

“Step Sheet: Drawing a Graph in PowerPoint”

PowerPoint Presentation

This step sheet will help you create a graph in Microsoft PowerPoint for your students to add their text and graphics.

Using Microsoft PowerPoint

To create a presentation template, follow the steps using the “Step Sheet: Creating a Template in PowerPoint”.

➤ Select the Slide You Wish to Add the Graph To

Step 1

From the View Menu, select Normal.

Step 2

From the Insert Menu, select New Slide.

➤ Add a Title to Your Slide

Step 1

In Normal view, place the cursor next to the numbered slide you are working on.

Step 2

Type the title of your slide. It will also appear on the slide itself.

➤ Drawing a Graph

Step 1

Locate the Drawing toolbar at the bottom of the PowerPoint window. If the Drawing toolbar is not visible, display it by pointing to the Toolbars command on the View menu, and selecting Drawing.

Step 2

Select the line icon (the straight line that is at an angle on the toolbar). Your cursor will change form and look like a cross.

Step 3

Place your cursor where you want to draw the line, the horizontal axis. Hold down the shift key first, then with your mouse, draw the line. Release your mouse and then the shift key.

Step 4
Repeat step 2.

Step 5
Place your cursor where you want the origin of the graph to be.

Step 5
Repeat step 3.

Step 6
Add other lines to your graph using the steps above.

➤ **Adding Text**

Step 1
Select the text icon on the Drawing toolbar.

Step 2
On your slide, drag and pull the textbox to the size and location you desire. Release the mouse button when you have the box size you desire. You can relocate the text box by selecting the box and dragging the box with your mouse.

Step 3
Inside the textbox is the cursor. Type your text. You can change the font size by selecting the font size button on your standard toolbar and selecting the desired size. As an alternative, select the format menu, pull down, and select font. Select the size you desire.

➤ **Adding Arrows to Illustrate Movement**

Step 1
Locate and select the arrow on the Drawing Toolbar.

Step 2
Your cursor will change form and look like a cross.

Step 3
Place your cursor where you want to draw the arrow. Hold down the shift key first, then with your mouse, draw the arrow. Release your mouse and then the shift key.

➤ **Remember to Save your Slide**

Step 1

Save your presentation. From the File menu select the Save As option. Name your Presentation and select where you want to save it. Click Save.