• 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
• 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