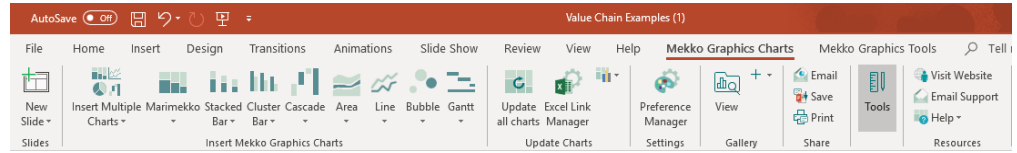


# Getting Started for Windows

## 4 Steps to Create a Chart

- 1. INSERT CHART** From Microsoft PowerPoint. Go to **Mekko Graphics Charts** and then select a chart type.
- 2. ADD DATA** Replace the data in the chart data sheet with your own data by typing or pasting it in. Or, create the chart directly from Excel data using the Mekko Graphics Excel add-in.
- 3. BARS AND SERIES** Determine how you want your data to be displayed on the chart. Choose **Bars and Series** in the Edit Chart ribbon. On the **Series tab**, designate series as lines, net lines or data rows. On the **Bars tab**, set bars as total bars (Cascade), data or CAGR columns. Choose sort options on the **Sort tab**.
- 4. FORMAT CHART** Customize your chart by right clicking on any chart element. Choose **Chart** in the Edit Chart ribbon to see the most used format options including labels and values. Insert an axis title or axis break by right clicking on the axis. Add analytical enhancements, like a bar comparison line, under **Insert** in the Edit Chart menu.



Mekko Graphics Data Editor

	A	B	C	D	E	F	G	H	I
1		Toyota	General M	Volkswage	Hyundai-Ki	Renault-Ni	Ford	Fiat/Chrysl	Honda
2	EBIT Margin	0.087	0.025	0.063	0.081	0.056	0.054	0.022	0.06
3									
4									

Format Bars and Series

Series		Bars		Sort								
Visibility	Style	Options	Name	Chart	Total Bar	Previous Bar	Bar Labels	Data	CAGR	Number Format	Auto Total	Total Label
<input checked="" type="checkbox"/>			2016 EBIT Margin (Col: 1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>			Optimize Product Portfolio (Col: 2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016 EBIT Margin (Col: 1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,235	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>			Price/Mix (Col: 3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Optimize Product Portfolio (Col: 2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,235	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>			Lower Material Cost (Col: 4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Price/Mix (Col: 3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,235	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>			Digital Improvement (Col: 5)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lower Material Cost (Col: 4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,235	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>			Efficiency Measures (Col: 6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Digital Improvement (Col: 5)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,235	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>			2018 EBIT Margin (Col: 7)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Efficiency Measures (Col: 6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1,235	<input type="checkbox"/>	<input type="checkbox"/>

Show every nth bar label: 1  Make all Data Columns the Same Width

