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**Import File** – Imports a selected range of data, an entire data sheet, or a file.

**View Database** – Displays the datasheet window where data is entered and/or formatted.

**By Row** – Plots chart data series from data across rows.

**By Column** – Plots chart data series from data down columns.

**Data Table** – Displays data series values below the chart in a grid.

**Chart Type** – Changes the chart type for an individual data series, a chart type group, or an entire chart.

**Category Axis Gridlines** – Hides or shows category gridlines in charts.

**Value Axis Gridlines** – Hides or shows value axis gridlines in chart.

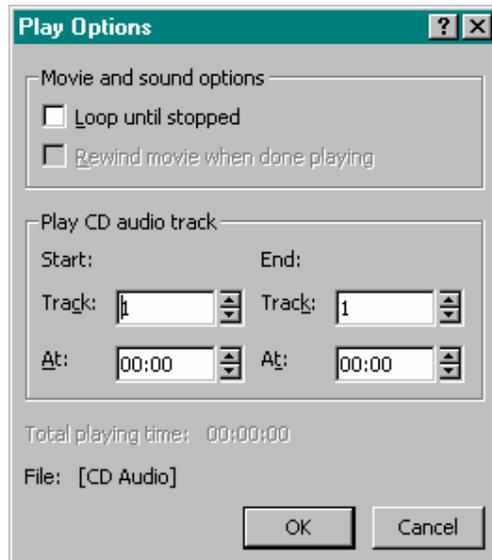
**Legend** – Adds a legend to the right of the plot area. Resizes the plot area to accommodate the legend. If a legend is already present, clicking this button will remove the legend.

**Drawing** – Hides or displays the Drawing toolbar.

1. Use the buttons as shortcuts to the menu items. The purpose of each button is described by a fly-out label.
2. Click away from the chart when it is ready. This displays the chart and redisplay the PowerPoint menus and toolbars.
3. To change the data or appearance of your chart, just double-click the chart object to return to the Microsoft Graph environment.

## Inserting Movies and Sound

Media clips, sound, and CD-based audio objects are quickly inserted using the Insert | Movies and Sounds menu.



The Movie from Gallery and Sound from Gallery selections use the same dialog that is used to insert clip art and pictures. Be sure that the Office 2000 CD is inserted in your CD-ROM drive, as a number of media clip and sound resources are available there. The Movie from File and Sound from File selections display dialogs in which you select folder and filenames.

The Play CD Audio Track option displays the dialog shown here.

This dialog operates with a standard audio CD plugged into your CD-ROM drive. It is ideal for background music or other sound effects.

Record Sound is used to make a recording of an audio source such as a tape or CD player or a microphone.

Now that you have some ideas about how PowerPoint works with external objects, it's time to try the hands-on activity so you can actually see how easy it is to embed these objects into your slides.

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## Hands-on Activities

### Creating Slides

In this activity you create four blank slides. As each is created you insert clip art, an Excel worksheet, a Word table, and a Microsoft Graph chart. Begin by launching PowerPoint and starting a blank presentation.

1. Click the Blank slide template (third row, fourth column) in the New Slide dialog and click **OK**.
2. Click the **Insert|Picture|Clip Art** button on the Standard toolbar to display the Insert ClipArt dialog.
3. Go to the Map category and click the **World** map picture. (If you don't have this, use another.)
4. Click the **Insert** button and the clip art is inserted onto the slide. Drag and scale the clip art object to a size suitable for viewing on your monitor.
5. Click the **Insert|New Slide** button on the Standard toolbar, pick the **Blank** slide, click **OK**, and notice that slide 2 is added.
6. Click **Insert|Object** and select **Microsoft Excel Worksheet**; drag a 4 x 4 sheet. Then type the labels, numbers, and formulas as shown.
7. Select (or drag across) the labels in column A and row 1 and click the **Bold** button. Select the cells on the Expenses row (row 3, columns A through D) and click the **Borders** button to add an underline. Select row 1, columns A through D and click the **Borders** button again.
8. Click away from the worksheet. Drag and scale the worksheet object into position so that it resembles the following illustration.
9. Click the **Insert|New Slide** button on the Standard toolbar, pick the **Blank** slide, click **OK**, and notice that slide 3 is added.