Maize	18
4	Groundnut	82

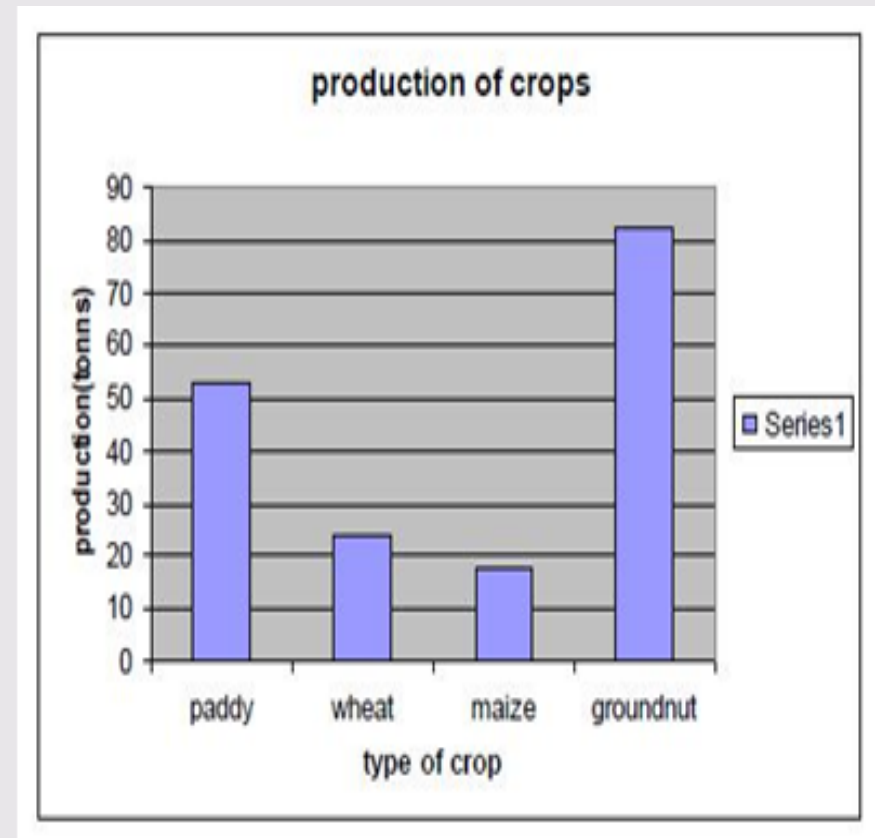




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4.1.2 Column chart

- It is a graphic representation of numerical information, in which the data are represented by symbols such as vertical bars.
- It is used to show comparisons between items of data. Each column in the chart represents the value of one item of data.
- It can display *one or more series of data*.



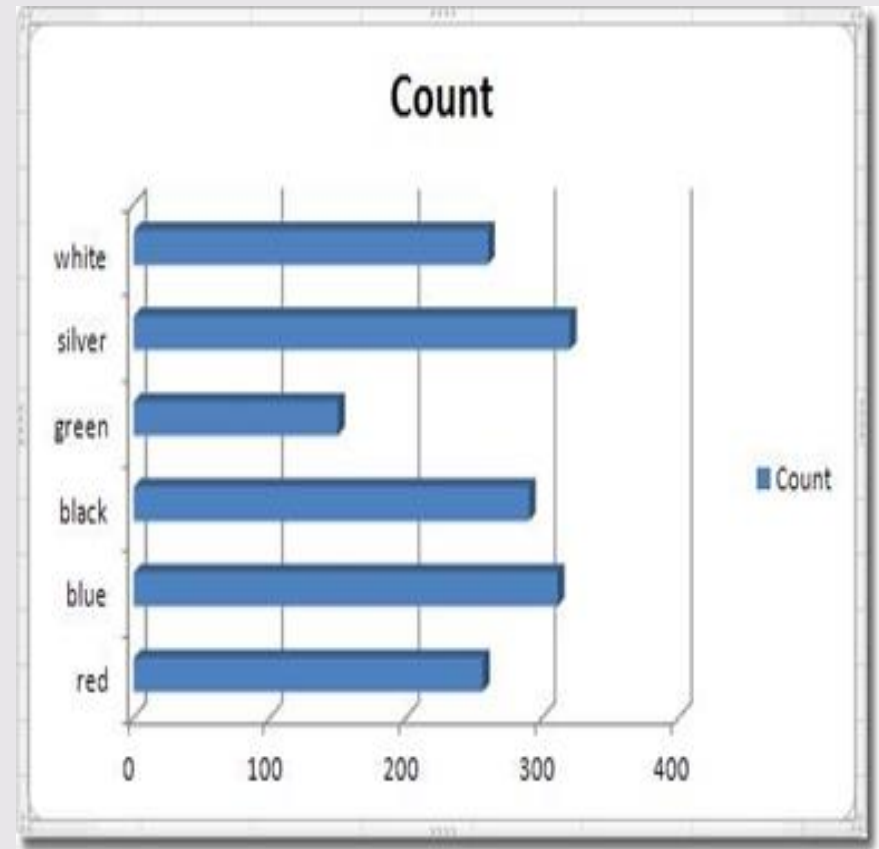


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4.1.3 Bar chart

- It is a graphic representation of numerical information, in which the data are represented by symbols such as Horizontal bars.
- It is used to show comparisons between items of data. Each Horizontal bar in the chart represents the value of one item of data.
- It can display *one or more series of data*.





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4.1.4 Line chart

- The Line Chart is especially effective in displaying trends. In a Line Chart, the vertical axis (Y-axis) always displays numeric values and the horizontal axis (X-axis) displays time or other category.
- Each line in the graph shows the changes in the value of one item of data.
- Line graphs are often used to plot changes in data over time, such as monthly temperature changes or daily changes in stock market prices.



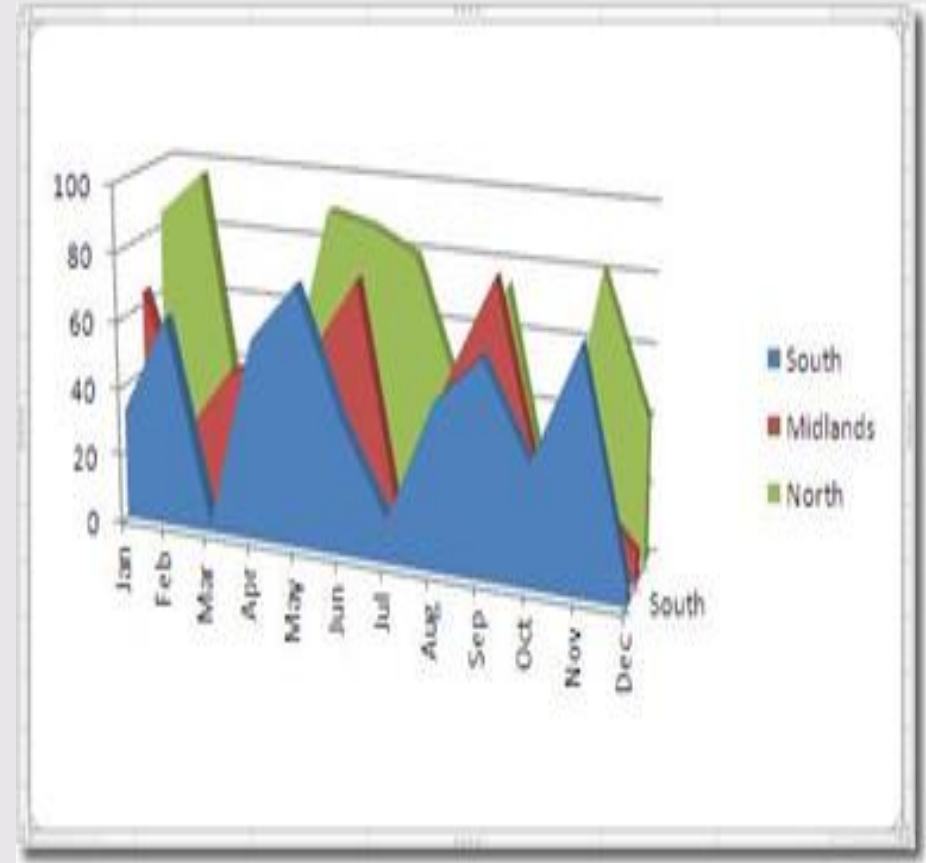


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4.1.5 Area chart

- Area Charts are like Line Charts except that the area below the plot line is solid.
- Area Charts are like Line Charts used primarily to show trends over time or other category.
- Unfortunately, data series with smaller values that are plotted in the back of an area chart may be completely or partially hidden behind data series with larger values that are plotted in front of them





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4.1.6 Scatter chart

- Scatter Chart is to observe how the values of two series compare over time or other category.
- Scatter plots show how much one variable is affected by another. The relationship between two variables is called their correlation."
- The series pair has a Positive Correlation if they increase similarly and a Negative Correlation if they both decrease in like manner. Otherwise, they have No Correlation

