

Getting Started

Four Steps to Create a Chart

1. **INSERT CHART** From Microsoft PowerPoint™, go to the **Mekko Graphics** menu, and choose from the eight drop down menus for your desired chart type.

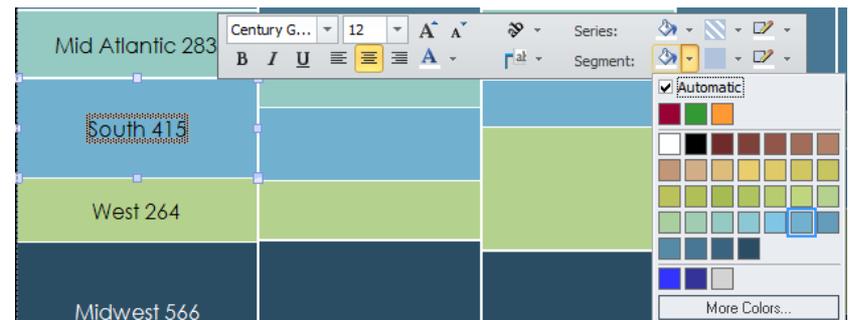
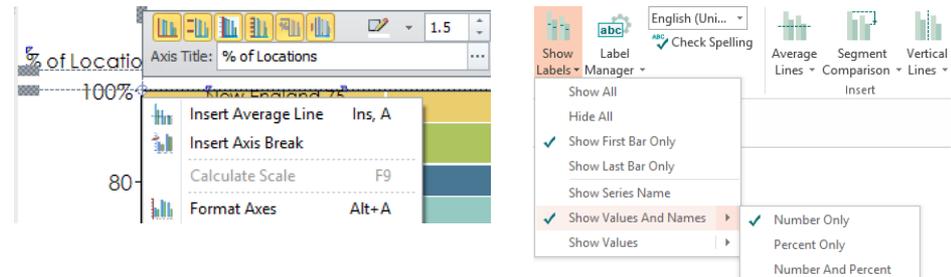
2. **ADD DATA** Replace the data in the spreadsheet with your own and use the right-click to designate any row as a data row or any column as a data or CAGR column.

3. **TITLES AND LABELS** Add an axis title by right clicking on the axis and typing in the title in the floater menu. Choose which labels to include from the Show Labels menu. You can show series names and values (number, percent or both).

4. **FORMAT CHART** Add final touches to customize your chart, including changing the color palette, recoloring a series by right clicking on it, formatting chart values and adding enhancements like growth or average lines.



	A	B	C	D	E
1		Applebees	Cheesecake	Chilis	PF Changs
2	Midwest	565.5	23.66	190.65	52.3
3	West	263.9	49.01	203.36	86.0
4	South	414.7	18.59	266.91	48.62
5	Mid Atlantic	282.75	30.42	101.68	29.9
6	SW	169.65	20.28	292.33	108.46
7	Florida	113.1	15.21	139.81	37.1
8	New England	75.4	10.14	63.5	7



Toolbar Overview



A B C D E F G H I J K L M

A TYPE
Convert chart types and preview data in different charts.

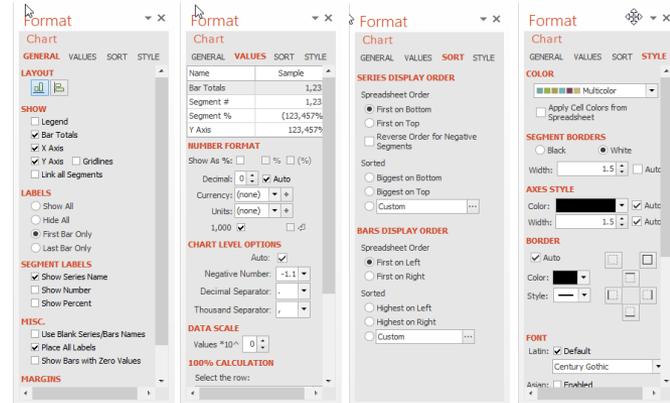
B COLOR
View chart in different color palettes or themes.

C LAYOUT
Change your layout to horizontal or vertical.

D APPLY PM SETTINGS
Update chart using settings you selected in Preference Manager, including fonts and colors.

E LINK TO EXCEL
Connect chart to Excel data and update manually or automatically.

F CHART FORMAT
Format chart, including sorting, displaying bar totals, and formatting values.



G NUMBERS
Format values, including decimals, percents, and currency and units

H AXES
Format axes, including scales, adding titles and customizing appearance.

I BARS AND SERIES
Assign data rows and CAGRs, create an "Other" series, or recolor series.

J LEGEND
Insert and format a legend.

K SHOW LABELS
Select which labels to display in your chart.

L LABEL MANAGER
Select all labels, access Label Manager to view and format each label.

M ENHANCEMENTS
Add average, growth, bar comparison, segment comparison, or vertical lines. Link series together with comparison lines or draw custom comparison lines.

