

## Transform data to charts?

Building charts - hypothetical example of an NGO into education. Here are the metrics, showing number of children in 2010. It also shows information on 2013 which they anticipate and on 2014 which they assume. What does this metric tell you? What is the entire slide telling you? There is no chart here, only one table. What can you infer out of this?

Audience: There has been a steady increase in the number of children and the cost per child has reduced over the year.

Speaker: You would realise that this is a fabulous NGO - they are reducing the contribution of the social venture. But, there is too much data which is difficult to interpret.

- Number of children increasing every year.
- What you have to do is select the data that you would like to represent in the chart form.
- Click insert chart after selecting the data that you would like to show in the chart.
- Decide which chart type would you like to select.
- The chart is ready.

If you want to change the look of the chart then right click and select change chart type. Does the charts look distorted? Enlarge the chart, remove gridlines, and remove the chart title. And then paste on the slide. And from there try to resize the chart. The image would not distort now. Click print screen. Open Microsoft paint. Cut the selection that you want and paste.

Example - growth projection you need to talk about. If everything is depicted by the chart itself then what do we talk. Pictures are worth a thousand words. One picture will tell you everything.