

Project PP-2: Creating Slides with Charts and Tables

In this project, you'll apply what you've learned about charts and tables to create PowerPoint slides for a fitness center.

Requirements: This project requires Microsoft PowerPoint.

Project file: PrjPP-2.pptx



1. Copy the file PrjPP-2.pptx to your Project folder using the Copy It! button on this page in the BookOnCD.

2. Start Microsoft PowerPoint.

3. Open the file PrjPP-2.pptx from your Project folder.

4. Add a Title and Content slide. Enter **Target Heart Rates** as the slide title. Add a table consisting of three columns and four rows. Select the table style called Themed Style 1 - Accent 1.

5. Enter the following data into the table:

Age	Minimum Rate	Maximum Rate
20	120	170
30	114	162
40	108	163

6. Set the height of each cell to 1".

7. Select the slide you just made in the pane that contains the Slides and Outline tabs. Right-click the slide and select Duplicate Slide in the shortcut menu. Suppose you realize that you need a slide with a different layout. Click the Undo button on the Quick Access toolbar.

8. Add a Title and Content slide. Enter **Caloric Expenditures by Body Weight** as the slide title.

9. Create a clustered column chart that shows the following data:

	Jogging	Swimming
125 Lbs.	7.3	6.9
175 Lbs.	10.4	9.8

Make sure you have the weight categories as the labels for the X-axis, and enlarge the font so it is easier to read.

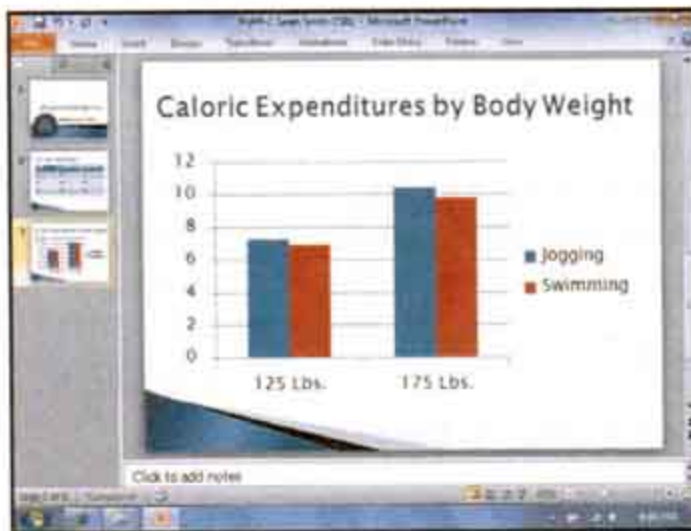
10. Compare your slides to those shown in the figure on the next page.

- Creating Slides with Charts and Tables (continued)



The screenshot shows a PowerPoint slide titled "Target Heart Rates" containing a table with the following data:

Age	Minimum Rate	Maximum Rate
20	120	170
30	114	162
40	108	163



11. Save your presentation in your Project folder using the file name PrjPP-2 XXXXX 9999, where XXXXX is your name or student ID number and 9999 is your class section number.