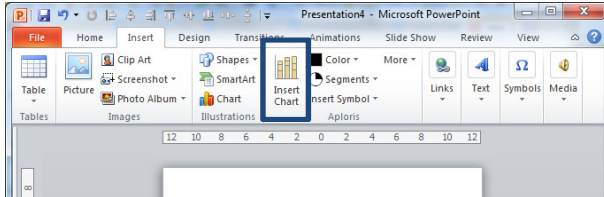
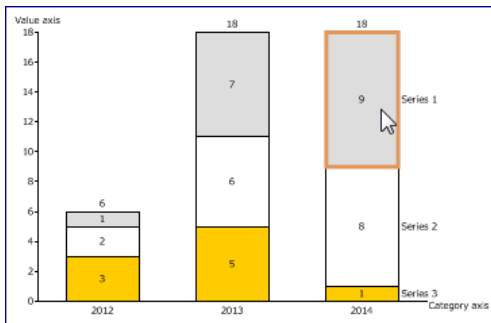


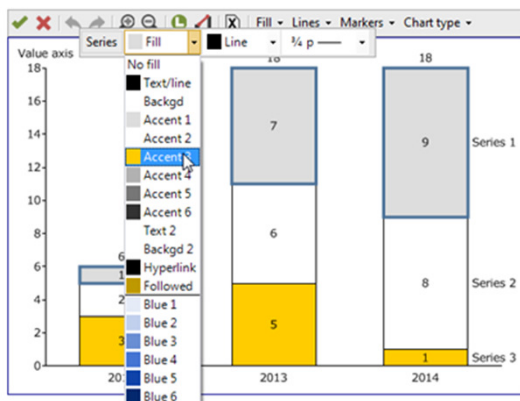
Aploris for PowerPoint – Short Introduction (1)



- The main button to insert a new Aploris chart is found in the Insert ribbon tab

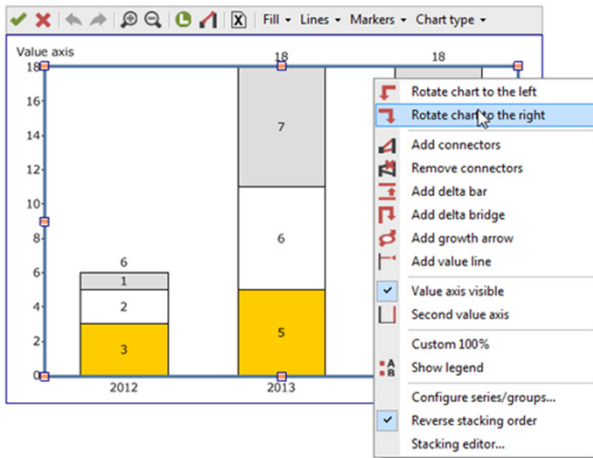


- Moving the mouse cursor over the chart highlights interactive objects
- Click on an object to select it
- Hold Ctrl to select additional objects of the same type or Shift to select a range of objects

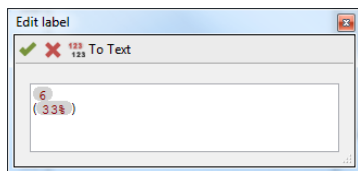


- Selected an object to bring up the object toolbar
- Use the buttons in the toolbar to change object properties

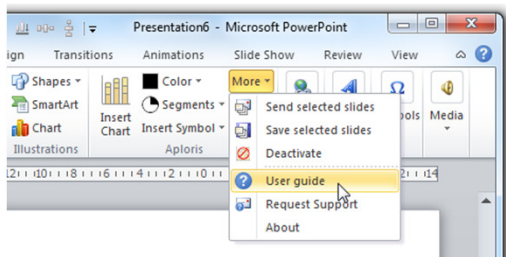
Aploris for PowerPoint – Short Introduction (2)



- A right click on an object opens its context menu with applicable commands, e.g.
 - Main chart area
 - Rotate chart
 - Show legend
 - Open series/group configuration
 - Open stacking editor (for bar chart)
 - Chart elements
 - Show label
 - Change type of series
 - Add growth arrow
 - Axis
 - Change to 100% axis
 - Hide axis
 - Open axis properties



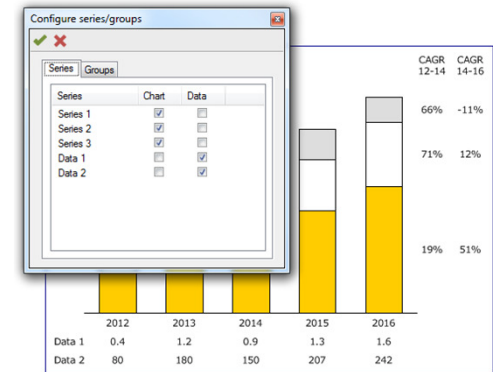
- Double click on a label to open the label editor
- Gray fields are variables that are updated automatically



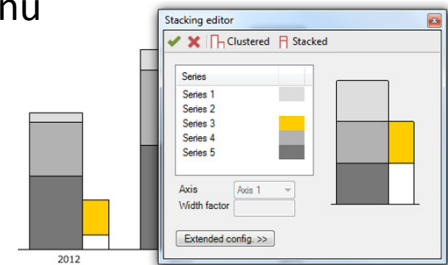
- The full user guide is available in the More menu

Typical tasks and questions (1)

- How do I add data in table form to a chart?
 - Select “Configure series/groups” from the chart’s context menu and select which series and groups are shown in the chart and/or as annotation data below or at the side of the chart
 - You can also use context menus of series, elements and groups to move them to annotation data



- How do I create a chart that combines stacked and clustered elements?
 - Open Aploris’ unique stacking editor from the chart’s context menu
 - In the dialog, position elements as required using drag & drop, saving applies the template you created to the real values of the chart



- Why does not all data in the data sheet show up in the chart?
 - Only rows that have a description in the first column and columns having a description in the first row are shown in the chart
 - Therefore, you can easily hide values from the chart but keep the data available or use rows for auxiliary calculations

Typical tasks and questions (2)

- Can I change the type of a chart after it has been created?
 - You can easily switch the chart type between all charts that use rows and columns of data (bar/line chart, Marimekko, area chart, waterfall chart) using the Aploris menu
 - Using an element's or series's context menu you can switch the series type, e.g. between line and bar series
 - Toggling the 100% property of an axis creates 100% versions of charts (e.g. toggle between regular and 100% area chart or between Marimekko and Bar-mekko)
- How do I use Aploris' additional efficiency tools?
 - After selecting a PowerPoint shape you will find the tools in the contextual tab "Drawing Tools"
 - Aploris' efficiency tools facilitate aligning objects on a slide and also using the position of an object on another slide

