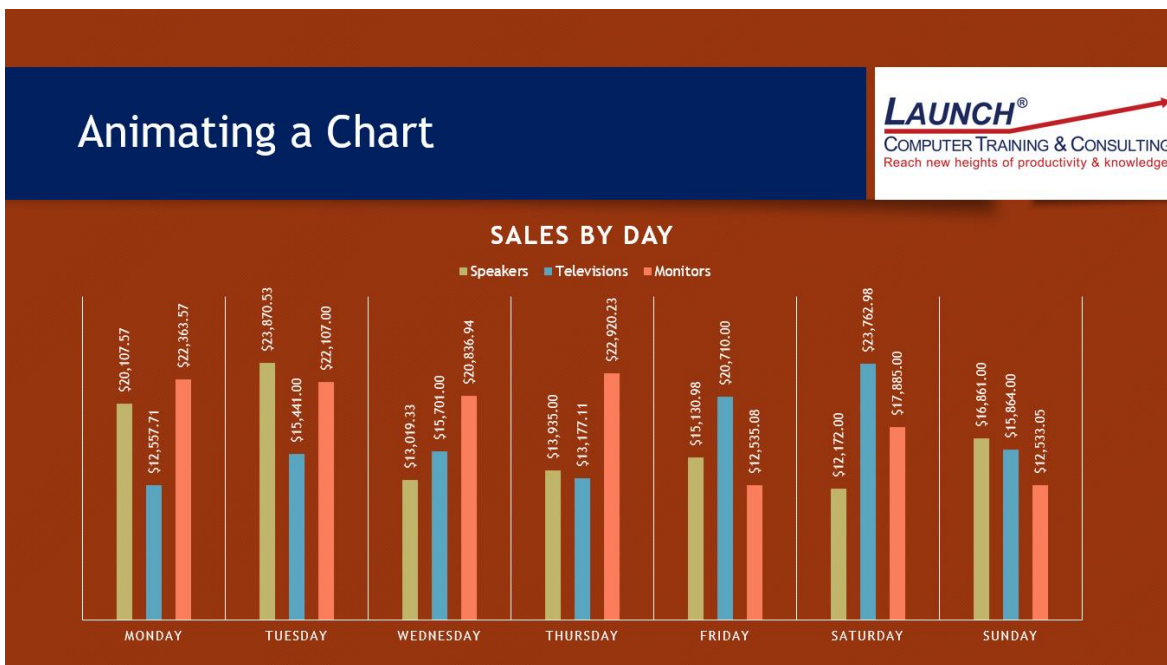


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Launch Tip of the Month June 2024

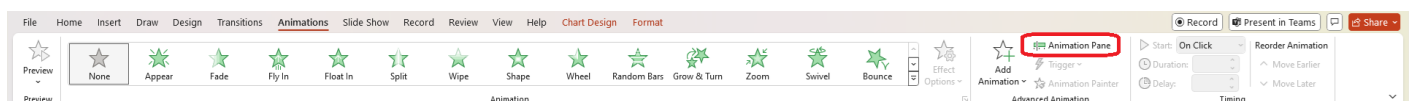
When presenting information in a chart to an audience, it can be difficult to keep the audience focused on the information you are currently discussing. It's tempting for them to examine all the info in the chart and stop listening to the presenter. PowerPoint chart animations can prevent this from happening. Consider the following chart:



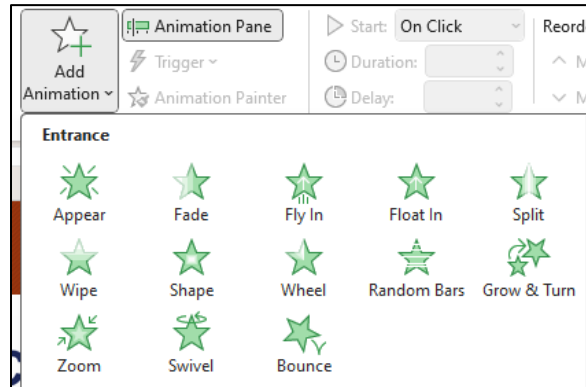
I would like to discuss speaker sales for each day of the week one at a time before moving on to television and monitor sales. Could you resist the temptation to look at the other categories or other days of the week?

Chart animations can be used to display only one series at a time, one category at a time, one element in a series at a time, or one element in a category at a time.

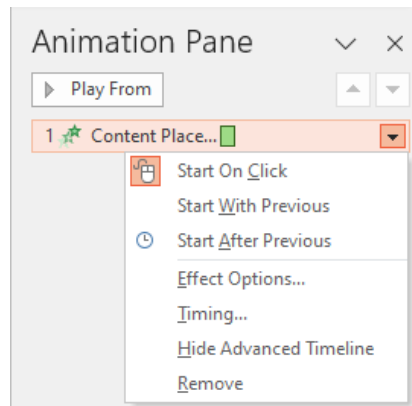
1. Select the Animations tab and ribbon and click the Animation Pane icon on the ribbon. The Animation Pane opens on the right side of the screen.



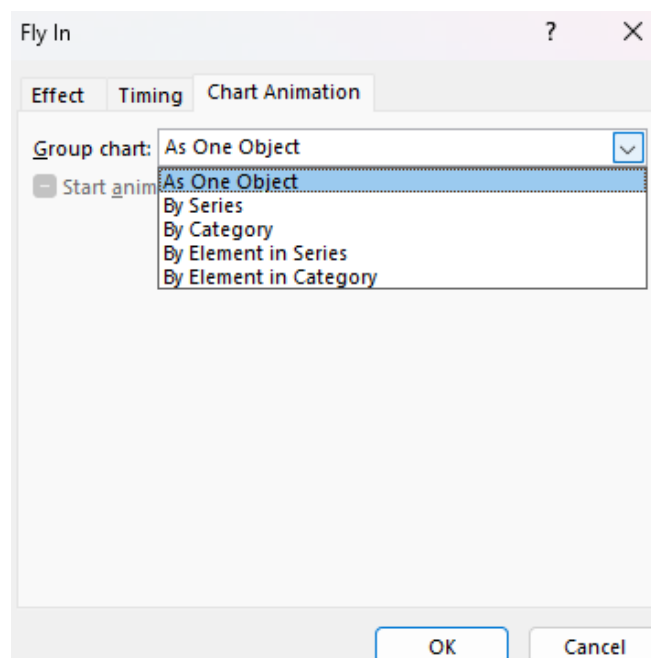
2. Select the chart and click the Add Animation icon. Select an entrance effect such as Fly In. The entire chart appears in a single motion.



3. Click the drop-down arrow to display options for the animation. Select Effect Options.



4. Select the Chart Animation tab and click the drop-list of options. Since my goal is to discuss speaker sales day by day before moving on to televisions, I'll select By Element in Series.



When I get to this slide in the presentation, the chart is not displayed on the screen.

This slide features a dark blue header with the title "Animating a Chart" in white. To the right is the LAUNCH logo, which includes the text "LAUNCH[®]", "COMPUTER TRAINING & CONSULTING", and "Reach new heights of productivity & knowledge!" with a red arrow pointing right. The main content area is a solid brown rectangle, which is currently empty, indicating that the chart is not yet displayed.

Each time I click the mouse, another element appears starting with an empty chart.

This slide features the same dark blue header and LAUNCH logo as the previous slide. The main content area is a brown rectangle containing a bar chart titled "SALES BY DAY". The chart has a legend with three categories: "Speakers" (green square), "Televisions" (blue square), and "Monitors" (red square). The x-axis is labeled with the days of the week: "MONDAY", "TUESDAY", "WEDNESDAY", "THURSDAY", "FRIDAY", "SATURDAY", and "SUNDAY". The chart area is currently empty, with only vertical grid lines visible for each day.

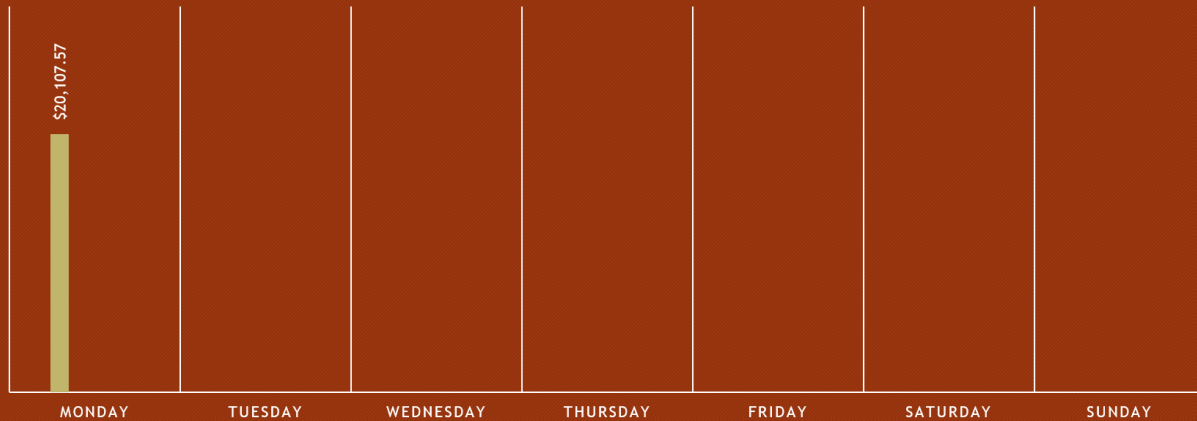
I click the mouse again to move on to the first element in the first series. I can now speak about speaker sales for Monday without the distraction of additional information.

Animating a Chart

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SALES BY DAY

■ Speakers ■ Televisions ■ Monitors



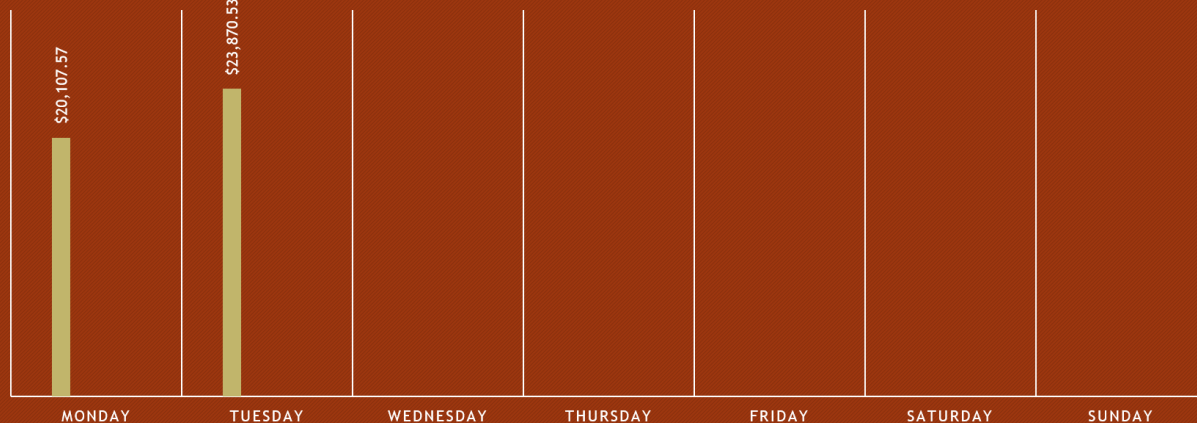
When I'm finished, I click the mouse again to continue.

Animating a Chart

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SALES BY DAY

■ Speakers ■ Televisions ■ Monitors



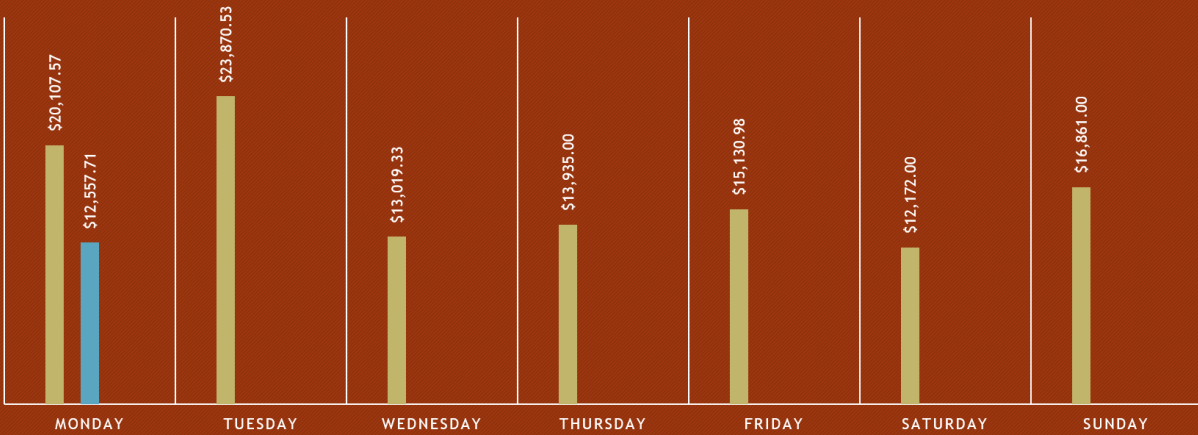
Once speaker sales are done, television sales appear.

Animating a Chart

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SALES BY DAY

■ Speakers ■ Televisions ■ Monitors



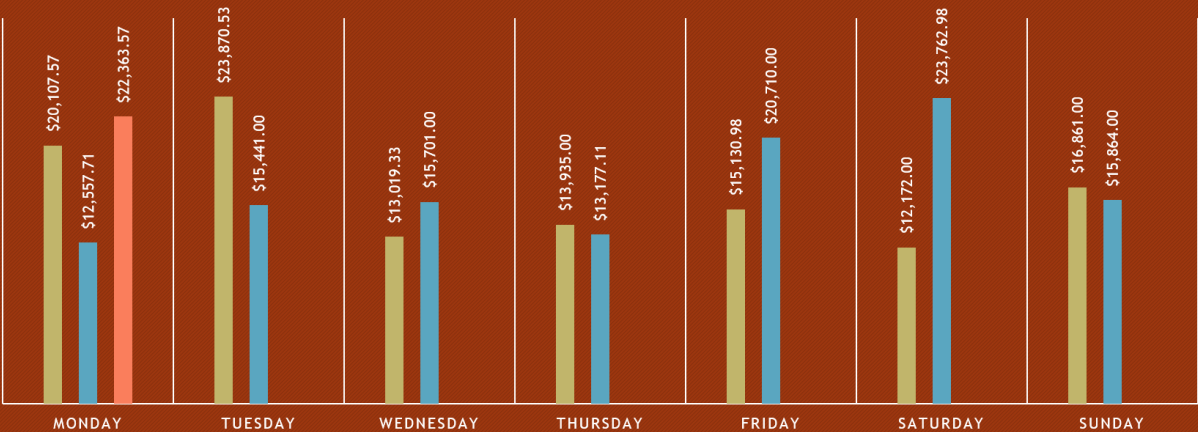
Finally, monitor sales are displayed one by one.

Animating a Chart

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SALES BY DAY

■ Speakers ■ Televisions ■ Monitors



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