empower® Charts

Release 9.7

empower

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1. Introduction

Make enterprise-wide unified charts available in your corporate design – empower® Charts, our PowerPoint add-in, provides an intelligent element management system and charting tool, combined with efficiency- enhancing features.

With the help of empower®, you have maximum efficiency in chart creation.

1.1. System Requirements

In order to use the latest empower® Charts release in your Windows environment, your system will need to fulfill the following requirements:

Windows Version

- Windows 10* or 11

*End of life as of October 2025.

Starting October 2025, empower will no longer support this Windows version. Please ensure that you switch to a supported version in time.

For further information from Microsoft, see **End of Support Resources**.

Office Version

- Microsoft Office 2016*, 2019*, 2021, 2024

PowerPoint may not be run explicitly as administrator.

*End of life as of October 2025.

Starting October 2025, empower will no longer support this Office version. Please ensure that you switch to supported versions in time.

The language adapts to the system language of PowerPoint. In case the required language is not supported by PowerPoint, the default language is English.

Subscription Models

- Office 365 Pro Plus, Enterprise E3 or E5
  - with PowerPoint and Excel installed

Further Software Requirements

- .NET Framework: Version 4.8 or higher
- Latest .NET 8 Desktop Runtime version (64 bit)

1.2. empower® Ribbon

If empower® Charts is installed without any other empower® Product or Solution, its features integrate into the tab Insert in PowerPoint and Excel (**Figure 1**).

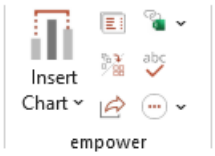


Figure 1. Group empower in Tab Insert in PowerPoint

If empower® Charts is installed together with other empower® Products or Solutions, its features additionally integrate into the empower® Ribbon in PowerPoint (**Figure 2**).

Expand each drop-down menu to view more features and buttons.

Figure 2. Charting Features in empower® Ribbon

1.3. Office Theme Adaption

The empower® User Interface adapts to the Office theme set on your device.

If the Office theme is switched to *black*, empower® adapts to this change (**Figure 3**).

Figure 3. Group empower in Black Theme

In the same way, empower® adapts to the *white* or the *colorful* Office theme (**Figure 4**).

If you change the Office theme, the user interface adapts immediately. You do not need to restart the Office applications.

Figure 4. Group empower in White Theme

1.4. empower® Help

empower® offers different ways for you to receive help if you have any problems with the software.

In addition, you can access your user settings and view information about your installation.

The respective options are located under the button **More** in the group empower (**Figure 5**).

Figure 5. Button **More**

You can choose from the following options (**Figure 6**):

- Help Center
- Tutorial Videos
- Send Feedback
- Report a bug
- Charts User Settings

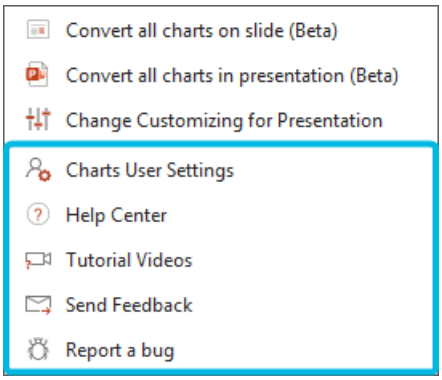


Figure 6. Help Options

For further information regarding the user settings, see **User Settings**.

Help Center

If you have any questions while working with empower®, you can open the *Help Center*. This will take you to the empower® Support Website, where you will be able to find an answer either through the articles provided or through the tutorials.

The *Help Center* will open in your default browser (**Figure 7**).

If this does not help, you can contact the empower® Support directly by opening a new ticket at the bottom of the home page and describing your problem.

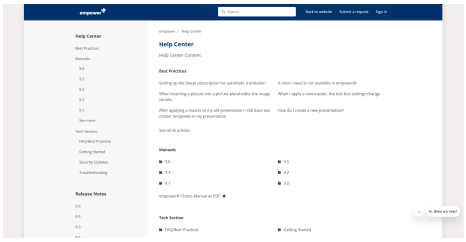


Figure 7. Help Center

Tutorial Videos

To check our tutorials, click on the button **Tutorial Videos**.

The *Help Center* will open in its respective section in your default browser.

If you have any questions on how to use empower®, you can watch tutorials on how to use single features.

Send Feedback

To reach out to us directly, click on the button **Send Feedback**.

A new window of your primary e-mail application will open, already addressed to the right recipient.

The e-mail has a preset subject line (e.g. *Feedback for Charts*) (**Figure 8**). All feedback is welcome as we are always looking to improve our software.

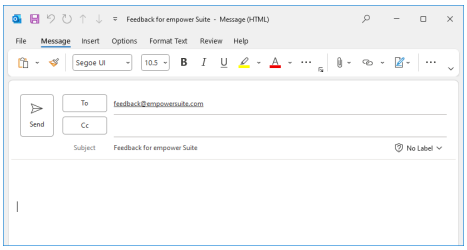


Figure 8. Feedback E-Mail

Report a Bug

If you encounter any issues that might be a bug, click on the button **Report a bug**.

Depending on the configuration in your empower® Environment, clicking on the button **Report a bug** will lead to:

- Creating a new e-mail via your primary e-mail application and automatically attaching a .zip file (*empowerInformation.zip*).
  The e-mail has a preset subject line (e.g. *Bug report for Charts*) and is already addressed to the right recipient.
- Opening a new window in your default browser (**Figure 9**).
  In this window, you have to enter various information about yourself, as well as the bug you want to report. This information is relevant for the empower® Support so that they can respond to it in the best possible way.

Your descriptions as well as the file attachment will help empower® replicating the error and analyzing the case to conclusively deliver a near-term solution.

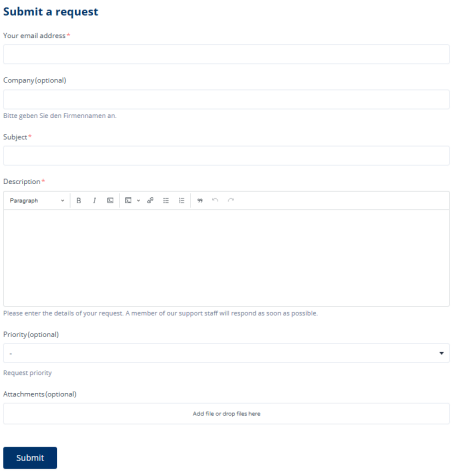


Figure 9. Report a Bug in Help Center

1.5. Telemetry Tracking in empower®

By default, the software sends anonymous telemetry data to a central server of empower.

This data can be accessed by empower and discussed with you in a meeting. It helps to understand how well the software's features are used.

If required, telemetry tracking can be disabled for your company.

If you want to access your telemetry report, contact you Onboarding Specialist or Customer Success Manager.

2. Flex Customizing

By default, empower® is delivered with a flexible customizing for creating charts.

Thus, all charts that are created with empower® adapt to the current PowerPoint master, using its color scheme and font settings. Also, the use of a very dark master is possible.

In addition, and only if explicitly purchased, one or more specific customizings can be created, where the color palette can be massively extended with corporate design colors and further chart details can be adapted to your corporate design.

This additional customizing can also be set as the default customizing.

Reach out to your Onboarding Specialist or Customer Success Manager if you are interested in purchasing an additional customizing for creating charts.

For further information regarding the switch of customizings in single data charts, see **Edit Data Chart Properties**.

For further information regarding the switch of customizings in single Gantt charts, see **Edit Gantt Chart Properties**.

For further information regarding the switch of the default customizing, see **Change Default Customizing**.

Depending on your empower® Version, only the Flex Customizing might be available.

3. User Settings

In the user settings, you can make default settings for your user.

To access the user settings, navigate to the group empower and click on the button **More** (Figure 10).

Figure 10. Button **More**

Here, choose the option **Charts User Settings** (Figure 11).

A dialog box opens.

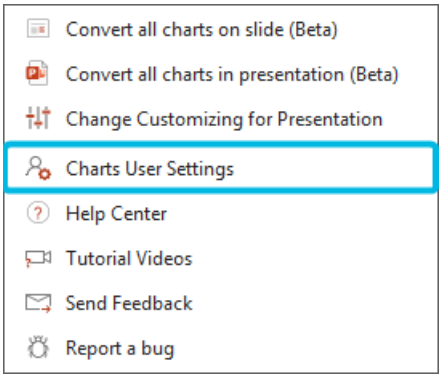


Figure 11. Option **Charts User Settings**

In this dialog box, you can set your default customizing, enable and disable live update mode and choose if data points or data series should be selected first (Figure 12).

In addition, you can set your default region for Gantt charts and decide if you always want to preload charts.

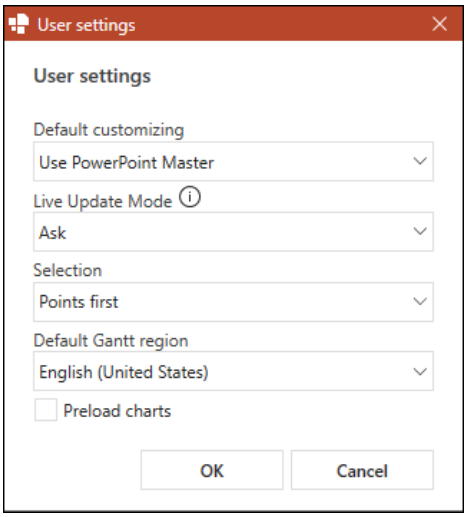


Figure 12. Charts User Settings

Change Default Customizing

If there is more than one customizing for your company, you can change your default customizing. This customizing will then be used for all charts by default.

To change the default customizing, expand the drop-down menu for *Default customizing* and choose the customizing you want to use (**Figure 13**).

If you choose the option **Use PowerPoint Master**, the Flex Customizing is used. This means that that charts adapt to the master template.

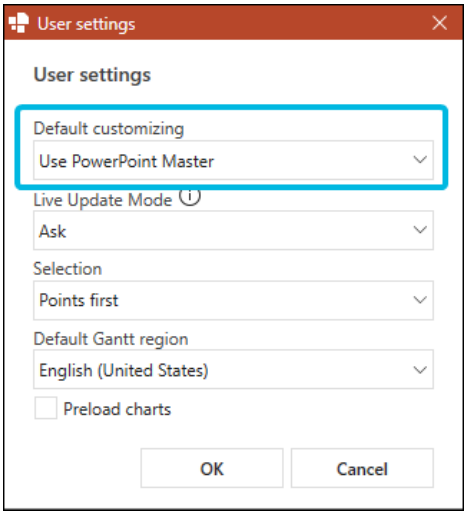


Figure 13. Change Default Customizing

For further information regarding the Flex Customizing, see **Flex Customizing**.

Live Update Mode

If the live update mode is enabled, Excel links are updated automatically if the data in a linked Excel file is changed.

This only applies to linked Excel ranges and not to linked Excel tables or images.

To enable or disable live update mode, expand the drop-down menu for *Live Update Mode* (**Figure 14**).

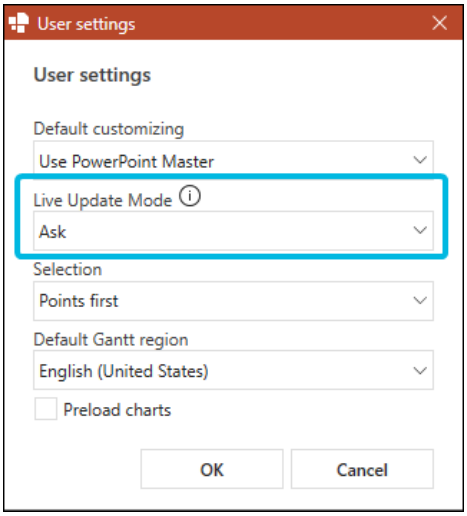


Figure 14. Live Update Mode

Here, you have three options:

- **Inactive** – Live update mode is disabled and data in charts is not updated.
- **Active** – Live update mode is enabled and data in charts is updated automatically, without any notification.
- **Ask** – You receive update notifications in case the data in the Excel file changes. You can then decide if you want to apply the changes or not.

For further information regarding Excel links, see **Use Excel Links**.

Set Selection Default

If you click on a point in a data chart, either the point itself or the series it is part of is selected.

In the user settings, you can define which option you prefer.

To do so, expand the drop-down menu for *Selection* and choose your preferred option (**Figure 15**).

To first select the point, choose the option **Points first**.

To first select the series, choose the option **Series first**.

The second click will then select the other option, depending on what option you have chosen in the user settings.

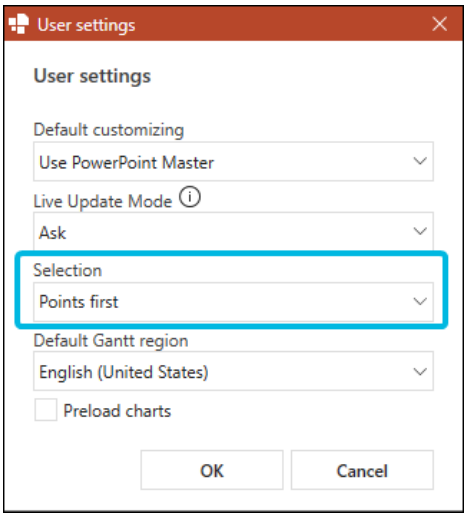


Figure 15. Selection Settings

Set Default Gantt Region

The default Gantt region defines which regional settings will be used upon the creation of a Gantt chart.

This setting can also be edited for each Gantt chart individually.

To select the region, expand the drop-down menu for *Default Gantt region* and choose your preferred region (**Figure 16**).

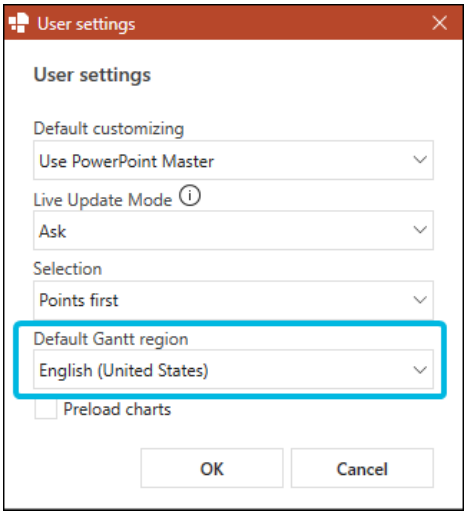


Figure 16. Change Default Gantt Region

For further information regarding the Gantt chart settings, see **Gantt Charts**.

Preload Charts by Default

Charts can be preloaded upon opening a slide. This setting is enabled by default.

Preloading charts improves the performance when using empower® significantly.

If you want to disable this setting, untick the checkbox for **Preload charts** (Figure 17).

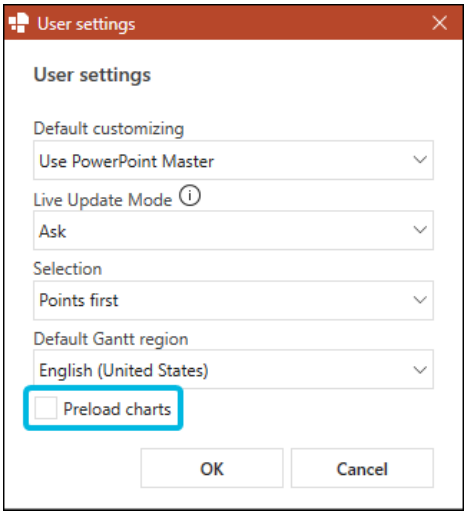


Figure 17. Preload Charts

As preloading the charts significantly improves the performance, it should stay enabled.

However, if you experience issues when switching between slides or if you frequently place other shapes on top of charts, you can disable this setting.

For further information regarding this function and information on how to disable for it for single charts, see **Preload Charts**.

4. Chart Editing Modes

While editing empower® Charts, you can work in normal mode or choose one of two special editing modes.

In normal mode, you can access all empower® Features for charts and you have the best quality for labels and texts.

This mode is the default choice and should be used whenever possible.

In addition, you can choose between performance mode and manual edit mode.

Performance Mode

The performance mode is only triggered if individual charts have a lot of content or if the loading of the chart takes longer for technical reasons. The message to be able to switch to performance mode therefore only appears if a chart fulfills this criterion.

Charts that are located on the first slide of your presentation are excluded from performance mode.

In this mode, individual data is scaled down, which means, for example, that oblique texts can be distorted.

If empower® detects that using performance mode could improve your experience, a notification bar appears above your chart.

To enter performance mode, click on the button **Switch to Performance Mode** (Figure 18).

Figure 18. Button **Switch to Performance Mode**

If you do not want to switch to performance mode and do not want to be asked for it for the current chart in the future, click on the button **Do not show again** (Figure 19).

Figure 19. Button **Do not show again**

The performance mode is used for better and faster processing of charts. After editing the chart in this mode, however, it should be left again.

To do so, click on the button **Properties** in the action bar (Figure 20) and choose the option **Leave Performance Mode** (Figure 21).

Figure 20. Button **Properties**

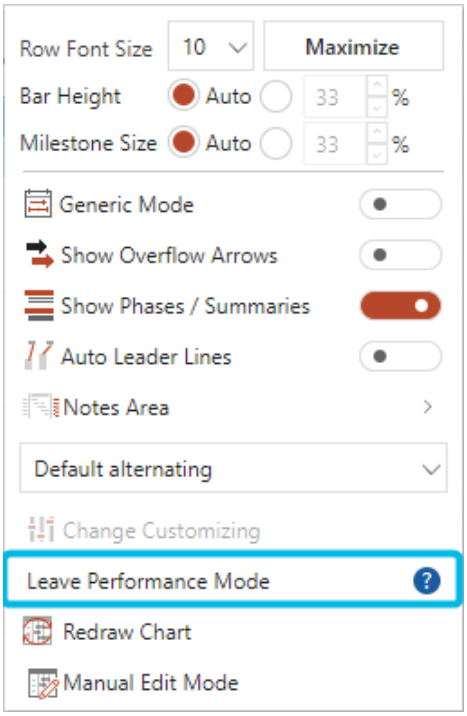


Figure 21. Option **Leave Performance Mode**

Manual Edit Mode

Once you have finished editing your chart, you can still make manual changes at a later stage if absolutely necessary.

If you decide to do that, all empower® Features for charts are disabled and you can implement all manual changes.

To do so, click on the button **Properties** and choose the option **Manual Edit Mode** (Figure 22).

A dialog box opens.

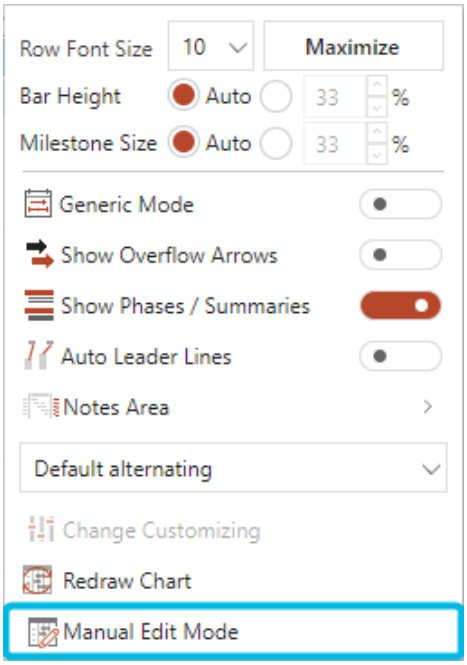


Figure 22. Option **Manual Edit Mode**

Read the message carefully and if you agree, confirm your choice by clicking on the button **Manual Edit Mode** (Figure 23).

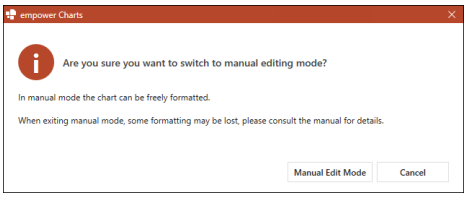


Figure 23. Dialog Box for Manual Edit Mode

Manual edit mode should not be used for manipulation of the chart in normal use as almost all changes made in manual edit mode will be reverted when entering normal mode again.

More fundamental changes may lead to empower® no longer working correctly for this chart.

Leave Manual Edit Mode

To leave manual edit mode, click on the button **Properties** in the action bar and choose the option **Exit manual edit mode** (Figure 24).

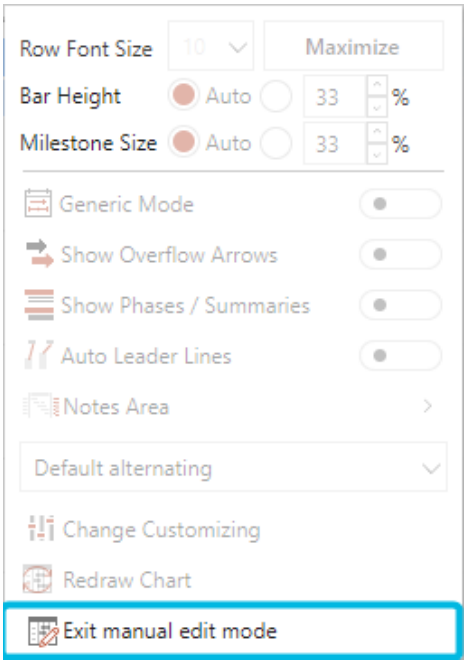


Figure 24. Option **Exit manual edit mode**

If you leave manual edit mode for Gantt charts, almost all changes are revoked.

If you leave manual edit mode for data charts, almost all changes are revoked, except for the following:

- Changes to color of data points (e.g. a section of a bar)
- Changes to shading of data points
- Changes to the category axis
- Changes to axis settings
  You need to insert the PowerPoint axis in manual edit mode and then enable and disable the empower® Axis again when you have left manual edit mode.
- Changes to gridlines in the chart

5. Preload Charts

By default, charts are preloaded as soon as you enter a slide, which significantly increases the performance around the selection of charts.

If an element is placed above a chart, it can only be used if the preloading is disabled. Otherwise, the element disappears in the layer behind the chart and can therefore not be used or edited.

The preload function can be disabled and enabled for a single chart via the **eye** symbol next to the upper right corner of a chart.

This can be useful if, for example, you want to place a shape above the chart to add information in form of text or to highlight something.

To do so, hover over the chart. The **eye** symbol appears next to the chart (**Figure 25**).

Click on the **eye** symbol to disable preloading.

Figure 25. Disable Preloading

To enable preloading again, select the chart and then click on the **eye** symbol in the action bar (**Figure 26**).

Figure 26. Enable Preloading

Via the user settings, you can also disable the preloading globally. However, due to a loss of performance, this is not recommended.

For further information regarding the user settings, see **User Settings**.

6. Use the Mini Excel

To open the mini Excel, perform a double-click on the chart. The mini Excel opens.

All mini Excels have an action bar which can be used to edit the table. This action bar only differs slightly depending on the chart type.

In addition to the available actions, the mini Excel provides an undo and redo action in the upper left corner of the mini Excel.

Most options in the mini Excel's action bar are Office built-in options.
For further information regarding these options, see **Microsoft Support**.

Actions executed via the groups Insert, Delete and Table cannot be undone.

You can always open the mini Excel in a full Excel window. To do so, click on the **table** symbol in the upper left corner of the mini Excel (**Figure 27**).

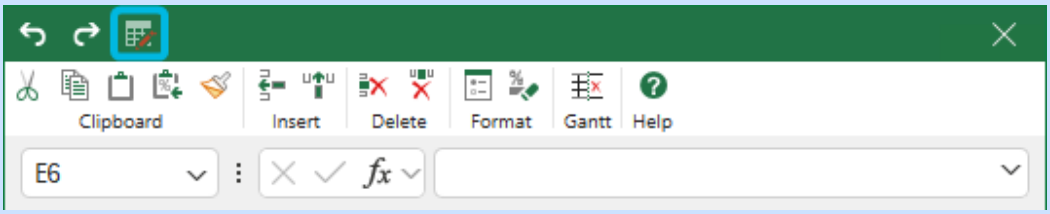


Figure 27. Open Full Excel Window

Use Clipboard Options

Via the group Clipboard, you can cut and copy values from cells in the Excel table (**Figure 28**).

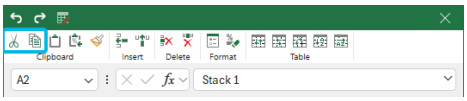


Figure 28. Buttons **Cut** and **Copy**

If you cut or copy a value, the value is marked as cut-out or copied.

To paste the value, you can either use the button **Paste** to fill in the value in the source format or **Paste (keep destination format)** to fill in the value in the destination format (**Figure 29**).

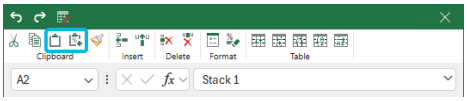


Figure 29. Pasting Options

In addition, you can use the button **Transfer format** to copy the format of the selected cells and paste it to the cells you select next (**Figure 30**).

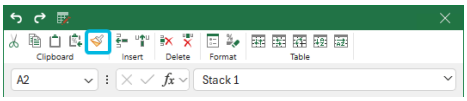


Figure 30. Button **Transfer format**

Insert Rows and Columns

To insert a new row, click on the button **Insert Row** (Figure 31).
The row will be added above the currently selected row.

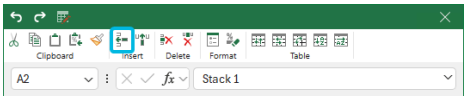


Figure 31. Button **Insert Row**

To insert a new column, click on the button **Insert Column** (Figure 32).
The column will be inserted before the currently selected column.

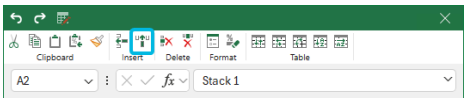


Figure 32. Button **Insert Column**

If there is a running copying or cutting action, it is not possible to insert rows or columns.

Delete Rows or Columns

To delete a row, click on the button **Delete Row** (Figure 33).

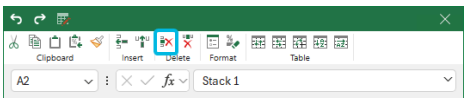


Figure 33. Button **Delete Row**

To delete a column, click on the button **Delete Column** (Figure 34).

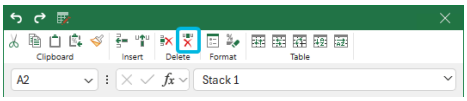


Figure 34. Button **Delete Column**

Use Format Options

To open further formatting options, click on the button **Format** (Figure 35).
A dialog box opens. Here, you are provided with the Office built-in formatting options.

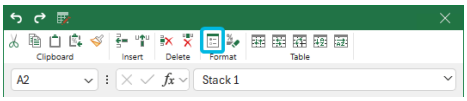


Figure 35. Button **Format**

To remove all formatting from the selected cells, click on the button **Clear Format** (Figure 36).

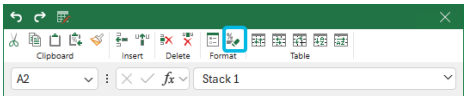


Figure 36. Button **Clear Format**

To open the formatting options, you can also use the keyboard shortcut **Ctrl + 1**.

Use Table Options

To reverse the row order, click on the button **Reverse rows (with formulas)** (Figure 37).

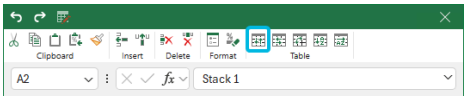


Figure 37. Button **Reverse rows (with formulas)**

To reverse the column order, click on the button **Reverse columns (with formulas)** (Figure 38).

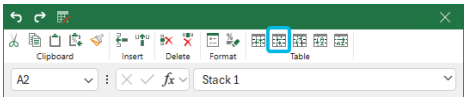


Figure 38. Button **Reverse columns (with formulas)**

To change rows to columns and vice-versa, click on the button **Transpose (values only)** (Figure 39).

Row *1* will then become column *A*.

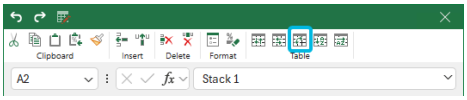


Figure 39. Button **Transpose (values only)**

To sort your rows according to their sum, click on the button **Sort rows descending on their sum (values only)** (Figure 40).

Clicking the button a second time will perform the opposite action.

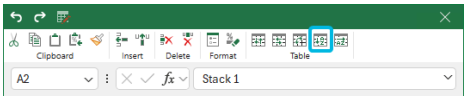


Figure 40. Button **Sort rows descending on their sum (values only)**

To sort your columns according to their sum, click on the button **Sort columns descending on their sum (values only)** (Figure 41).

Clicking the button a second time will perform the opposite action.

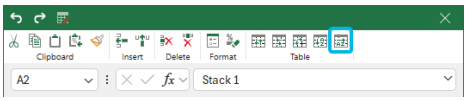


Figure 41. Button **Sort columns descending on their sum (values only)**

Where possible formulas contained in the table are preserved. The transposing and sorting options will convert any formulas contained in the table to values.

The group Table is only available for data charts.

Clear Gantt Chart

A Gantt chart only requires certain columns. If there are superfluous columns in your Excel table, remove them all at once by using the button **Gantt** (Figure 42).

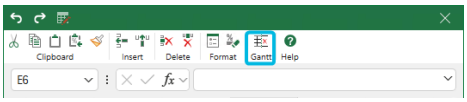


Figure 42. Button **Gantt**

The button **Gantt** is only available for Gantt charts.

Access Help Section

If you need help when editing the mini Excel, click on the button **Help** in the mini Excel's action bar (Figure 43).
A dialog box opens.
Here, you will be provided with further instructions.

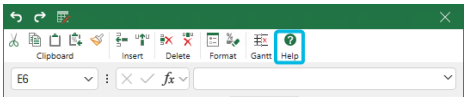


Figure 43. Button **Help**

The button **Help** is only available for Gantt charts, Mekko charts and waterfall charts.

7. Use Excel Links

In addition to using integrated data, you can also use external Excel data sources.

To do so, you can link Excel ranges to charts, tables, pictures or text.

Create Excel Links from PowerPoint

At best, you open the external Excel file before creating the Excel link. The file must be saved already.

The file can either be saved locally on your device or on a network drive.

If a SharePoint, OneDrive or Teams file has also been synchronized locally, you can also select this file from your file explorer.

To create an Excel link, click on the button **Data** in the action bar of your chart (Figure 44).

A drop-down menu opens.

Figure 44. Button **Data**

Then choose the option **Excel-Link** (Figure 45).

A dialog box opens.

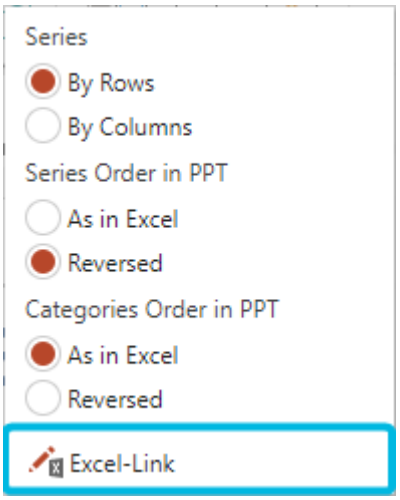


Figure 45. Option **Excel-Link**

In this dialog box, you can choose an Excel file with content you want to link to your chart (Figure 46).

Open files are always shown on the top of the list.

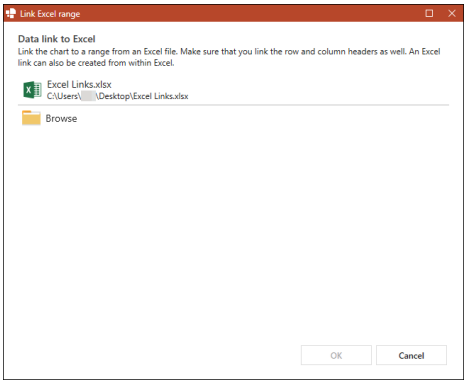


Figure 46. Dialog Box **Link Excel range**

If you want to use an Excel file that is already open, select it from the list

To select a file that is not currently opened, click on the button **Browse** (Figure 47).

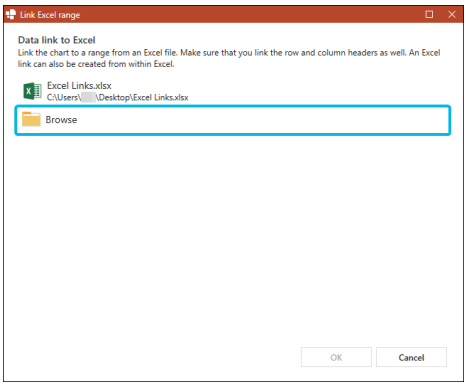


Figure 47. Button **Browse**

After you have selected the file, you can define what range you want to link. The Excel window opens on the right-hand side of your screen (Figure 48).

The range to be selected is usually detected automatically. However, you can always make changes.

Select the range by dragging your mouse from one edge to the other.

Alternatively, enter the range manually.

If you have named a range, you can also enter the name of this range.

Make sure the worksheet is defined in the input field. Otherwise the input is invalid.

Then, click on the button **OK** in the Excel dialog box.

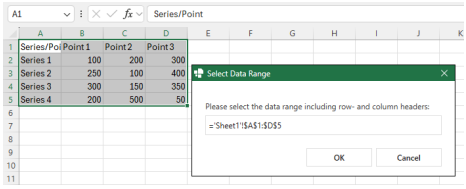


Figure 48. Select Excel Range

You cannot only select an entire range, but also connect partial areas with each other (Figure 49).

Doing so, you can exclude certain columns from the source file from charts. To do so, use your mouse cursor to select a range, then press the key **Ctrl** and select another range. You confirm your selection by clicking on the button **OK**.

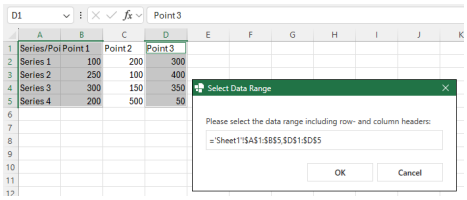


Figure 49. Select Partial Excel Range

You can also link Excel files which contain merged cells.

Alternatively, you can link an Excel range to a chart using Copy & Paste. To do so, copy the Excel range using **Ctrl** + **C** and then select your chart and press **Ctrl** + **V**.

If you use this shortcut on charts created with empower®, the Excel link is created automatically and a notification bar appears.

Figure 50. Notification Bar for Pasted Excel Link

To edit the default settings, click on the button **Edit settings** (Figure 50).

The Excel link settings open.

After creating the Excel link via the user interface, the Excel link settings open as well. These settings depend on the chart type you are using the Excel link for.

Further information regarding the settings can be found in the following chapters.

If you have created an Excel link for your chart, you can edit or break it any time.

To edit the Excel link, click on the button **Data** in the action bar and then choose the option **Edit Excel-Link** (Figure 51).
The Excel link settings open.

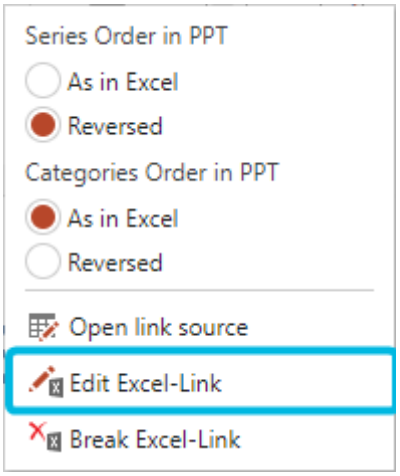


Figure 51. Option **Edit Excel-Link**

To break the Excel link, click on the button **Data** in the action bar and then choose the option **Break Excel-Link** (Figure 52).
A dialog box opens.

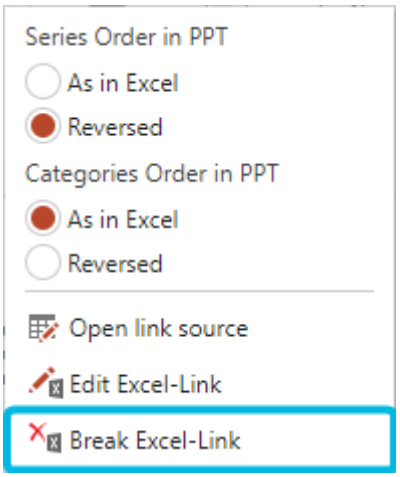


Figure 52. Option **Break Excel-Link**

To confirm the process, click on the button **Yes** (Figure 53).

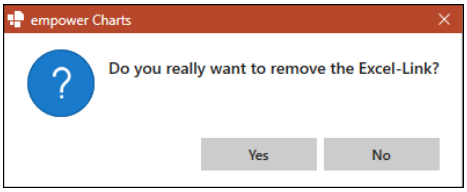


Figure 53. Dialog Box for Excel Link Removal

In addition, you can open the linked Excel file using the button **Open link source** (Figure 54).
The Excel file opens in a new window.

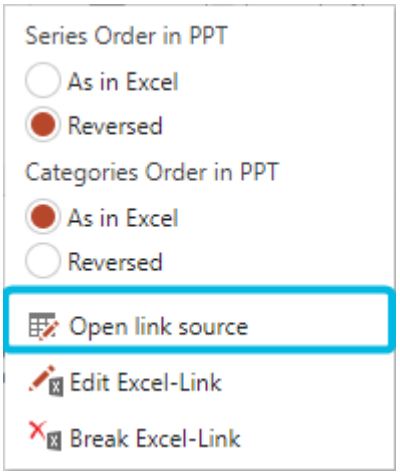


Figure 54. Option **Open link source**

To refresh and reload your chart to display changes that have been made to the Excel range, click on the button **Refresh** in the action bar (Figure 55).

Figure 55. Button **Refresh**

If there are updates, a dialog box opens (Figure 56).
Here, confirm if you want to apply the changes.

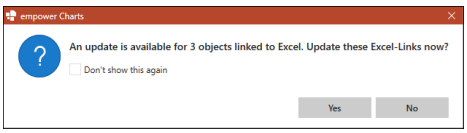


Figure 56. Update Notification

If the Excel range in the linked Excel file changes in terms of size, the chart shrinks or grows accordingly.

To find the linked Excel file, empower® refers to the file path. Therefore, you must not delete or move the file. If the linked file cannot be found anymore, a dialog box opens.

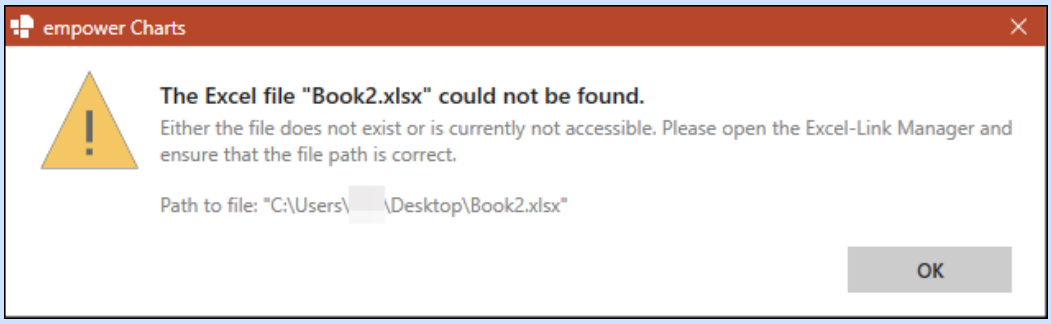


Figure 57. File Cannot Be Found

If you link an Excel range with hidden rows or columns to a chart, the data is hidden in the chart as well. If you break the Excel link, this data is still available.

Always remember to include column and/or row headers in your selection.

In PowerPoint, you can also link tables and text to Excel ranges.

To create an Excel link for a table, follow the following steps:

1. Insert a table into your slide and select it.
2. Navigate to the group empower.
3. Click on the button **Excel-Link** (Figure 58).
   A drop-down menu opens.

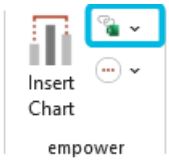


Figure 58. Button **Excel-Link**

4. Choose the option **Create Excel-Link (table)** (Figure 59).
   A dialog box opens.

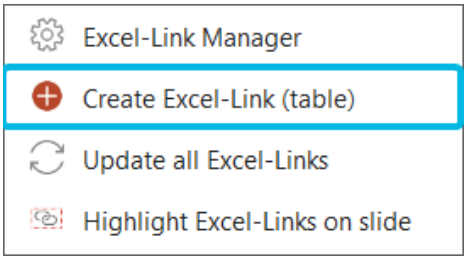


Figure 59. Option **Create Excel-Link (table)**

5. Choose the Excel file you want to use.
   The Excel window opens on the right-hand side of your screen.
6. Select the range by dragging your mouse from one edge to the other.
7. Then, click on the button **OK** in the Excel dialog box.
   The Excel link settings open.

Alternatively, you can use Copy & Paste to create an Excel link.

To do so, refer to the instructions for Excel links for charts above.

In addition to those instructions, click on the button **Link table with pasted data** after inserting the data (Figure 60).

Otherwise the table will not be linked.

Figure 60. Button **Link table with pasted data**

The PowerPoint table will always be adjusted to match the Excel cells, but there is no automatic adjustment of column widths or cell formats.

To create an Excel link for text, follow the following steps:

1. Insert a text placeholder into your slide and select it.
   Alternatively, you can use an existing placeholder.
2. Navigate to the group empower.
3. Click on the button **Excel-Link**.
   A drop-down menu opens.
4. Choose the option **Create Excel-Link (text)** (Figure 61).
   A dialog box opens.

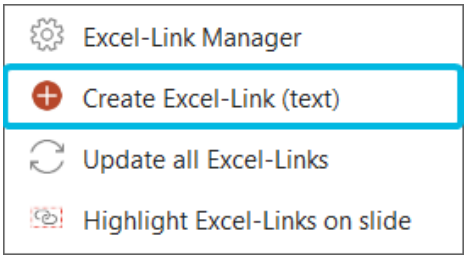


Figure 61. Option **Create Excel-Link (text)**

5. Choose the Excel file you want to use.
   The Excel window opens on the right-hand side of your screen.
6. Select the range by dragging your mouse from one edge to the other.
7. Then, click on the button **OK** in the Excel dialog box.
   The Excel link settings open.

Alternatively, you can use Copy & Paste to create an Excel link.

To do so, refer to the instructions for Excel links for charts above.

In addition to those instructions, click on the button **Convert linked data to Excel-Link** after inserting the data.

Otherwise the text will not be linked.

You can create multiple Excel links for text in one placeholder.

If an Excel link to a PowerPoint table is created, text that is formatted with superscript or subscript is taken over and displayed correctly in the chart. If an Excel link to a PowerPoint text is created, text that is formatted with superscript or subscript is not displayed with superscript or subscript due to a technical limitation in PowerPoint.

For tables and text linked to an Excel range, you can access the options **Refresh**, **Open link source**, **Edit Excel-Link** and **Break Excel-Link** via their own action bar (Figure 62).

Figure 62. Action Bar for Linked Objects

General Excel Link Settings

In the Excel link settings for data charts, Gantt charts, tables and text, you can adjust the link source (file and range) and make further changes.

To change the linked Excel file or the Excel range, click on the **pen** symbols next to the input fields (Figure 63).

If you click on the **pen** symbol to change the file, you can browse your files.

If you click on the **pen** symbol to change the range, the currently linked Excel file opens and you can select a new range.

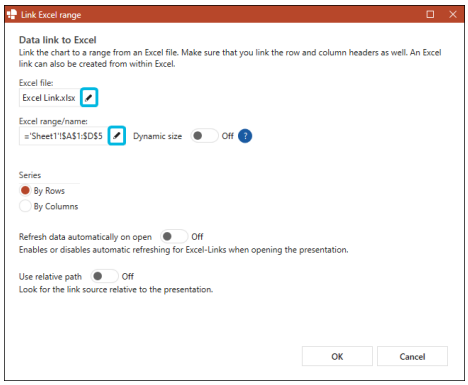


Figure 63. **Pen** Symbols in Excel Link Settings

In addition, decide if you want to use the dynamic range adaption or not.

If you choose to resize your Excel range dynamically, empower® always starts in the upper left corner of your range and expands to the right and below until it detects empty cells.

To enable the dynamic range adaption, switch the toggle button for **Dynamic size** to *On* (Figure 64).

This way, the data range will automatically be extended if you add a column or row to the data source in the Excel file.

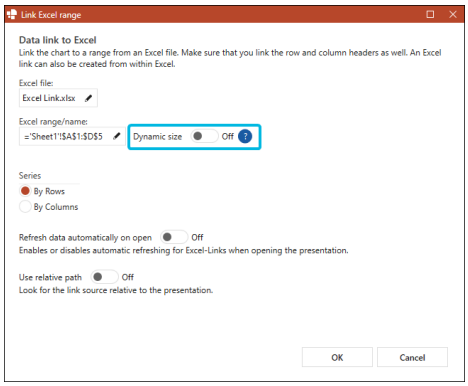


Figure 64. Enable Dynamic Size

To refresh your chart each time you open the presentation, switch the toggle button for **Refresh data automatically on open** to *On* (Figure 65).

If this setting is enabled, empower® checks the linked Excel file for updates each time you open the presentation.

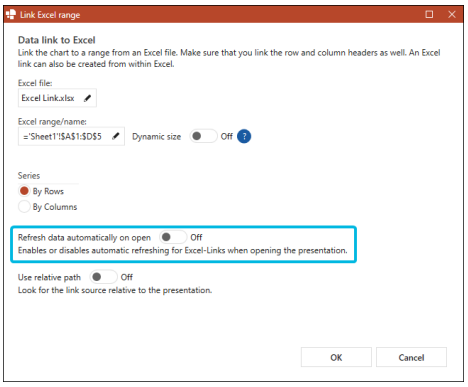


Figure 65. Enable Automatic Refresh

To use a relative path, you need to first save your presentation.

Then, switch the toggle button for **Use relative path** to *On* (Figure 66).

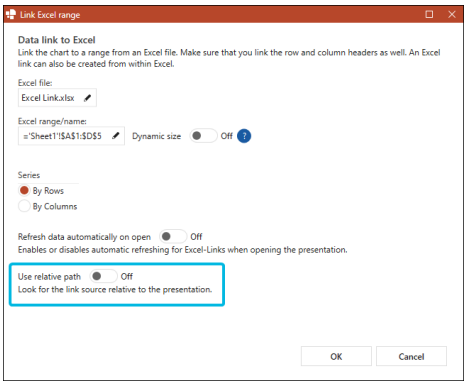


Figure 66. Enable Relative Path

Instead of using an absolute path, this setting will allow you to use a relative path of the respective PowerPoint and Excel file.

If you wish to send a PowerPoint or Excel file as an e-mail attachment, their recipient is able to save these files to their local hard drive.

Even though the connection to the chart refers to a path that is inaccessible to this recipient, a link to the Excel range can be established via the relative path, provided the files are saved in a similar way.

If, for example, the original files have been placed in the same folder, it is necessary that these files are also placed in the same folder when saved locally.

Dynamic size mode is not supported when partial areas of an Excel file are selected.

Settings for Data Charts

For data charts, there are specific settings.

To use the rows in the Excel range as series, choose the option **by Rows** (Figure 67).

To use the columns in the Excel range as series, choose the option **by Columns** (Figure 67).

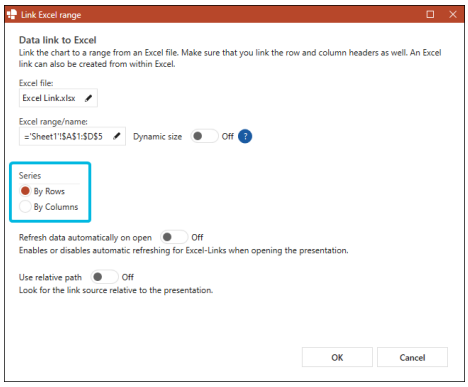


Figure 67. Series Options

If you link an invalid Excel range for a data chart, a note is displayed. This note tells you which columns or rows are missing (Figure 68).

You cannot apply the Excel link unless it is valid.

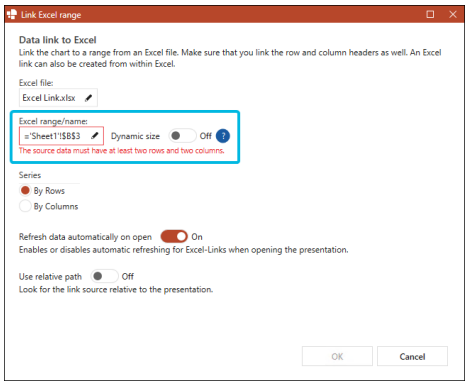


Figure 68. Invalid Data Range Note

Settings for Gantt Charts

For Gantt charts, there are specific settings.

To adjust the time period displayed in your Gantt chart automatically to the Excel range you want to link, switch the toggle button for **Automatically adjust Gantt period** to *On* (Figure 69).

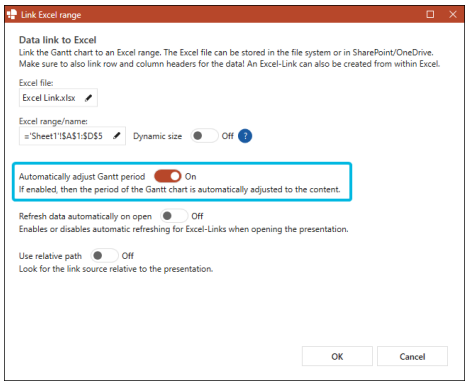


Figure 69. Enable Automatic Adjustments

If you link an invalid Excel range for a Gantt chart, you can apply the Excel link nonetheless.

A dialog box opens (Figure 70).

After the dialog box closes, a notification bar is displayed, telling you that there are issues in your linked Excel file.

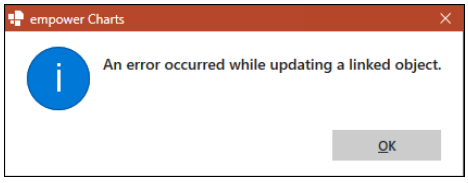


Figure 70. Error Message

Click on the button **Open link source** to examine and adjust the Excel range again (Figure 71).

Click on the button **Show Details** to open an error list (Figure 72).

Figure 71. Notification Bar for Invalid Gantt Excel Range – Button **Open link source**

Figure 72. Notification Bar for Invalid Gantt Excel Range – Button **Show Details**

In the error list, you can see if there are missing or invalid columns (Figure 73).

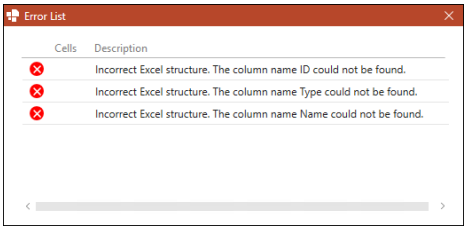


Figure 73. Error List

Settings for Tables

For tables, there are specific settings.

To apply the colors you have used in Excel to the table in PowerPoint, switch the toggle button for **Use Excel colors** to *On* (Figure 74).

Your table will then be colored the same way the Excel range is colored.

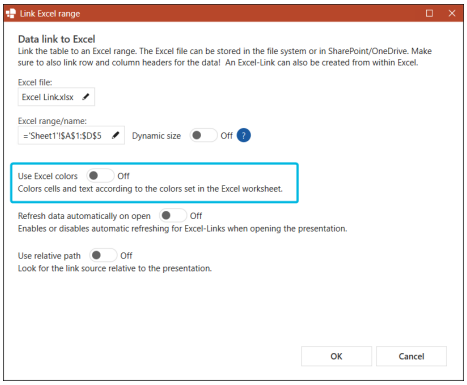


Figure 74. Enable Excel Colors

Highlight and Update All Excel Links

If you have opened a PowerPoint file and want to know if there are any Excel links on your current slide, click on the button **Excel-Link** and then choose the option **Highlight Excel-Links on slide** (Figure 75).

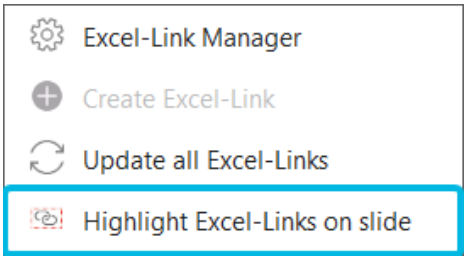


Figure 75. Option **Highlight Excel-Links on slide**

All objects with Excel links will be marked with an orange frame.

To update all Excel links at once instead of refreshing them one by one, click on the button **Excel-Link** and then choose the option **Update all Excel-Links** (Figure 76).

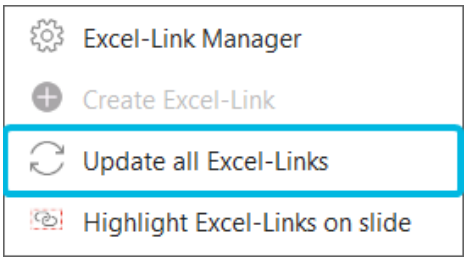


Figure 76. Option **Update all Excel-Links**

If there are any updates, a dialog box opens (Figure 77).
Here, confirm if you want to apply the changes.

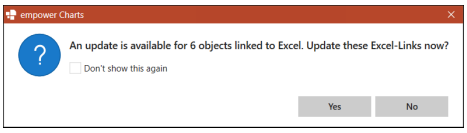


Figure 77. Update Notification for Entire Presentation

Create Excel Links from Excel File

Instead of creating the Excel Link from PowerPoint, you can also create an Excel Link from an Excel file.

Here, you have two options:

- Link the Excel range to an existing object in PowerPoint
- Link the Excel range to a new object in PowerPoint

For both actions, the PowerPoint file must already be opened. Otherwise, the buttons will be grayed out.

To link an Excel range to an existing PowerPoint object, follow the following steps:

1. Select the Excel range.
2. Navigate to the tab Insert and then to the group empower.
3. Click on the button **Link to existing PPT object** (Figure 78).
   The last opened PowerPoint file opens.

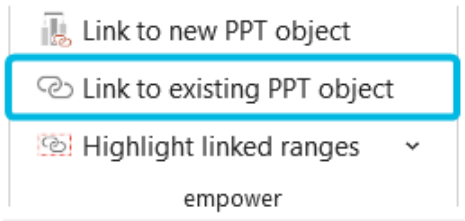


Figure 78. Button **Link to existing PPT object**

4. Here, navigate through the presentation to find the object you want to link the Excel range to.
5. Click on the button **Create Link** (Figure 79).
   A notification bar appears.
6. To edit the default settings, click on the button **Edit settings** (Figure 50).
   The Excel link settings open.

Figure 79. Button **Create Link**

Alternatively, you can also replace an existing Excel link.
In this case, the button is called **Replace Link** instead of **Create Link** (Figure 80).

Figure 80. Button **Replace Link**

To abort the process, click on the button **Cancel** above an object (Figure 81).

Figure 81. Button **Cancel**

To link an Excel range to a new PowerPoint object, follow the following steps:

1. Select the Excel range.
2. Navigate to the tab Insert and then to the group empower.
3. Click on the button **Link to new PPT object** (Figure 82).
   The chart type selection opens.

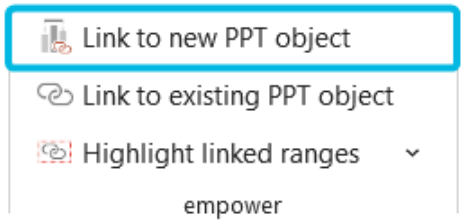


Figure 82. Button **Link to new PPT object**

4. Choose the chart type you want to use (Figure 83).
   Alternatively, you can link the Excel range as an image.
   The last opened PowerPoint file opens.

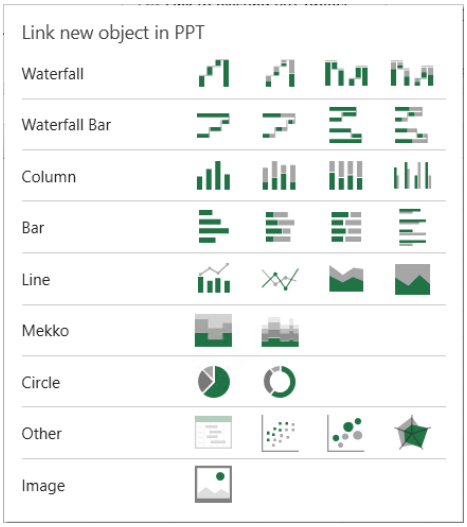


Figure 83. Chart Type Selection

5. Either drag and drop your mouse cursor to define the object's size or click into a placeholder.
   The object is inserted into your slide and a notification bar appears.
6. To edit the default settings, click on the button **Edit settings** (Figure 50).
   The Excel link settings open.

An Excel object that is inserted as an image to PowerPoint can be a range or a table, an Excel chart or a shape.

Excel ranges and tables that are linked as pictures to PowerPoint are also compatible with the live update mode. The picture on the slide will be updated according to the linked Excel data.

The live update does not work for Excel charts or shapes that are linked as pictures to PowerPoint due to technical limitations of Excel.

If you link an Excel range as a picture, make sure the content of the Excel range is displayed completely in the Excel file. Otherwise, it will also be cropped in the picture in PowerPoint.

If you link an Excel range as a picture, the picture is automatically locked in aspect ratio and will not be distorted if its size is being adapted manually.

For pictures linked to an Excel range, you can access the options **Refresh**, **Open link source**, **Edit Excel-Link** and **Break Excel-Link** via their own action bar.

For further information regarding the Excel link settings, see General Excel Link Settings.

For further information regarding the live update mode, see Live Update Mode.

Highlight Linked Ranges

If you have opened an Excel File and you are unsure which ranges in the file have already been linked to PowerPoint, you can highlight linked ranges in Excel.

To do so, navigate to the group empower in the tab Insert and click on the button **Highlight linked ranges** (Figure 84).

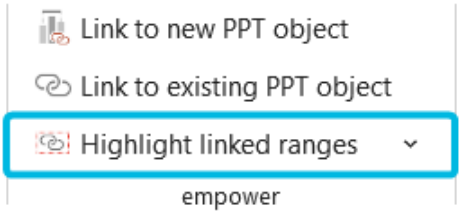


Figure 84. Button **Highlight linked ranges**

The ranges which have been linked to PowerPoint will be highlighted.

Click on the edge of such a range to display the link information.

A dialog box opens.

Here, you can see all Excel links that have been created for the selected Excel range (Figure 85).

In the table, you can view the file path, slide number, Excel range and status of the Excel link.

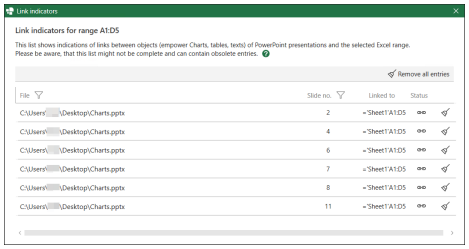


Figure 85. Excel Link Overview

To open the PowerPoint file with the linked chart, select the entry from the list and click on the button **Open** (Figure 86).

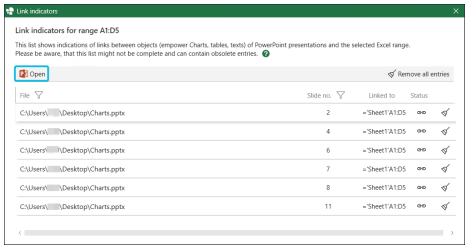


Figure 86. Button **Open**

If PowerPoint is already open, click on the button **Jump to slide** (Figure 87 **(1)**).

In this case, you can also refresh all Excel links at once, using the button **Refresh** (Figure 87 **(2)**).

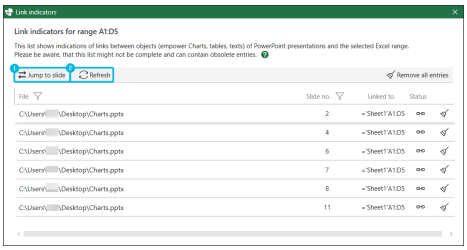


Figure 87. Buttons **Jump to slide** and **Refresh**

To remove an entry from the list, click on the **broom** symbol (Figure 88).

This action does not remove the Excel link but only the list entry.

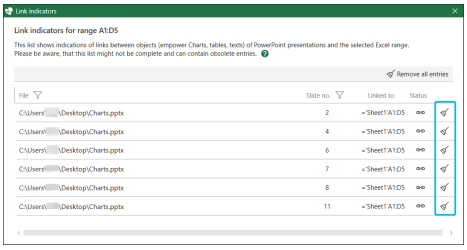


Figure 88. **Broom** Symbols for Single Entries

You can also remove all entries at once by clicking on the button **Remove all entries** (Figure 89).

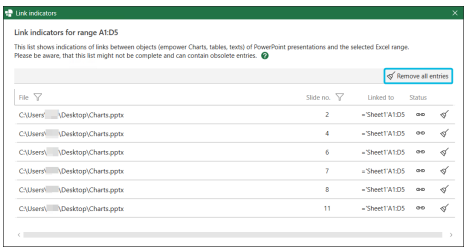


Figure 89. Button **Remove all entries**

To view the link overview of all links in the current Excel file, you expand the drop-down menu for the button **Highlight linked ranges** and then choose the option **Manage links** (Figure 90).

Here, you have the same options as for single ranges.

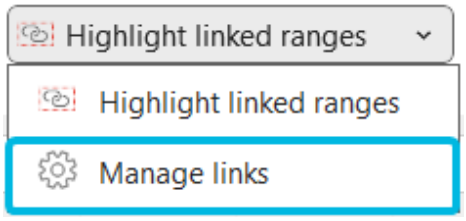


Figure 90. Option **Manage links**

8. Excel Link Manager

Via the Excel link manager, you can view all Excel links present in a PowerPoint presentation at once.

In addition, you can view information about the links such as their status and last update, the file path, their position in the presentation and which element or chart type has been linked.

Furthermore, you can make changes to the links, refresh, edit or break them.

Number separators for linked shapes and tables can also be set in the Excel link manager window.

To access the Excel link manager, navigate to the group empower and click on the button **Excel-Link** (Figure 91).

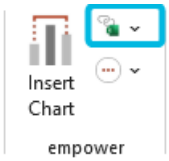


Figure 91. Button **Excel-Link**

Then, choose the option **Excel-Link Manager**.

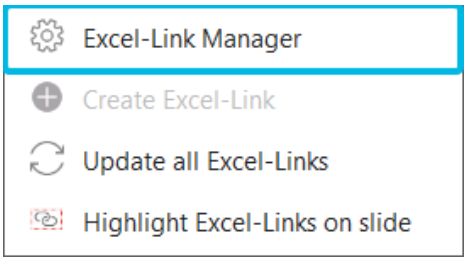


Figure 92. Option **Excel-Link Manager**

In the list, you can select one or multiple Excel links (Figure 93 **(1)**).

If you click on one element, it will be highlighted in the presentation with an orange frame (Figure 93 **(2)**).

Alternatively, you can select the element from the list and click on the button **Highlight in PowerPoint** (Figure 93 **(3)**).

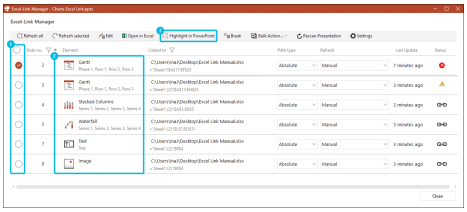


Figure 93. Selection and Highlighting Options

If you click on a link, the Excel file with the linked Excel range opens (Figure 94 **(1)**).

In addition, you can change the path type from absolute path to relative path and vice-versa. To do so, choose your preferred option from the drop-down menu (Figure 94 **(2)**).

You can also decide if you want to update a single Excel link automatically when opening the presentation. To do so, choose your preferred option from the drop-down menu (Figure 94 **(3)**).

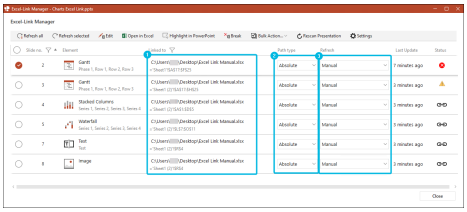


Figure 94. Path Settings And Refresh Options

If you want to set one of these settings for multiple Excel links, select the links from the list and click on the button **Bulk Action...** (Figure 95).

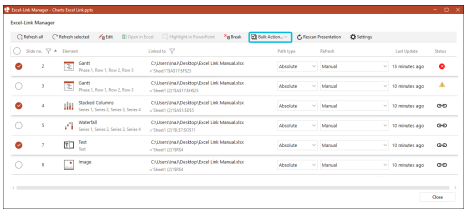


Figure 95. Button **Bulk Action...**

To use absolute paths for all selected Excel links in the list, choose the option **Use absolute path** (Figure 96 **(1)**).

To use relative paths for all selected Excel links in the list, choose the option **Use relative path** (Figure 96 **(2)**).

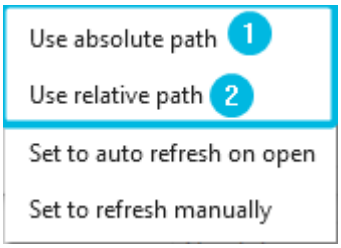


Figure 96. Path Options

To update all selected Excel links automatically when opening the presentation, choose the option **Set to auto refresh on open** (Figure 97 **(1)**).

To disable the automatic update, choose the option **Set to refresh manually** (Figure 97 **(2)**).

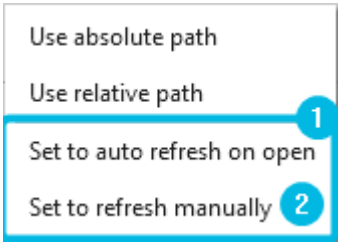


Figure 97. Automatic Refresh Options

On the right-hand side of the window, the link status and the last update time stamp is displayed (Figure 98).

If the link is valid, a **link** symbol is displayed.

If the link is not valid because the linked range cannot be found, e.g. because the file or sheet have been deleted, a **cross** symbol is displayed.

If the link is invalid because of issues during an update, e.g. the file can be found but the data structure is invalid, a **warning** symbol is displayed.

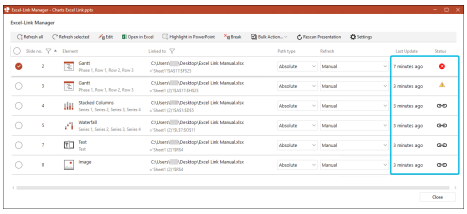


Figure 98. Status Display for Valid and Broken Links

For linked online files and files with an unknown status, separate status symbols are displayed (Figure 99).

If the link for an online file is valid and there is a connection, a **cloud** symbol with a checkmark is displayed.

If the status of an online file is not known yet and still loading, a **cloud** symbol is displayed.

If the status of a locally linked file is unknown, a **paper** symbol with a question mark is displayed.

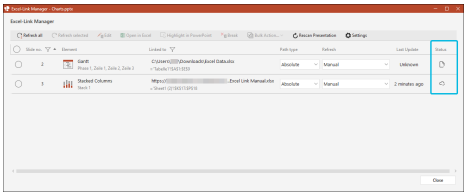


Figure 99. Status Display for Online Links and Unknown Status

Hover over the symbols to show further information.

If you make changes to your presentation and to your Excel links while the Excel link manager is open, you can reload the list to view the most recent information.

To do so, click on the button **Rescan presentation** (Figure 100).

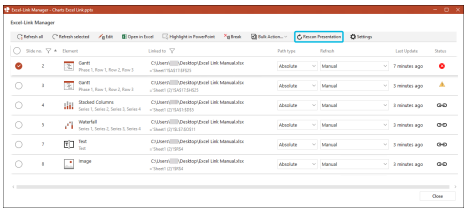


Figure 100. Button **Rescan Presentation**

If you convert a slide or presentation using the empower® Conversion feature, all Excel links are removed.

However, you can restore all Excel links at once using the button **Rescan presentation** in the Excel link manager.

For further information regarding the conversion, refer to our **empower® Brand Control manual**.

Refresh Excel Links

In the Excel link manager, you can either refresh all Excel links at once or just the ones you have selected.

To refresh all Excel links, click on the button **Refresh all** (Figure 101).

A progress spinner appears and all Excel links will be updated.

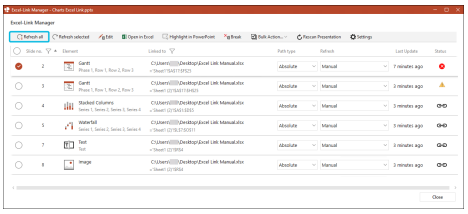


Figure 101. Button **Refresh all**

To refresh only one or certain Excel links, select them from the list and click on the button **Refresh selected** (Figure 102).

A progress spinner appears and all Excel links will be updated.

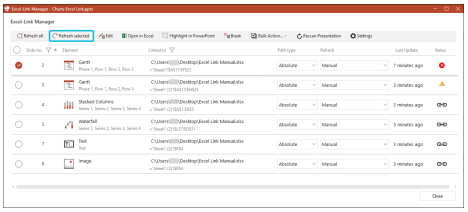


Figure 102. Button **Refresh selected**

If a link cannot be updated successfully, the corresponding symbol appears next to the list entry.

Edit Excel Links

To edit Excel links, you can open the Excel link settings. To do so, select the Excel link from the list and click on the button **Edit** (Figure 103).

The Excel link settings open. For further information regarding those settings, see **General Excel Link Settings**.

If you select more than one entry from the list and click on the button **Edit**, you can choose a new Excel file to be linked.

Click on the button **OK** to confirm your selection.

Here, you cannot select a new Excel range to be linked. Therefore, empower® will link your selected object to the same range that was specified in the initial Excel file.

If this range is empty or does not exist in the new Excel file, this can cause issues.

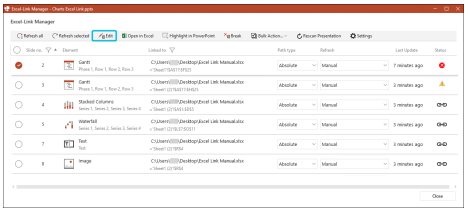


Figure 103. Button **Edit**

To edit the Excel range that is linked to an element, select the element and click on the button **Open in Excel** (Figure 104).
The Excel file opens and the linked range is preselected.
Here, you can make changes to the linked data.

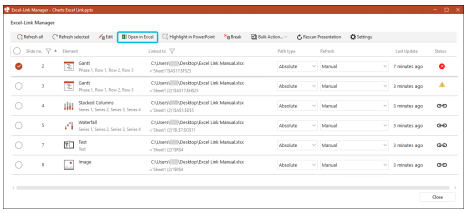


Figure 104. Button **Open in Excel**

To remove one or more Excel link, select them from the list and click on the button **Break** (Figure 105).
A dialog box opens.

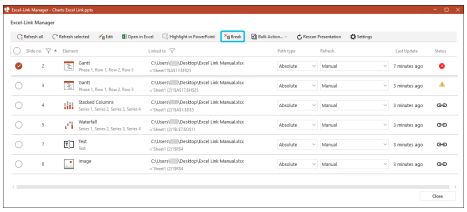


Figure 105. Button **Break**

To confirm the process, click on the button **Yes** (Figure 106).

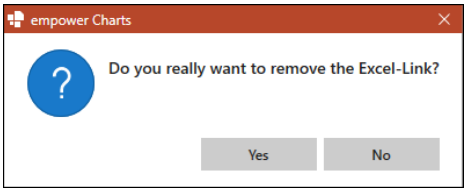


Figure 106. Excel Link Removal Dialog Box

Set Separators for Excel Links

To edit the number separator for tables and shapes linked via an Excel link, click on the button **Settings** (Figure 107).
A dialog box opens.

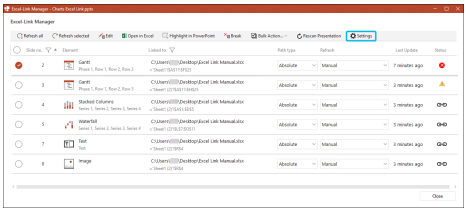


Figure 107. Button **Settings**

Here, you can choose if you want to use automatic separators that refer to your language settings or if you want to set them manually for all Excel links.

To use automatic separators, choose the option **Automatic** (Figure 108).

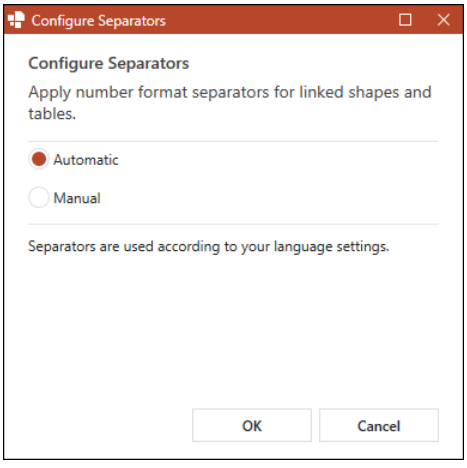


Figure 108. Option **Automatic**

To use custom separators, choose the option **Manual**.

Your options are now displayed (Figure 109).

Define the decimal and group separator you want to use by choosing an option from the drop-down menu.

Alternatively, you can enter a custom separator. This separator will then be added to the drop-down menu for future changes.

If you have finished, click on the button **OK**.

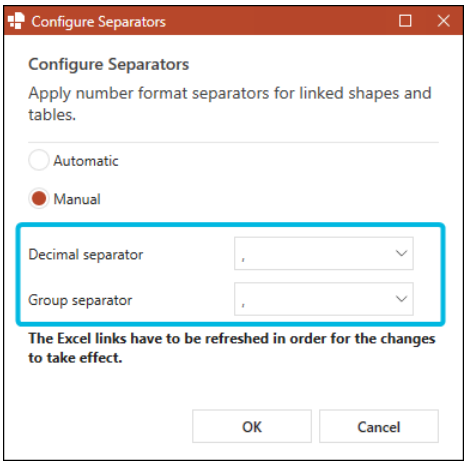


Figure 109. Set Separators Manually

Then, click on the button **Refresh all** for the changes to take effect.

The setting applies to all Excel links, regardless of your selection.

9. Convert Charts

You can convert charts that have either been created with the PowerPoint built-in feature or with another software into empower® Charts.

In addition, you can convert one chart type into another chart type, if those chart types are compatible.

Gantt charts cannot be converted into other chart types.

Charts that have been converted into empower® Charts cannot be converted back.

To convert charts, follow the following steps:

1. If the chart has been created with another software, make sure this software is disabled before converting the chart.
2. Select the respective chart.
3. Click on the button **Insert Chart** (Figure 110).
   The chart type selection opens. It only shows the chart types the chart can be converted to and the current chart type is marked by a frame.
4. Select the chart type you want to use (Figure 111).

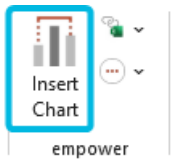


Figure 110. Button **Insert Chart**

Figure 111. Chart Type Selection for Conversion

A progress spinner appears. Your chart is converted into the corresponding empower® Chart.

You can now use all empower® Features to edit your chart.

Only charts that use a similar data structure in their mini Excels can be converted.

A column chart, for example, can be converted to a stacked bar chart.

A stacked column chart, however, cannot be converted to a waterfall chart.

Alternatively, you can click on the button **Series** in the action bar of your chart and then click on the button **Convert** (Figure 112). The chart type selection opens and you can choose which chart type you want to convert the selected chart to.

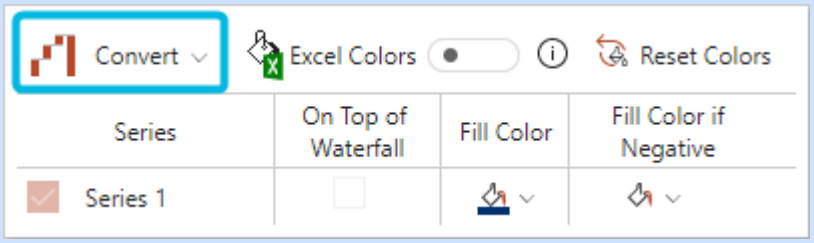


Figure 112. Button **Convert** for Single Chart

Convert Multiple Charts

With empower®, you can also convert multiple charts on your slide or in your presentation.

This feature can be used for multiple PowerPoint charts or charts that have been created with another software.

To convert all charts on the current slide, navigate to the group empower and click on the button **More** (Figure 113).

Figure 113. Button **More**

Then, choose the option **Convert all charts on slide (Beta)** (Figure 114).

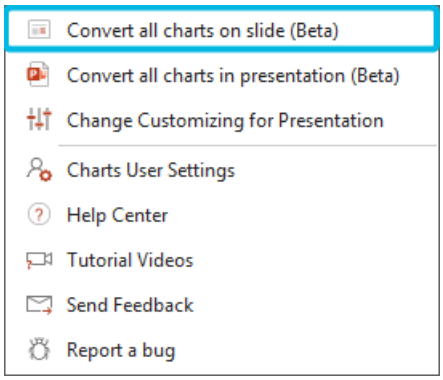


Figure 114. Option **Convert all charts on slide (Beta)**

To convert all charts in the presentation, navigate to the group empower and click on the button **More**.

Then, choose the option **Convert all charts in presentation (Beta)** (Figure 115).

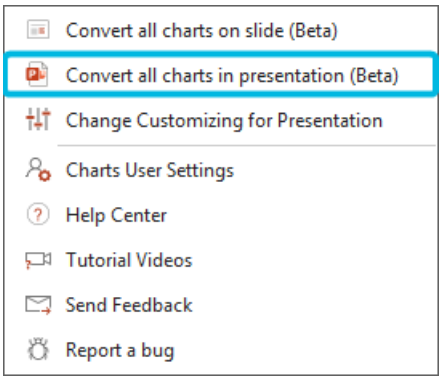


Figure 115. Option **Convert all charts in presentation (Beta)**

All charts that have not been created with empower® are converted into empower® Charts. To do so, empower® uses the respective chart type that has been used for the chart initially.

If you use one of these options to convert charts, a copy of the respective slide or the respective presentation is created during the conversion.

This copy contains the converted chart. Therefore, you can use the original slide to compare your initial chart with the converted chart.

If the conversion has worked out and everything has been transferred correctly, you can delete the original slide or presentation.

As this feature is reliant on a different software, it is in a permanent beta phase. Therefore, check results manually and optimize the chart if required.

If it comes to problems within the converting process, a note appears next to the converted chart.

10. Use and Edit Labels

Labels can be added for most objects in data charts and Gantt charts.
Some objects are added with a label by default. Other objects are added without a label by default.

If a large number of labels is added to a chart, data labels are switched off automatically.
In most cases, you can enable the data labels via a notification bar. If there are too many labels, the data labels cannot be reenabled.

Edit Data Label Settings

Under the button **Data Labels** in the action bar, you can set general settings for the labels in your data chart (Figure 116).

Figure 116. Button **Data Labels**

The available options depend on the chart type. For example, you can enable and disable column sums globally if your chart contains columns or bars.

In addition, you can make changes to the primary value axis labels.

If the chart also has a secondary value axis, the label settings for this axis can also be adjusted.

If the chart contains a horizontal value axis, you can also change the default settings for its labels.

If the chart contains a category axis, you can decide which information should be displayed in the label.

For some charts such as circle charts and Mekko charts, you have additional options.

To disable the data labels globally for your chart, switch the toggle button for **Show Data Labels** to *Off* (Figure 117).

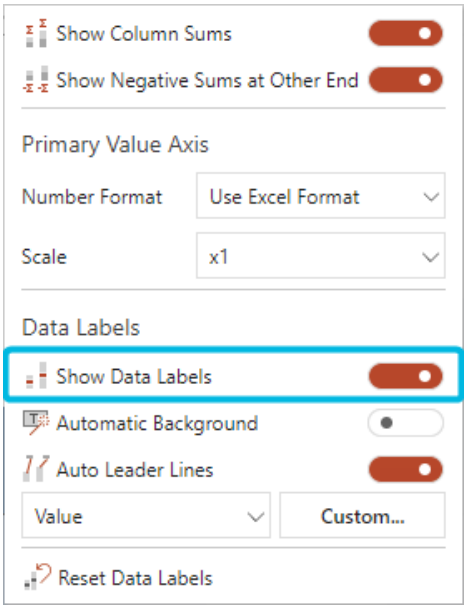


Figure 117. Option **Show Data Labels**

By default, all data labels have an automatic background.

To disable this automatic background, switch the toggle button for **Automatic Background** to *Off* (Figure 118).

Now, you can decide for each data label individually if you want to display the colored background or not.

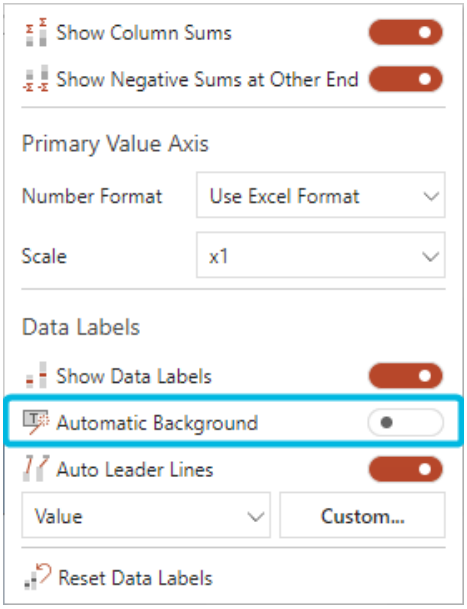


Figure 118. Option **Automatic Background**

By default, automatic leader lines are enabled for all data labels. These leader lines are added to your labels as soon as you move them from their default position and connect them to their data point (Figure 119).

They are supposed to create a clear arrangement of data points and data labels, where data labels can always be mapped correctly to their data points.

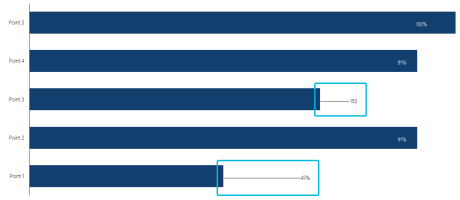


Figure 119. Leader Lines in Chart

To disable these automatic leader lines, switch the toggle button for **Auto Leader Lines** to *Off* (Figure 120).

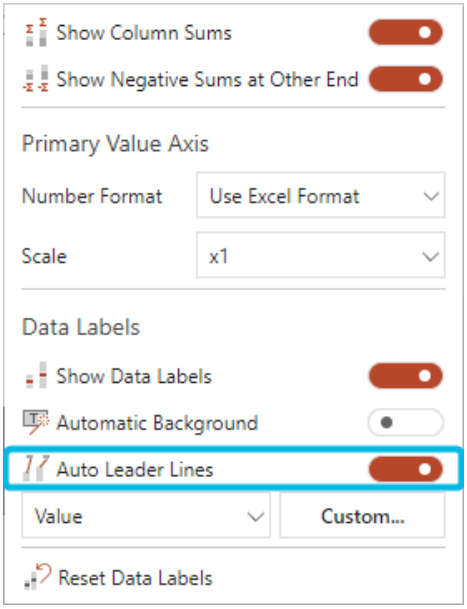


Figure 120. Option **Auto Leader Lines**

The text format for the data labels can also be set globally. To do so, expand the drop-down menu and choose a format (Figure 121).

To create a custom data label format, click on the button **Custom...**.

For further information regarding custom labels, see Custom Labels.

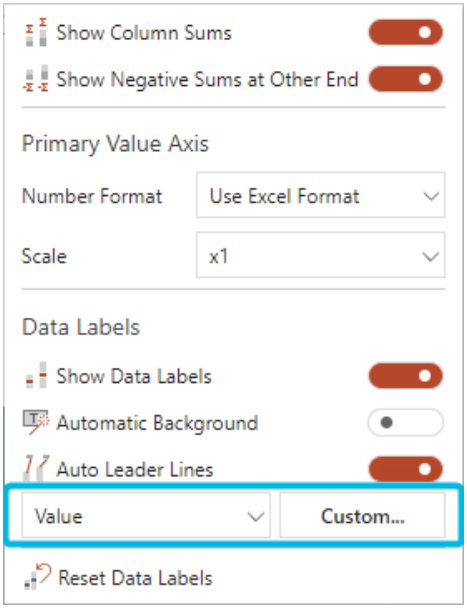


Figure 121. Define Label Format

In charts such as column, bar or waterfall charts, column sums can be used to display the sum value of multiple data series.

To show column sums on all columns or bars in the chart, switch the toggle button for **Show Column Sums** to *On* (Figure 122).

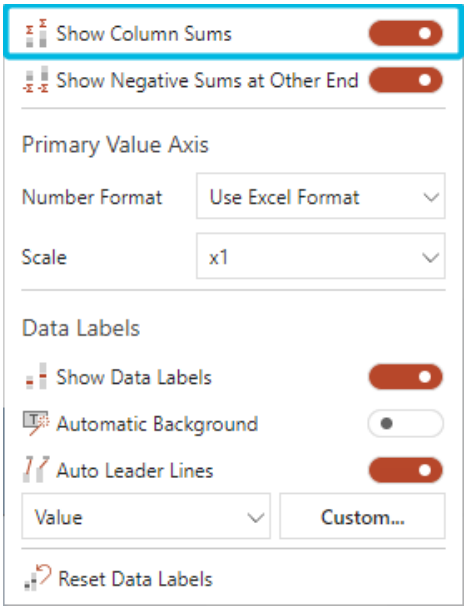


Figure 122. Option **Show Column Sums**

If your chart contains negative data points, you can display the column sums for those data points on the other end of the column or bar.

To do so, switch the toggle button for **Show Negative Sums at Other End** to *On* (Figure 123).

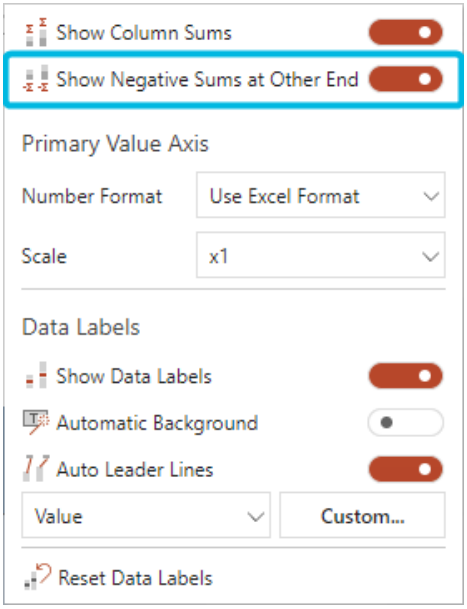


Figure 123. Option **Show Negative Column Sums at Other End**

In circle charts, you can decide if you want to display the data labels inside or outside of the chart.

To display the data labels outside of the chart, switch the toggle button for **Show data labels outside** to *On* (Figure 124).

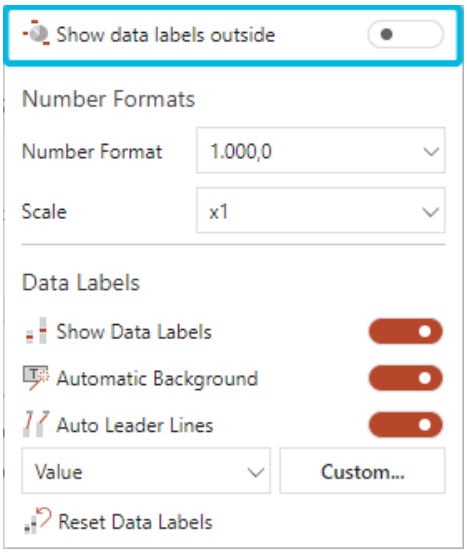


Figure 124. Option **Show data labels outside**

For all value axes in a chart, you can choose a number format and the scale for the axis labels and all values that refer to the axis. These settings can be adjusted individually for each axis (Figure 125).

To do so, expand the drop-down menus and choose your preferred options.

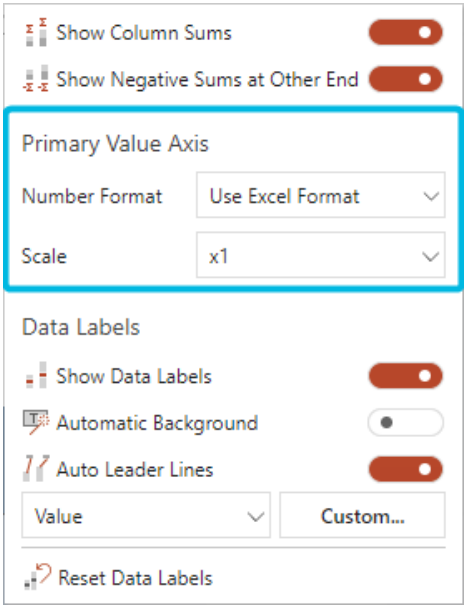


Figure 125. Axis Settings

To use a custom number format, choose the option **Custom Number Format**.

A dialog box opens (Figure 126).

Here, either type in your custom format into the input field or choose one from the list.

A preview is displayed above the input field.

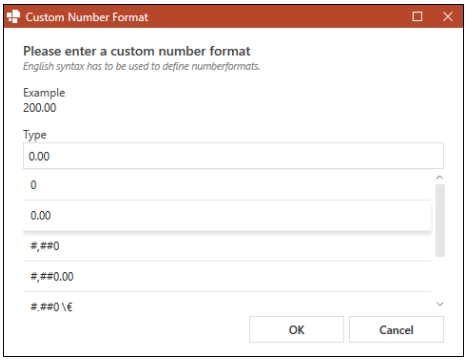


Figure 126. Dialog Box for Custom Number Format

The number format and scale are then applied to the axis labels and to the data points' data labels.

By default, the Excel format is applied on the labels.

If you want to revert all settings to go back to the initial default, choose the option **Reset Data Labels** (Figure 127).

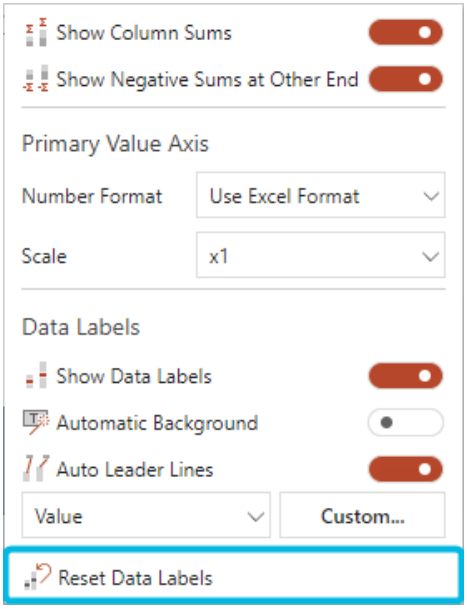


Figure 127. Option **Reset Data Labels**

The data label settings in the action bar are only available for data charts.

Add and Edit Labels

To add a label to a Gantt chart object such as a milestone, select the object a click on the button **Label** (Figure 128).

The label is added to the object.

To remove the label, click on the same button (Figure 129).

Figure 128. Button **Label** – Enable

Figure 129. Button **Label** – Disable

To add label to a data chart object, select the object and click on the button **Show Label** (Figure 130).

To remove the label, click on the same button.

Alternatively, select the label itself and click on the button **Delete** in the open menu.

Figure 130. Button **Show Label**

Labels can also be edited individually. To do so, select the label.

To edit all data labels in a data series, first select one data point in the series and then execute a second click on the same data point.

To edit multiple labels the same way, but not all labels in a series, press **Ctrl** and select all labels you want to edit.

A menu opens.

Here, you can format the label according to your needs (Figure 131).

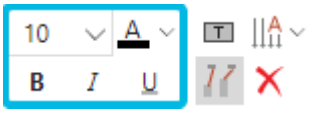


Figure 131. Formatting Options for Labels

You can adjust the font size and format the label in bold, underlined or in italics.

In addition, you can change the font color.

If a label is positioned outside of an object or outside of the chart's data area, it might become illegible.

To avoid this, enable the label background by clicking on the button **Show label background** (Figure 132).

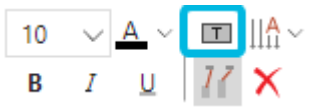


Figure 132. Button **Show label background**

The background will always be colored in the object's or data point's fill color (Figure 133).

Figure 133. Labels with Background

In data charts, this option is only available if the global setting **Automatic Background** has been disabled under the button **Data Labels** in the action bar.

In Gantt charts, this setting can only be enabled and disabled for individual objects.

For data labels in data charts, you can make global settings. For further information, see **Edit Data Label Settings**.

The date format cannot be changed for individual labels in Gantt charts. However, you can set a global date format.

For further information, see **Define the Time Span**.

Alternatively, you can enter a free text. To do so, click into the label's text field.

For data chart labels, you have additional options.

For example, you can change the text direction according to your needs.

To do so, select the label and then click on the button **Change Text Direction** (Figure 134).

Then, choose an option.

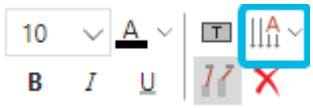


Figure 134. Button **Change Text Direction**

In addition, a second menu opens on the left-hand side of the chart.

Here, you can define the label type for the individual label and make further adjustments to the labels' number formats.

To change the label type, choose an option from the list (Figure 135 **(1)**).

If you want to use a custom label, click on the button **Custom** (Figure 135 **(2)**).

For further information regarding custom labels, see Custom Labels.

If you have chosen a label type containing percentages, you can also define how many decimal places should be displayed (Figure 135 **(3)**).

To do so, either enter the value into the input field or increase or decrease the value using the little **arrow** symbols.

In addition, you can choose a number format for the label (Figure 135 **(4)**).

To do so, expand the drop-down menus and choose your preferred options.

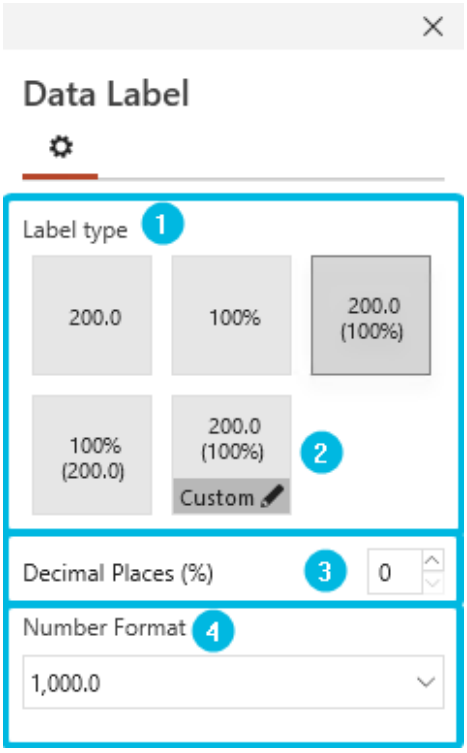


Figure 135. Data Label Menu

To use a custom number format, choose the option **Custom Number Format**.

A dialog box opens (Figure 136).

Here, either type in your custom format into the input field or choose one from the list.

A preview is displayed above the input field.

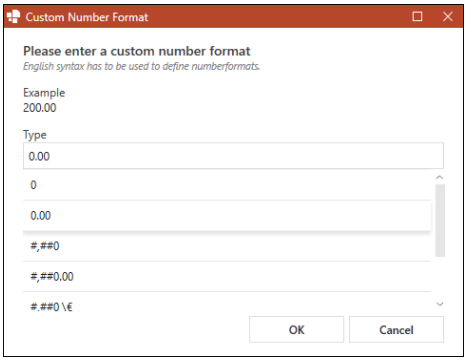


Figure 136. Dialog Box for Custom Number Format

This number format is then applied to the data points' data labels.

By default, the Excel format is applied on the labels.

New data point labels in a data series inherit the formatting of the majority of the data series' labels.

Move Labels

To move a label to another position, select the label and drag it to the new position.

To move all labels in a data series, keeping their relative arrangement, select one label and then execute a second click on the same label.

To move multiple labels, but not all labels in a series, press **Ctrl** and select all labels you want to move.

By default, the data label position is led by empower® and therefore automatically adjusts to its environment.

In order to move data labels exclusively horizontally and vertically, hold the key **Shift** while moving the element to the new position.

For example, this option can be used to move data labels in line charts exactly below the marker point (**Figure 137**).

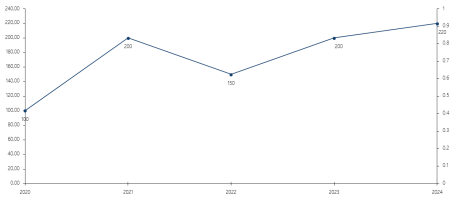


Figure 137. Line Chart with Labels below Line

To move the label(s) freely, hold the key **Ctrl** while moving the label(s).

By default, an automatic leader line is added to a label if it is moved. This clarifies which object the label belongs to.

To disable this leader line for a single label, select the label and then click on the button **Automatic Leader Line** (**Figure 138**).

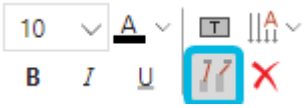


Figure 138. Button **Automatic Leader Line**

To disable the automatic leader lines for all labels in the chart, see **Edit Data Label Settings** for data charts and see **Edit Gantt Chart Properties** for Gantt charts.

If you use custom positioned labels, default positioned labels will evade.

Labels always try to evade in x axis direction, not in y axis direction.

All information and instructions above also apply to line and arrow labels.

If you change the chart in any way, the relative distance and position of the data label to its data point will remain the same.

If a chart has a lot of data and all the labels are enabled, the labels will automatically try to avoid each other.

However, it might occur that not all labels can be placed without overlapping. In this case, a message appears in the chart.

Custom Labels

If you choose to create a custom text format for data labels, axis labels or any other label, a dialog box opens.

In this dialog box, you can combine values, percentages, free text and other text elements to create your own text format.

To add one of these elements, click on the button **Add** and choose your preferred option (Figure 139).

Each text element can only be added once, except for the free text element.

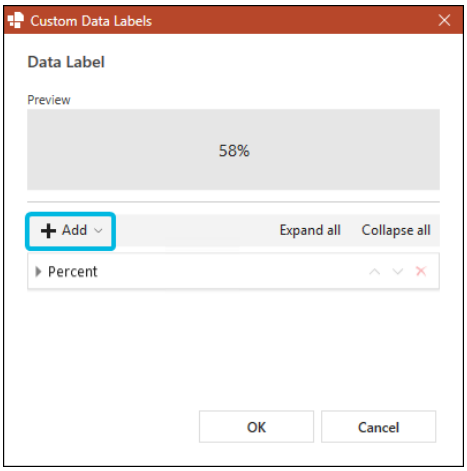


Figure 139. Button **Add**

To display all details for all text elements, click on the button **Expand all** (Figure 140 **(1)**).

To hide the details for all text elements, click on the button **Collapse all** (Figure 140 **(2)**).

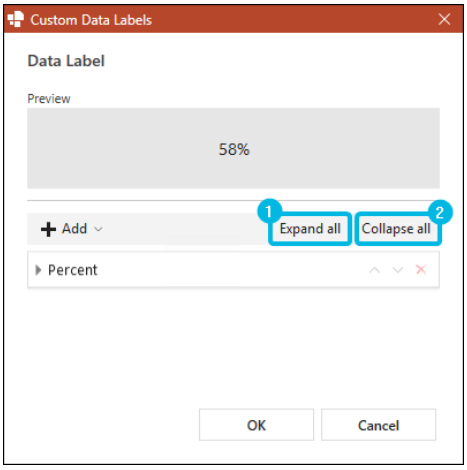


Figure 140. Expand and Collapse Settings

The order of the elements in the list define which element will be displayed first. To change this order and move one of the text elements up or down, use the little **arrow** symbols (Figure 141).

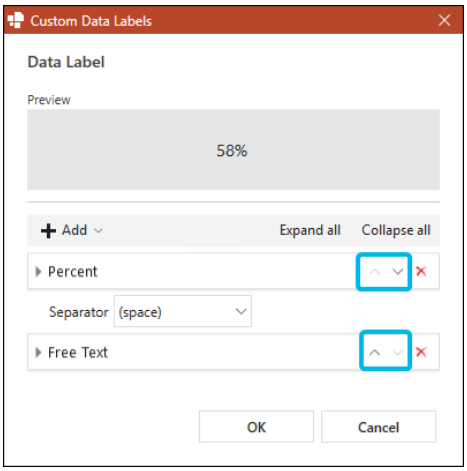


Figure 141. Rearrange Element Order

For values, you can decide if you want to use absolute values or not (Figure 142).

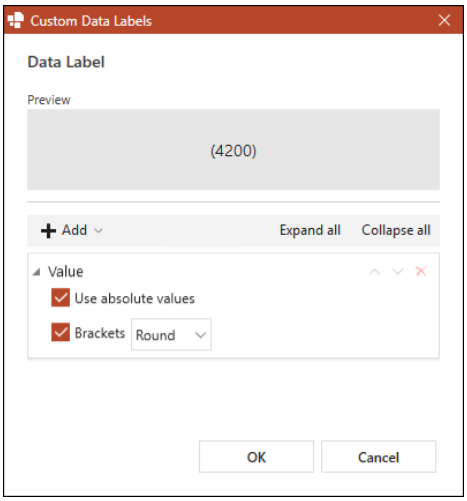


Figure 142. Settings for Value Element

For coordinates, you can also decide if you want to use absolute values or not (Figure 143).

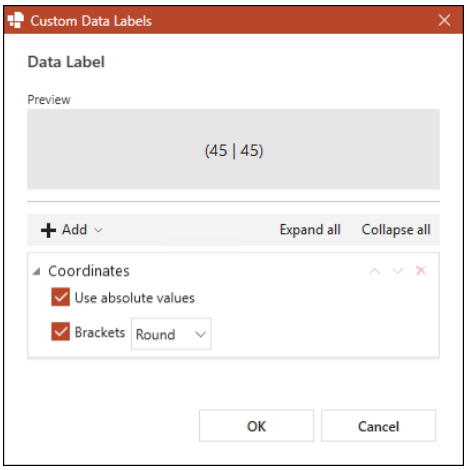


Figure 143. Settings for Coordinates Element

For percentages, you can decide how many decimal places you want to display (Figure 144).

To do so, increase or decrease the number using the little **arrow** symbols.

Alternatively, type in a value into the input field.

In the drop-down menu for *Reference*, choose which series the label should refer to. Alternatively, you can choose the option **Relative**.

Hover over the **question mark** symbol next to this setting.

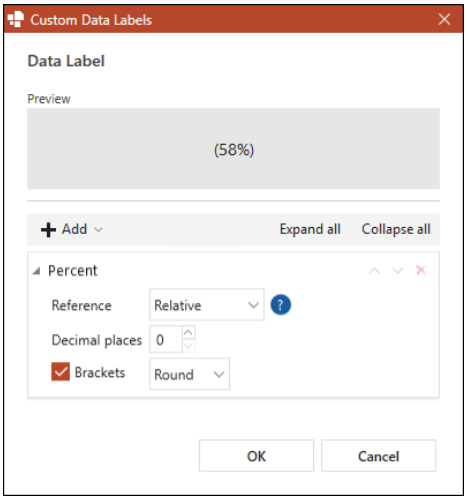


Figure 144. Settings for Percentage Element

If choose the option **Series**, the series name as defined in the mini Excel will be displayed (**Figure 145**).

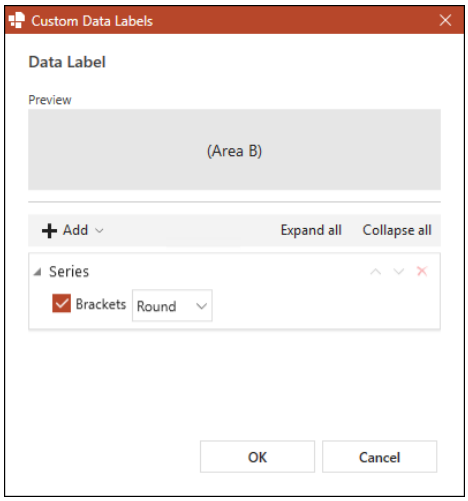


Figure 145. Settings for Series Element

If you choose the option **Category**, the category name as defined in the mini Excel will be displayed (**Figure 146**).

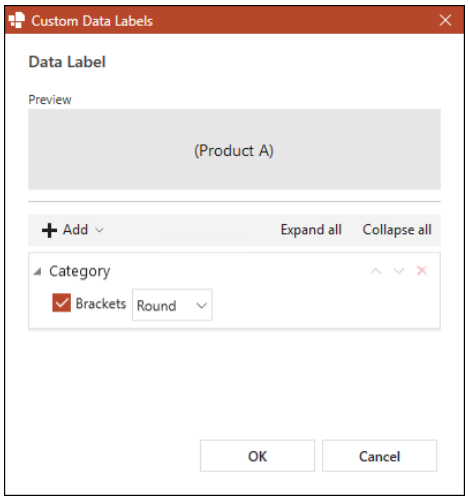


Figure 146. Settings for Category Element

If you choose the option **Excel-Label**, the label as defined in the mini Excel will be displayed (**Figure 147**).

This option is only available for scatter and bubble charts.

In data labels for bubble charts, you can also add the bubble size as a text element.

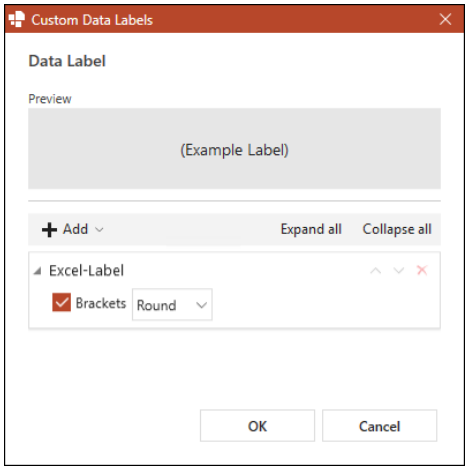


Figure 147. Settings for Excel Label Element

For free text, you can type in a text that matches your needs (Figure 148).

For example, free text can be used to add a prefix or postfix to the label.

You can format free texts in superscript or subscript. To do so, use *\sup{text}* for superscript or *\sub{text}* for subscript and replace *{text}* with your free text you want to format with superscript or subscript.

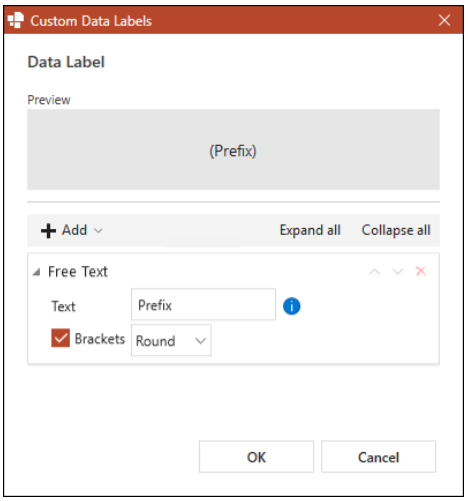


Figure 148. Settings for Free Text Element

To display any of the text elements surrounded by brackets, tick the checkbox for **Brackets** for the respective text element. You can then also decide which type of brackets you want to use.

If you display more than one text element, you can decide which separator you want to use between the two text elements.

To do so, expand the drop-down menu for *Separator* and choose an option (Figure 149).

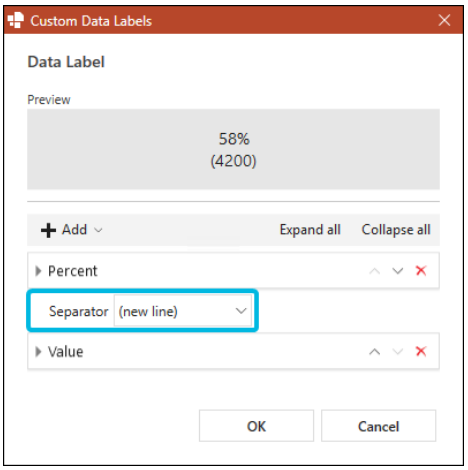


Figure 149. Define Separator

To use a custom separator, choose the option **Custom...** (Figure 150).

Then, type in the separator you want to use into the input field.

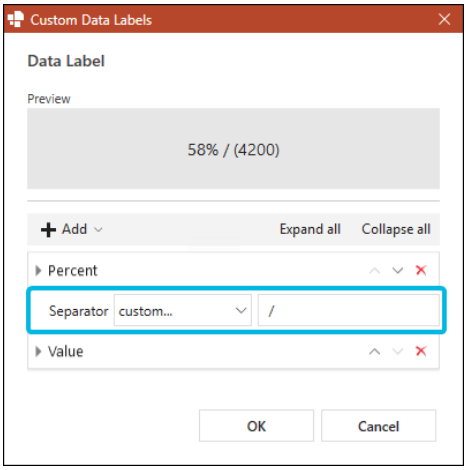


Figure 150. Define Custom Separator

On the top of the dialog box, you can view a preview and see what the axis text will look like according to your current setting (Figure 151 (1)).

To delete one of the text elements from your text format, click on the **cross** symbol (Figure 151 (2)).

If you have finished, click on the button **OK** (Figure 151 (3)).

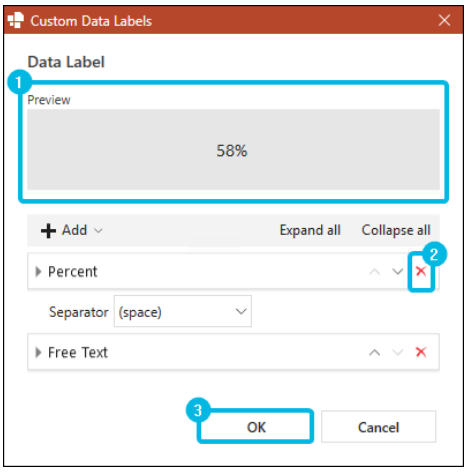


Figure 151. Finalize Custom Text Format

The selection of options and settings depends on the label type you are editing. For example, the options for regular data labels differ from the options for arrow labels.

Custom labels are only available in data charts.

11. Data Charts

With empower® Charts, you can choose from a variety of data charts. Chart types such as waterfall charts, bar charts, column charts, line charts and circle charts are available.

To insert a data chart, navigate to the group empower and click on the button **Insert Chart** (Figure 152).

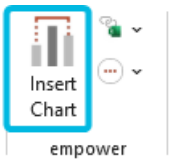


Figure 152. Button **Insert Chart**

Then, choose one of the chart types (Figure 153).

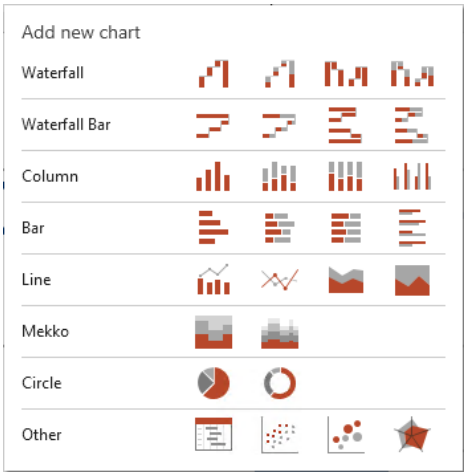


Figure 153. Chart Type Selection

You can now define the area and size of the data chart on your current slide.

To do so, drag and drop your mouse cursor over the respective area.

Your chart is inserted into your slide with default values.

Alternatively, you can select a placeholder you want to use for the chart and then click on the chart type. The chart will be inserted into the selected placeholder, adjusting to its size.

If you want to adjust the size of the chart later on, select the chart and drag its endpoints to your preferred size.

Data charts mainly consist of data series which contain of data points (Figure 154, Figure 155).

You can either edit an entire series or single data points.

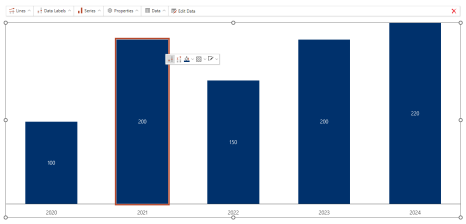


Figure 154. Data Point

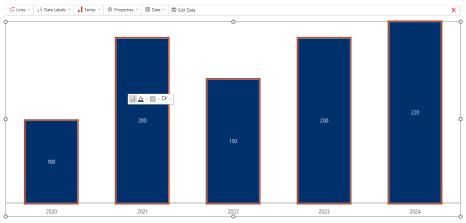


Figure 155. Data Series

Use Mixed Charts

In the chart type selection, you can also choose a mixed chart.

A mixed chart consists of data series displayed as columns and of lines (Figure 156).

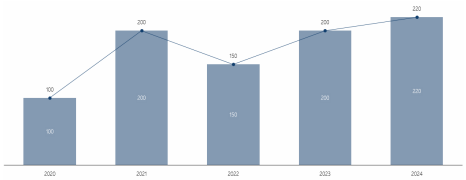


Figure 156. Mixed Chart

To insert a mixed chart, open the chart type selection and select *Mixed* under *Lines* (Figure 157).

A mixed chart is inserted into your slide.

You can always change the series settings via the button **Series** in the action bar.

Here, you can decide which series should be displayed as a line and which series should be displayed as a column.

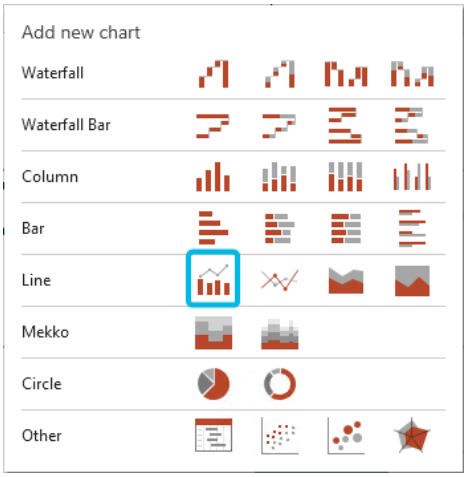


Figure 157. Mixed Chart in Chart Type Selection

For further information regarding the series settings, see Chart Type Dependent Series Settings.

11.1. Mini Excel for Data Charts

You can edit the data in the data chart using the mini Excel.

To access this mini Excel, click on the button **Edit Data** in the action bar (Figure 158).

Alternatively, perform a double-click on the chart.

The mini Excel opens in a separate window.

You can change the column and row headers. This will change the labels for categories and series, if they are currently displayed.

Then, enter the values you need into the respective cells.

To add points or series, you can always add new rows or columns.

Figure 158. Button **Edit Data**

In addition, you can apply colors on cells which contain values. These colors can then be used for the data points in the chart itself.

To apply formatting on the currently selected cells, click on the button **Format** in the action bar.

Navigate to the tab *Fill* and apply your changes (Figure 159). Then click on the button **OK**.

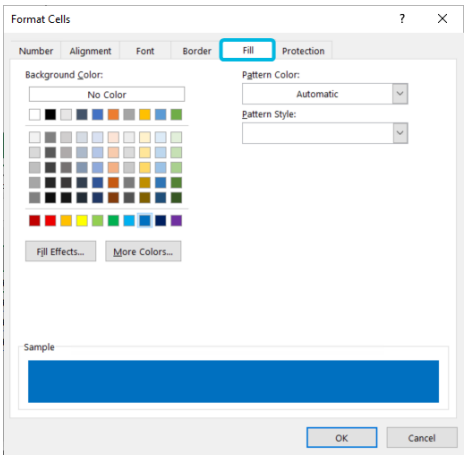


Figure 159. Color Options

To reflect your changes in your chart, close the mini Excel and click on the button **Series** in the action bar of the chart (Figure 160).

Figure 160. Button **Series**

Here, switch the toggle button for **Excel Colors** to *On* (Figure 161).

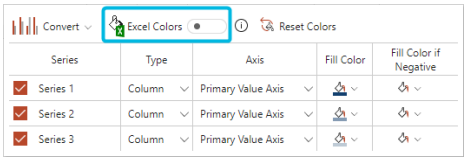


Figure 161. Toggle Button for **Excel Colors**

All changes you make to the mini Excel will be applied immediately after you leave a cell.

Actions executed in the groups Insert and Delete in the action bar cannot be undone.

For further information regarding the Excel action bar, see Use the Mini Excel.

If you need help when editing the mini Excel, click on the button **Help** in the mini Excel's action bar.

A dialog box opens.

Here, you will be provided with further instructions.

This option is only available for Mekko and waterfall charts.

For further information regarding the use of Excel colors, see Use Excel Colors.

Mini Excel for Mekko Charts

To illustrate a numerical value depending on at least two dimensions, Mekko charts are particularly suitable.

A distinction is made between two variants.

The Marimekko chart is to be understood as a two-axis stacked bar chart in which both axes represent 100% (**Figure 162**).

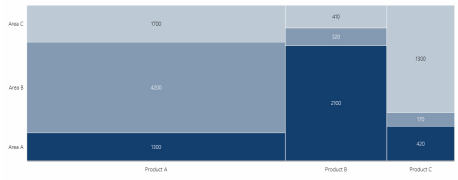


Figure 162. Marimekko Chart

The column Mekko chart, on the other hand is to be understood as a two-axis stacked bar chart, in which, however, the axes do not represent 100% in contrast to the Marimekko (**Figure 163**).

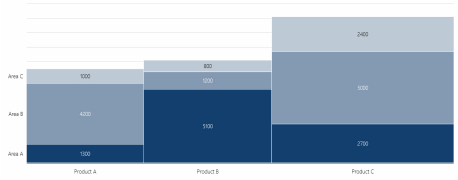


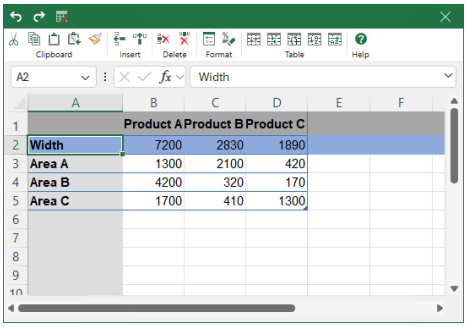
Figure 163. Column Mekko Chart

The mini Excel for Mekko charts contains a special row which is not included in mini Excels for other data charts.

The row *Width* in Mekko charts is used for the sum of all data points in a series (**Figure 164**).

It contains a formula and is therefore calculated automatically.

Therefore, do not edit this row manually.



	A	B	C	D
1		Product A	Product B	Product C
2	Width	7200	2830	1890
3	Area A	1300	2100	420
4	Area B	4200	320	170
5	Area C	1700	410	1300

Figure 164. Mekko Chart Mini Excel

In column Mekko charts, negative values are supported.

Here, it is important that you enter negative values in the series that you want to achieve the desired shape of the chart for.

The chart can then be optimized using breaks.

For further information regarding breaks, see **Insert Breaks**.

Mini Excel for Waterfall Charts

The mini Excel for waterfall charts contains sum columns.

These sum columns are used to calculate the total sum of either all series or one series.

The columns are named *Total N*. To indicate a sum column, set the value of one or more series to *x* for this column (**Figure 165**).

If only one series value is set to *x*, the overall sum over all series is calculated.

If two or more series values are set to *x*, the per series sums are calculated and displayed.

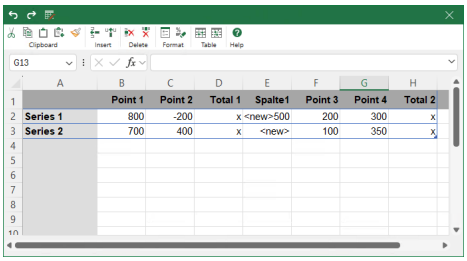
The column itself does not contain a formula. However, the sums are calculated automatically and displayed in the chart accordingly.

If any row of a column contains the keyword <*new*>, a new waterfall starts with the upcoming column. The columns used to indicate the start of a new waterfall are named *SpalteN*.

Sum columns are calculated separately for each new waterfall.

You may configure the starting value for the new waterfall by defining it after <*new*>.

For example, you would then enter <*new*>*500* into the cell (**Figure 165**).



	A	B	C	D	E	F	G	H
1		Point 1	Point 2	Total 1	Spalte1	Point 3	Point 4	Total 2
2	Series 1	800	-200	x	<new>500	200	300	x
3	Series 2	700	400	x	<new>	100	350	x

Figure 165. Waterfall Chart Mini Excel

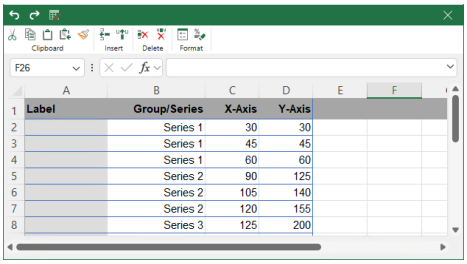
Mini Excel for Bubble and Scatter Charts

The mini Excel for bubble and scatter charts contains an additional column.

This column is named *Group/Series*.

For scatter and bubble charts, the series assignment of the points takes place via this column. You can use this column and similar entries to reach a grouping of their data points (**Figure 166**).

This gives you the opportunity to differentiate the groupings in terms of color and legend.



	A	B	C	D
1	Label	Group/Series	X-Axis	Y-Axis
2		Series 1	30	30
3		Series 1	45	45
4		Series 1	60	60
5		Series 2	90	125
6		Series 2	105	140
7		Series 2	120	155
8		Series 3	125	200

Figure 166. Scatter Chart Mini Excel

Mini Excel for Butterfly Charts

Butterfly charts can be created from stacked column charts (**Figure 167**).

To do so, insert a stacked column chart and edit its mini Excel.

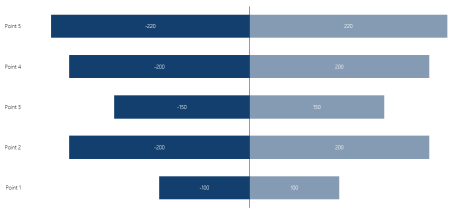


Figure 167. Butterfly Chart

To display the contrast in a butterfly chart, it is important that you enter only negative values for the series that is supposed to be displayed on the left-hand side (Figure 166).

Then, disable the column sums via the button **Data Labels** in the action bar and set the number format for data labels to *Value*.

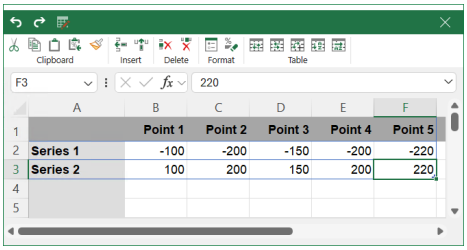


Figure 168. Butterfly Chart Mini Excel

For further information regarding the data label options in the action bar, see **Edit Data Label Settings**.

11.2. Add Lines and Arrows to Data Charts

Under the button **Lines** in the action bar, you can make further changes to your data chart (Figure 169).

Figure 169. Button **Lines**

The available options depend on the chart type in use. For example, you can add connector lines to most charts, but not to line charts.

For most charts, you can also add different arrows, breaks or gridlines, depending on the chart's data structure.

For radar charts, you can only enable gridlines.

For circle charts, there are no options available. The button is grayed out.

Insert Growth Arrows

A growth arrow displays the growth between two data points.

To add a growth arrow, choose the option **Growth Arrow** (Figure 170).

A menu opens.

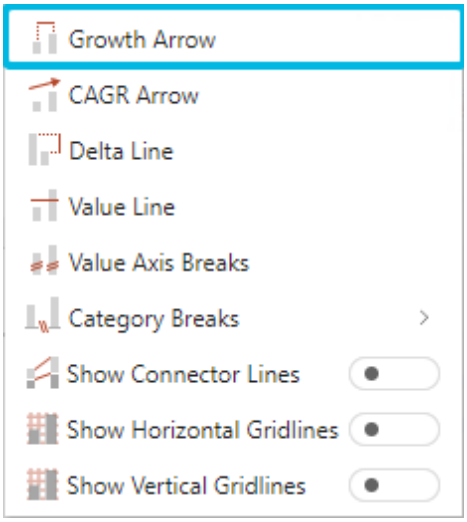


Figure 170. Option **Growth Arrow**

You can now insert a growth arrow by choosing the start and end point of the arrow. To do so, first select the start point end then the end point.

Alternatively, you can set the start and end point via the open menu. To do so, click on the **pen** symbol (**Figure 171**).

Then, first choose your start point and then choose your end point. To do so, tick the corresponding checkboxes.

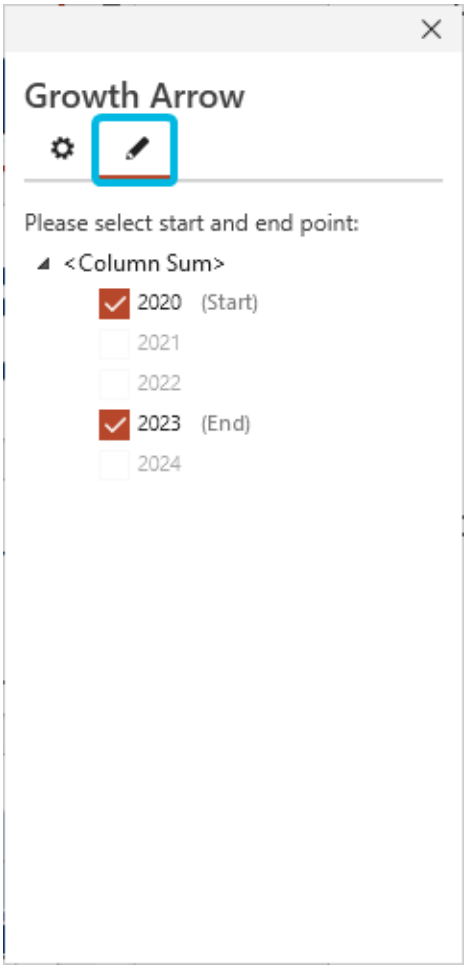


Figure 171. Define Start And End Point for Growth Arrow

The growth arrow is inserted into your chart (**Figure 172**).

You can add as many growth arrows as you need.

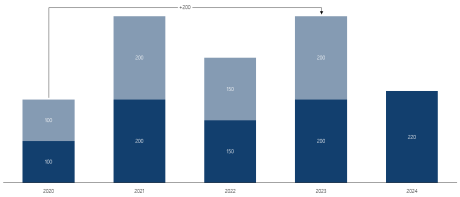


Figure 172. Growth Arrow in Chart

In the open menu, you can make changes to each growth arrow individually. To do so, select the growth arrow you want to edit and make changes.

You can decide which label type you want to use (Figure 173).

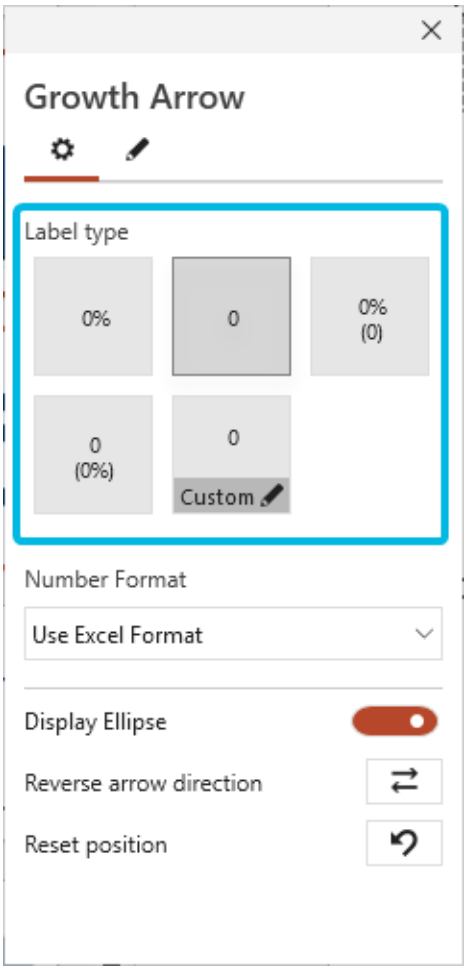


Figure 173. Define Label Type for Growth Arrow

If you have chosen to display a percentage as a label, you can decide how many decimal places you want to display.

To do so, either type in a value or use the **arrow** symbols to increase or decrease the value (Figure 174).

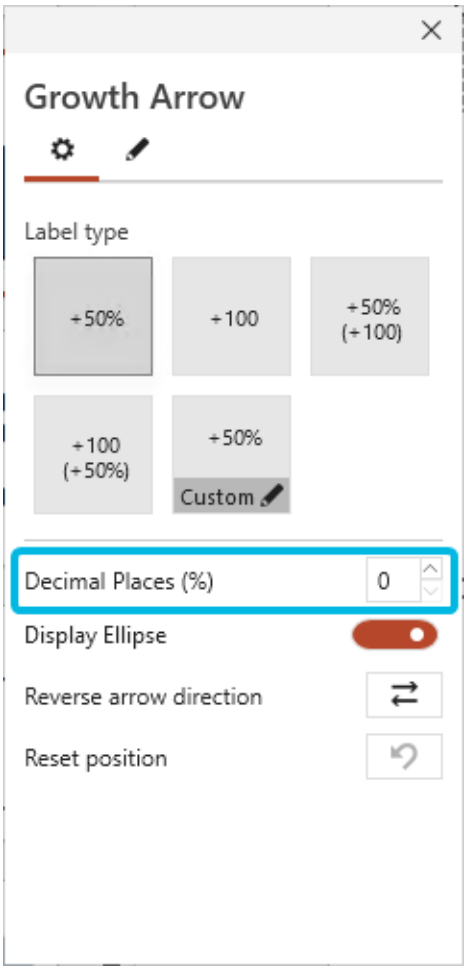


Figure 174. Set Decimal Spaces for Growth Arrow Label

If you have chosen to display a value as a label, you can decide which number format you want to use.

To do so, expand the drop-down menu under *Number Format* and choose your preferred option (**Figure 175**).

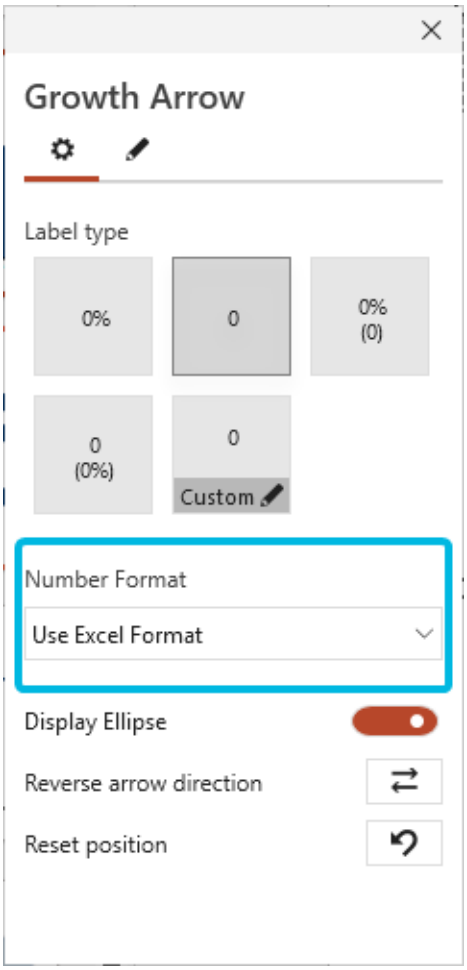


Figure 175. Set Number Format for Growth Arrow Label

If you want to display an ellipse, switch the toggle button for **Display Ellipse** to *On* (Figure 176).

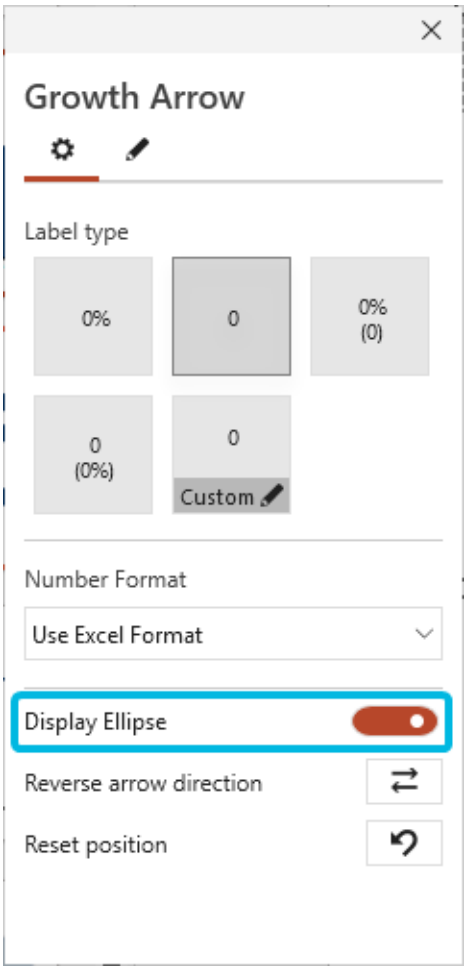


Figure 176. Display Ellipse for Growth Arrow

An ellipse is displayed in the growth arrow (Figure 177). This ellipse can also be colored.

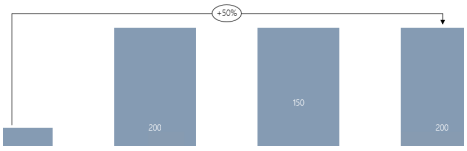


Figure 177. Growth Arrow with Ellipse

To reverse the direction of the growth arrow, click on the button next to *Reverse arrow direction* (**Figure 178**).

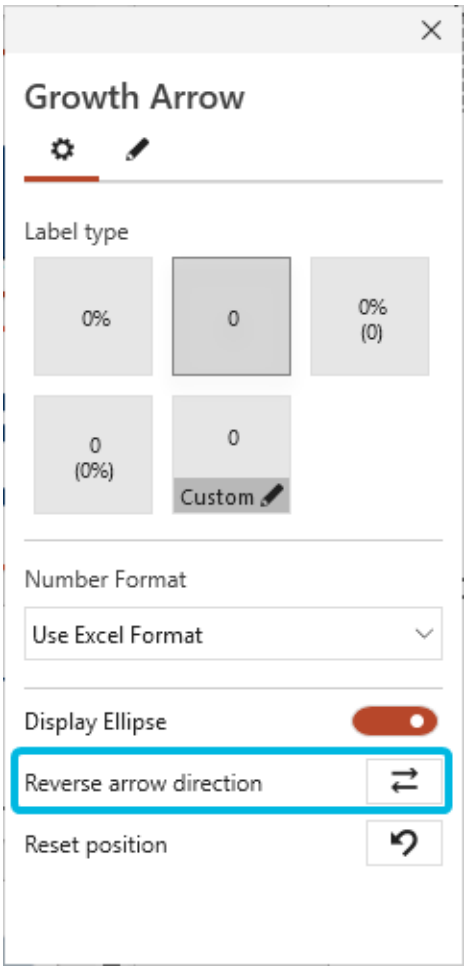


Figure 178. Reverse Arrow Direction for Growth Arrow

You can move the horizontal line according to your needs. To do so, hover over this line.

A bilateral arrow appears. Now, drag and drop the line to your preferred position.

As a result, two overarching growth arrows can also be fused into each other (**Figure 179**).

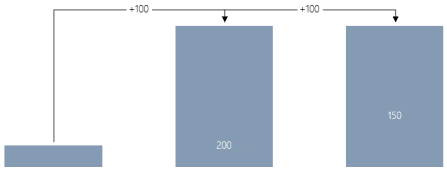


Figure 179. Merged Growth Arrows

If you want to reset this change, click on the button next to *Reset position* in the open menu (**Figure 180**).

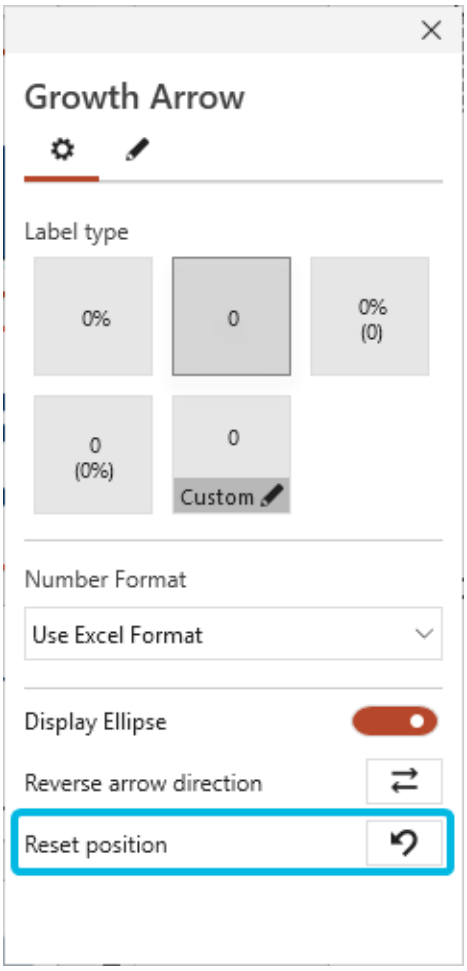


Figure 180. Reset Growth Arrow Position

To exit the growth arrow settings, either close the menu or press **ESC**.

For further information regarding editing options for growth arrows, see **Edit Data Chart Objects**.

Insert CAGR Arrows

A CAGR (Compound Annual Growth Rate) arrow displays the annual average growth rate of the time period between two data points.

To add a CAGR arrow, choose the option **CAGR Arrow** (Figure 181).

A menu opens.

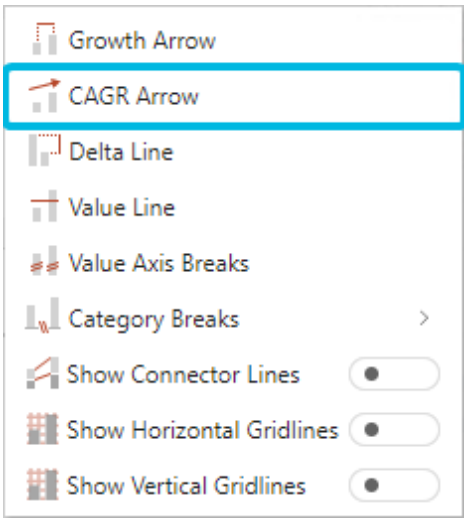


Figure 181. Option **CAGR Arrow**

You can now insert a CAGR arrow by choosing the start and end point of the arrow. To do so, first select the start point end then the end point.

Alternatively, you can set the start and end point via the open menu. To do so, click on the **pen** symbol (Figure 182).

Then, first choose your start point and then choose your end point. To do so, tick the corresponding checkboxes.

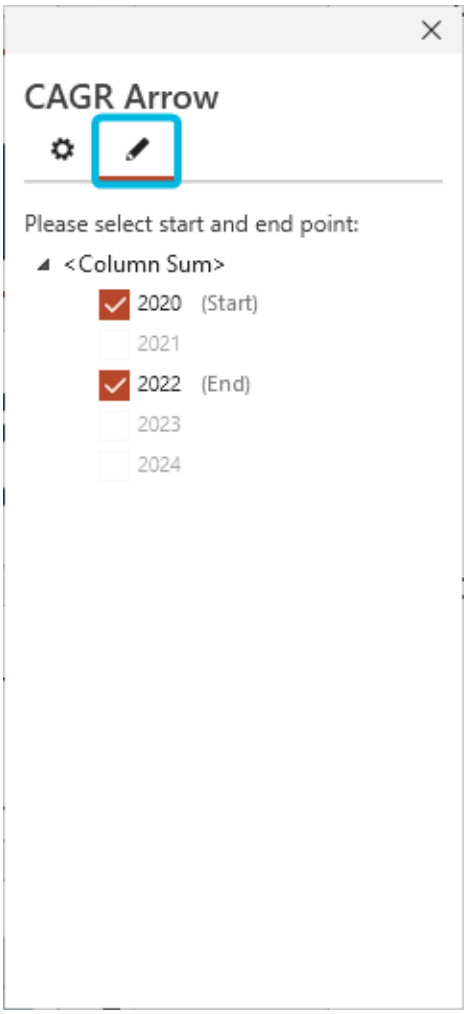


Figure 182. Define Start and End Point for CAGR Arrow

The CAGR arrow is inserted into your chart (Figure 183).

You can add as many CAGR arrows as you need.

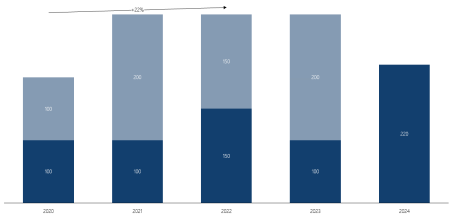


Figure 183. CAGR Arrow in Chart

In the open menu, you can make changes to each CAGR arrow individually. To do so, select the CAGR arrow you want to edit and make changes.

You can decide which label type you want to use (Figure 184).

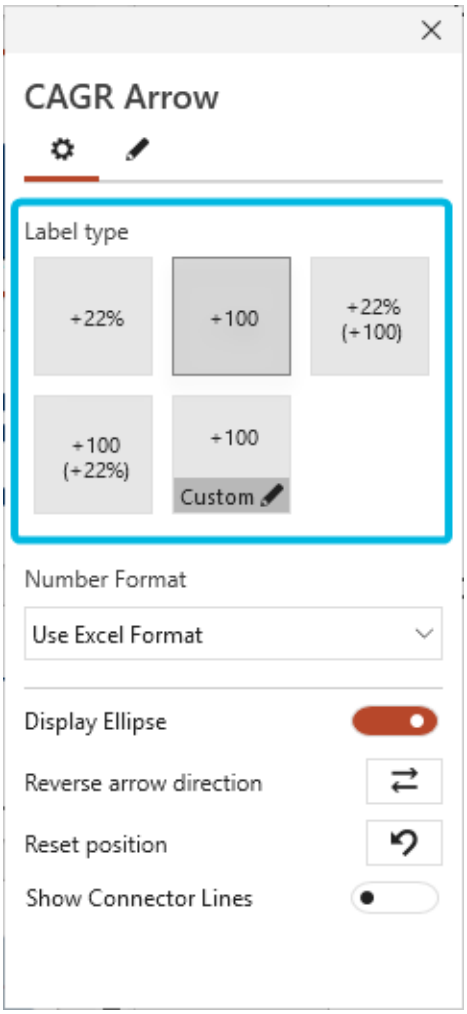


Figure 184. Define Label Type for CAGR Arrow

If you have chosen to display a percentage as a label, you can decide how many decimal places you want to display.

To do so, either type in a value or use the **arrow** symbols to increase or decrease the value (Figure 185).

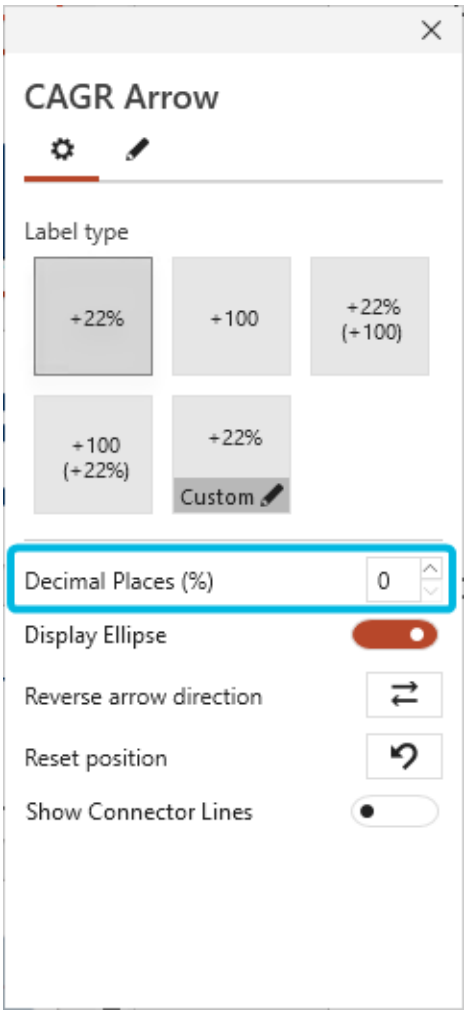


Figure 185. Set Decimal Spaces for CAGR Arrow Label

If you have chosen to display a value as a label, you can decide which number format you want to use.

To do so, expand the drop-down menu under *Number Format* and choose your preferred option (**Figure 186**).

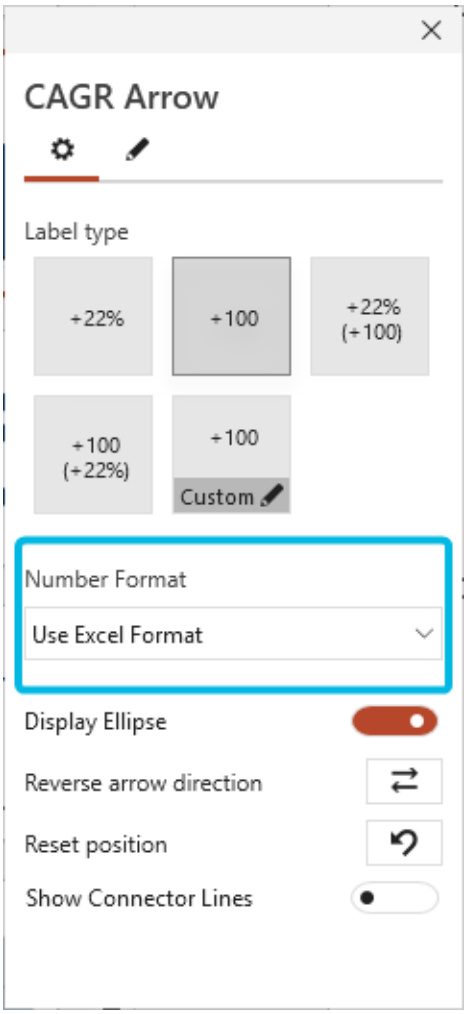


Figure 186. Set Number Format for CAGR Arrow Label

If you want to display an ellipse, switch the toggle button for **Display Ellipse** to *On* (Figure 187).

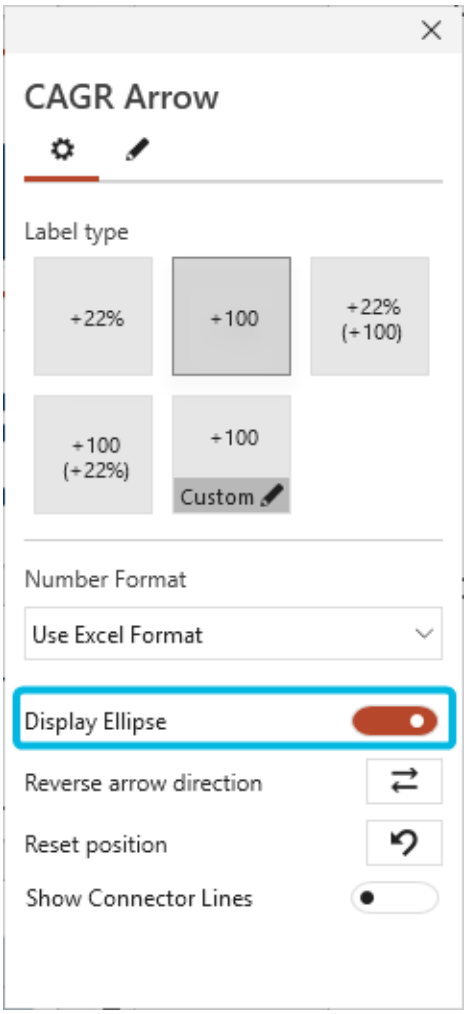


Figure 187. Display Ellipse for CAGR Arrow

An ellipse is displayed in the CAGR arrow (Figure 188). This ellipse can also be colored.

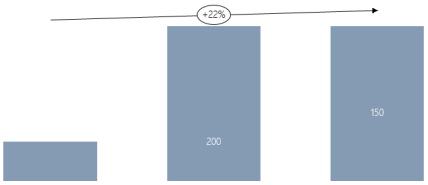


Figure 188. CAGR Arrow with Ellipse

To reverse the direction of the CAGR arrow, click on the button next to *Reverse arrow direction* (**Figure 189**).

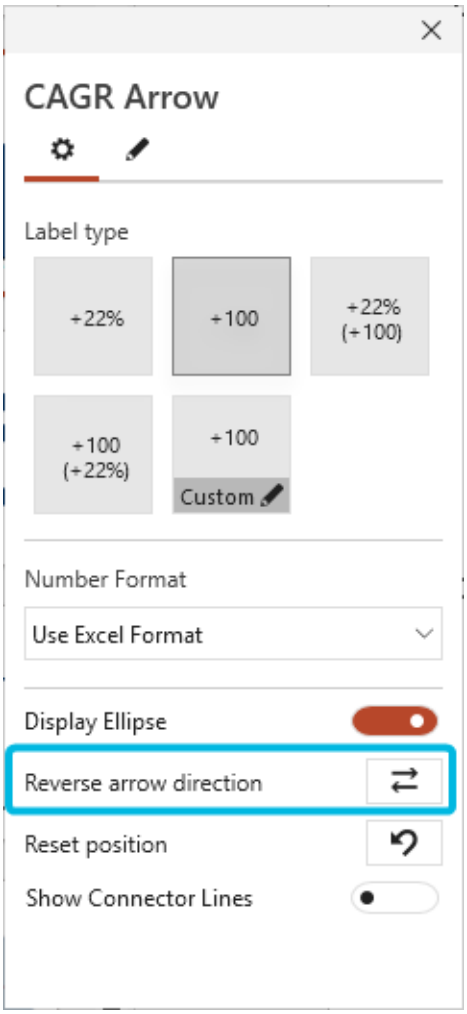


Figure 189. Reverse Arrow Direction for CAGR Arrow

You can move the arrow according to your needs. To do so, hover over the CAGR arrow.

A bilateral arrow appears. Now, drag and drop the CAGR arrow to your preferred position.

If you want to reset this change, click on the button next to *Reset position* in the open menu (**Figure 190**).

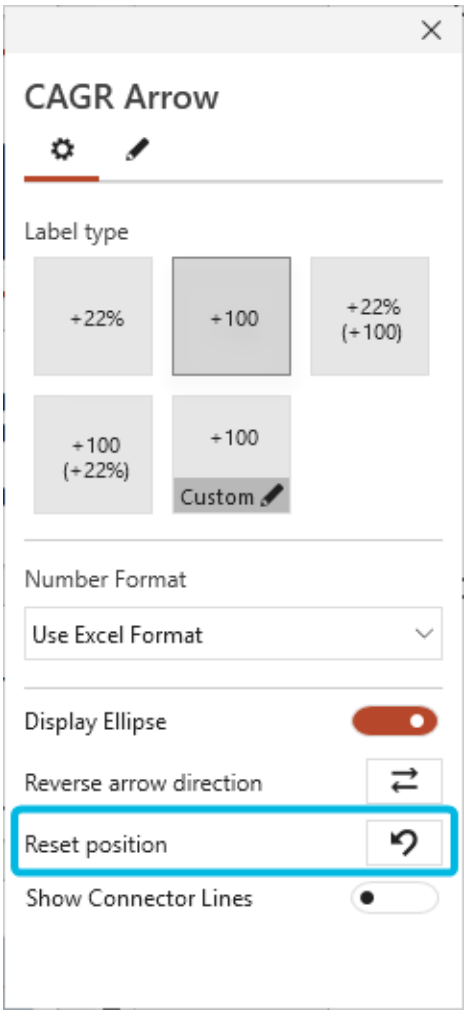


Figure 190. Reset CAGR Arrow Position

In addition, you can display connector lines for the CAGR arrow and respective the data points.

To do so, switch the toggle button for **Show Connector Lines** to *On* (Figure 191).

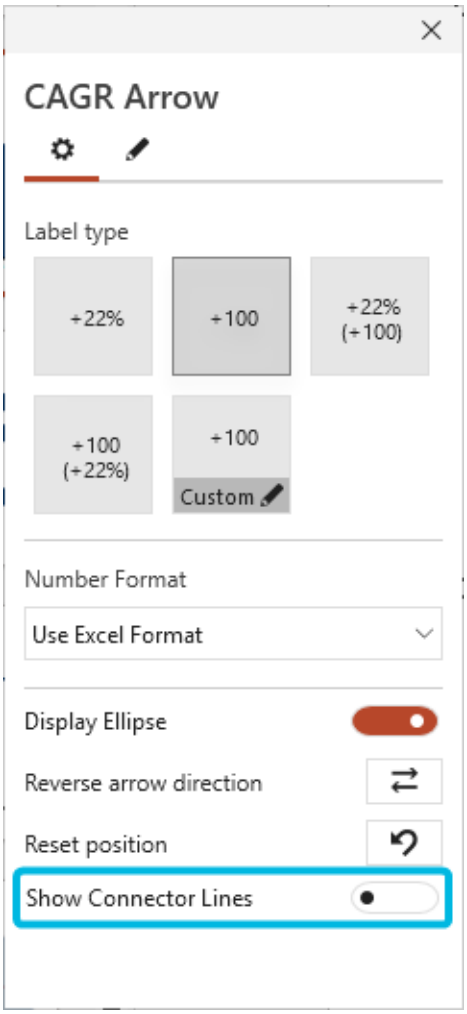


Figure 191. Show Connector Lines for CAGR Arrow

Connector lines are then inserted between the CAGR arrow and its data points (Figure 192).

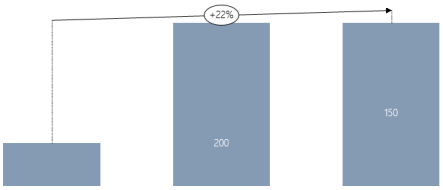


Figure 192. CAGR Arrow with Connector Lines

To exit the CAGR arrow settings, either close the menu or press **ESC**.

For further information regarding editing options for CAGR arrows, see Edit Data Chart Objects.

Insert Delta Lines

The delta line shows the percentage or absolute difference between two data points.

To add a delta line, choose the option **Delta Line** (**Figure 193**).

A menu opens.

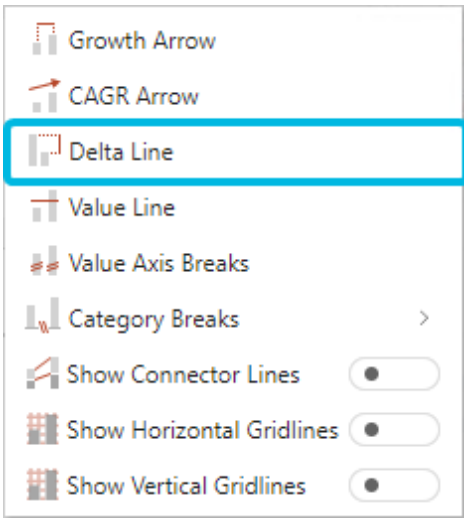


Figure 193. Option **Delta Line**

You can now insert a delta line by choosing the start and end point of the line. To do so, first select the start point end then the end point.

Alternatively, you can set the start and end point via the open menu. To do so, click on the **pen** symbol (Figure 194).

Then, first choose your start point and then choose your end point. To do so, tick the corresponding checkboxes.

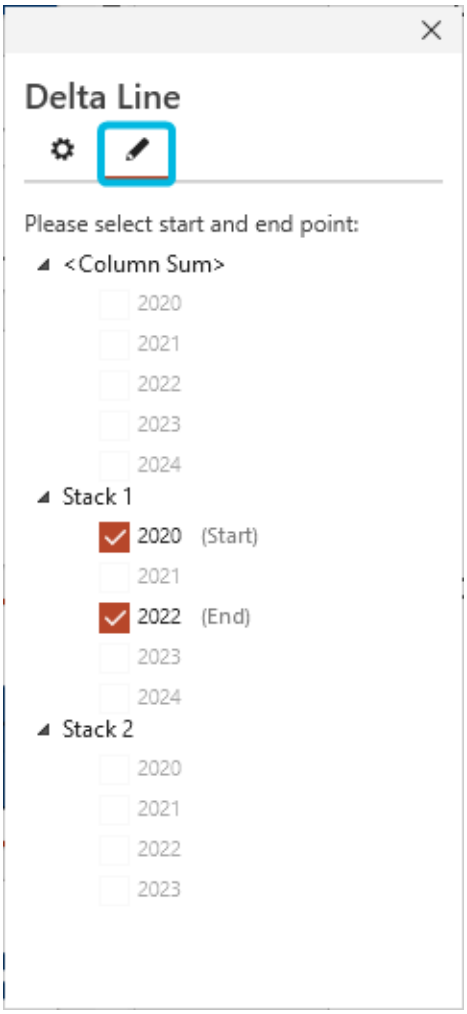


Figure 194. Define Start And End Point for Delta Line

The delta line is inserted into your chart (Figure 195).

You can add as many delta lines as you need.

The delta line aligns with the axis delta between two points, also in waterfall charts.

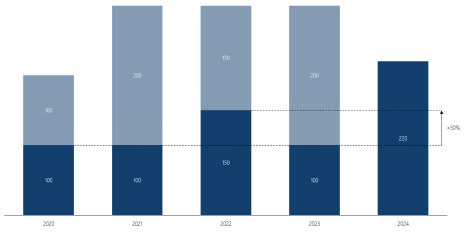


Figure 195. Delta Line in Chart

In the open menu, you can make changes to each delta line individually. To do so, select the delta line you want to edit and make changes.

You can decide which label type you want to use (Figure 196).

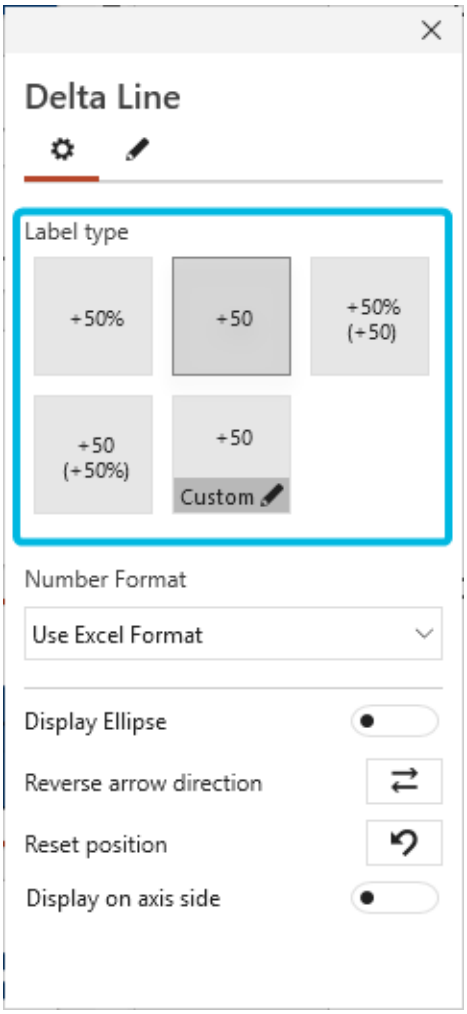


Figure 196. Define Label Type for Delta Line

If you have chosen to display a percentage as a label, you can decide how many decimal places you want to display.

To do so, either type in a value or use the **arrow** symbols to increase or decrease the value (Figure 197).

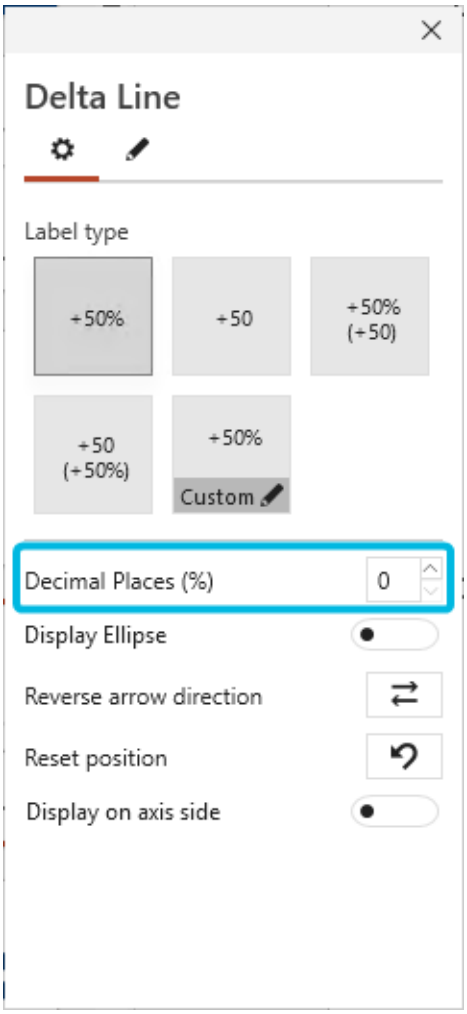


Figure 197. Set Decimal Spaces for Delta Line Label

If you have chosen to display a value as a label, you can decide which number format you want to use.

To do so, expand the drop-down menu under *Number Format* and choose your preferred option (**Figure 198**).

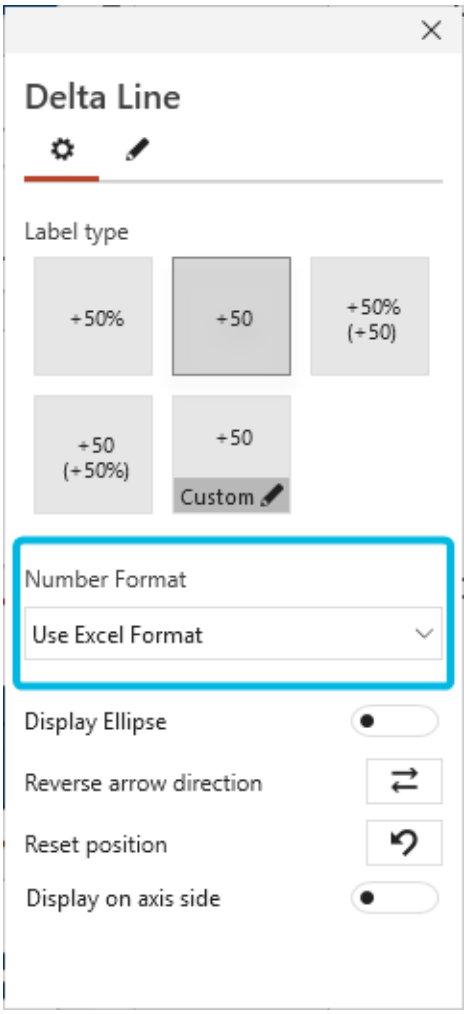


Figure 198. Set Number Format for Delta Line Label

If you want to display an ellipse, switch the toggle button for **Display Ellipse** to *On* (Figure 199).

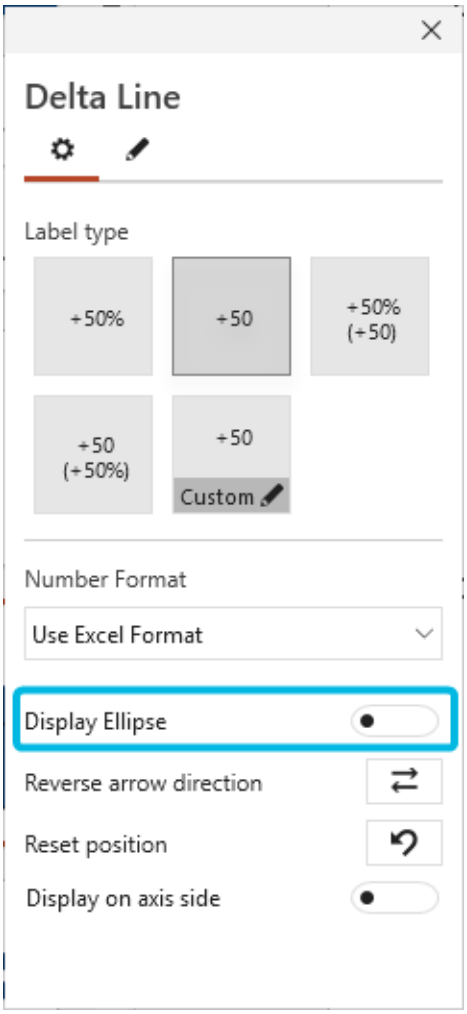


Figure 199. Display Ellipse for Delta Line

An ellipse is displayed in the delta line (Figure 200). This ellipse can also be colored.

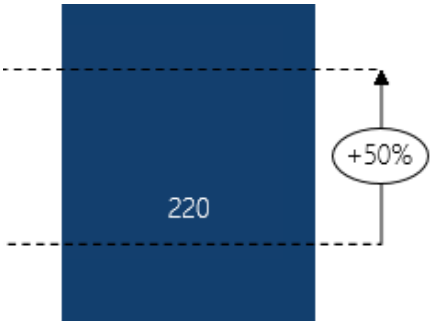


Figure 200. Delta Line with Ellipse

To reverse the direction of the delta line, click on the button next to *Reverse arrow direction* (**Figure 201**).

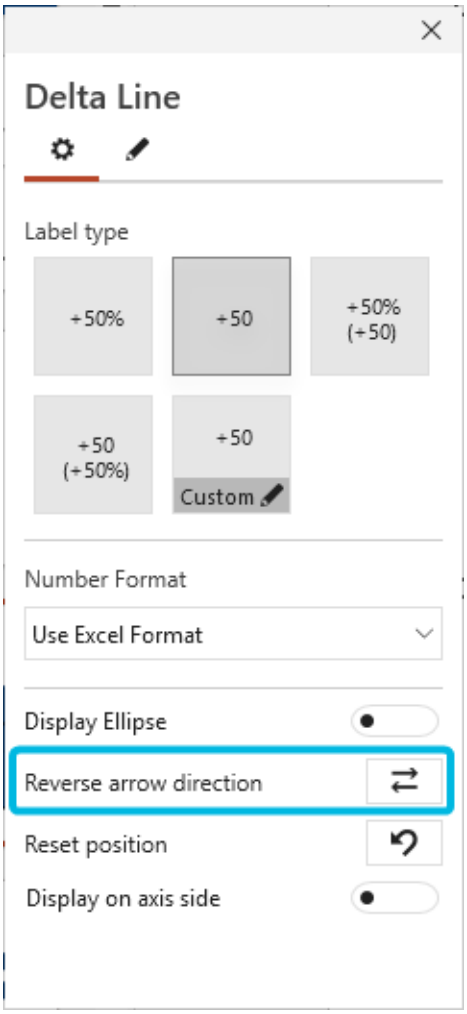


Figure 201. Reverse Arrow Direction for Delta Line

You can move the line according to your needs. To do so, hover over the vertical part of the delta line.

A bilateral arrow appears. Now, drag and drop the delta line to your preferred position.

If you want to reset this change, click on the button next to *Reset position* in the open menu (**Figure 202**).

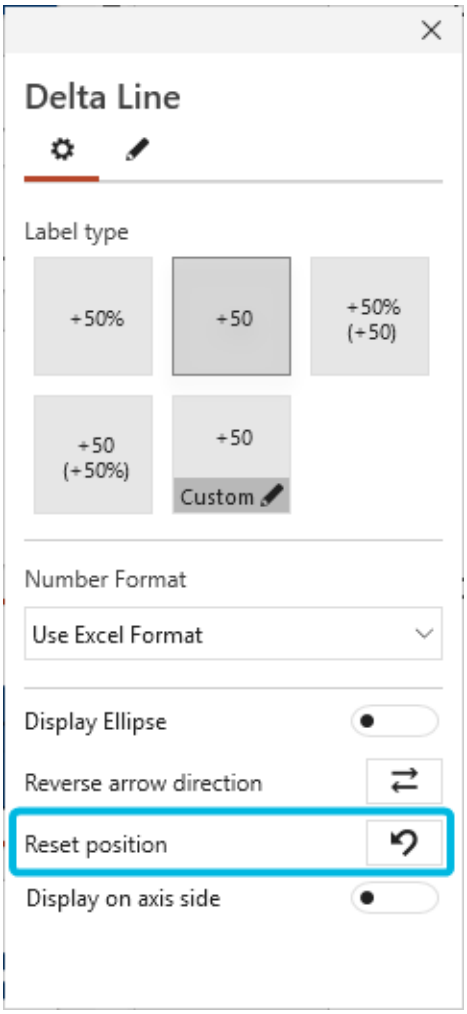


Figure 202. Reset Delta Line Position

In addition, you can decide if you want to display the value on the axis side or on the other side of the line.

To display the value line on the axis side, switch the toggle button for **Display on axis side** to *On* (Figure 203).

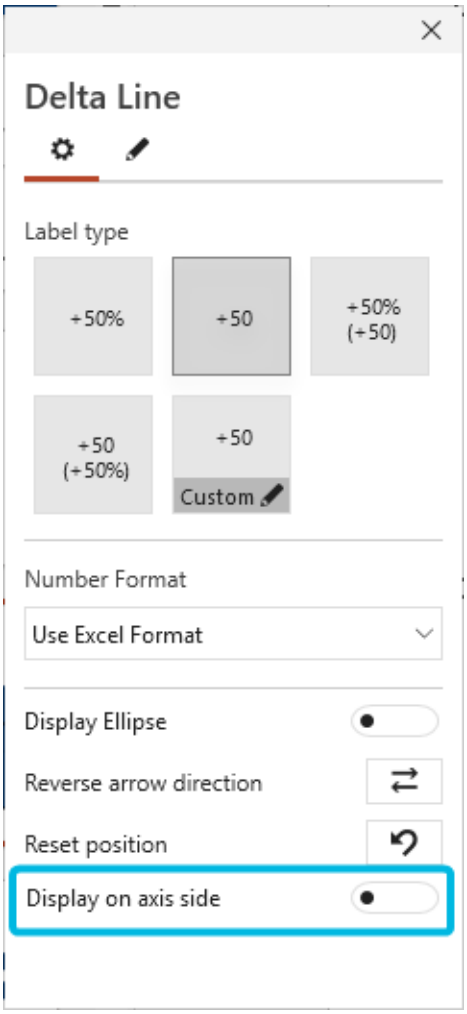


Figure 203. Display Delta Line Value on Axis Side

To exit the delta line settings, either close the menu or press **ESC**.

For further information regarding editing options for delta lines, see **Edit Data Chart Objects**.

Insert Value Lines

A value line can be used to mark a specific value in your chart.

To add a value line, choose the option **Value Line** (**Figure 204**).

The line is inserted into your chart and a menu opens.

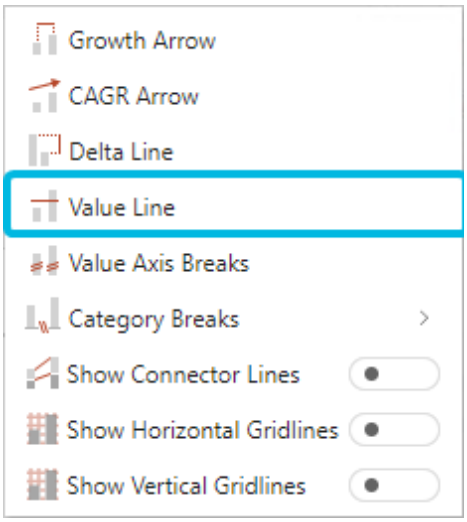


Figure 204. Option **Value Line**

Here, you can specify the value that the value line should mark (**Figure 205**).

To do so, either type in a value into the input field or tick the checkbox for **Average**.

If you choose the option **Average**, the average is automatically calculated and the value line is inserted accordingly.

You can also decide not to show the value in the value line label.

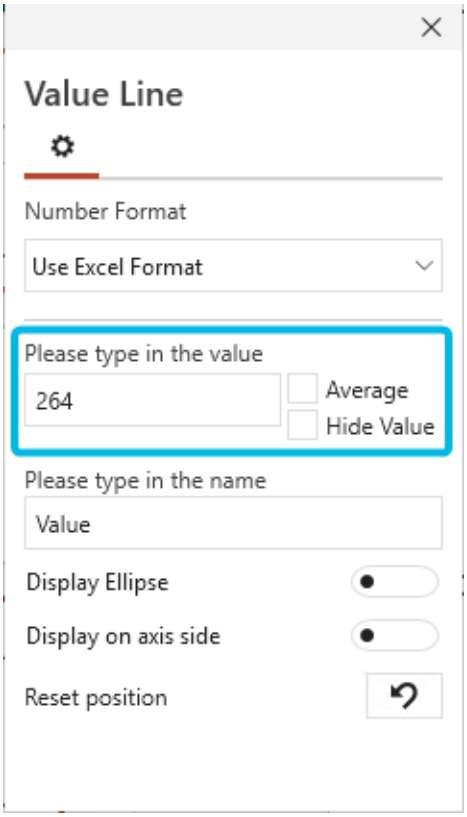


Figure 205. Value Settings for Value Line

If you have chosen to display the value, you can decide which number format you want to use.

To do so, expand the drop-down menu under *Number Format* and choose your preferred option (Figure 206).

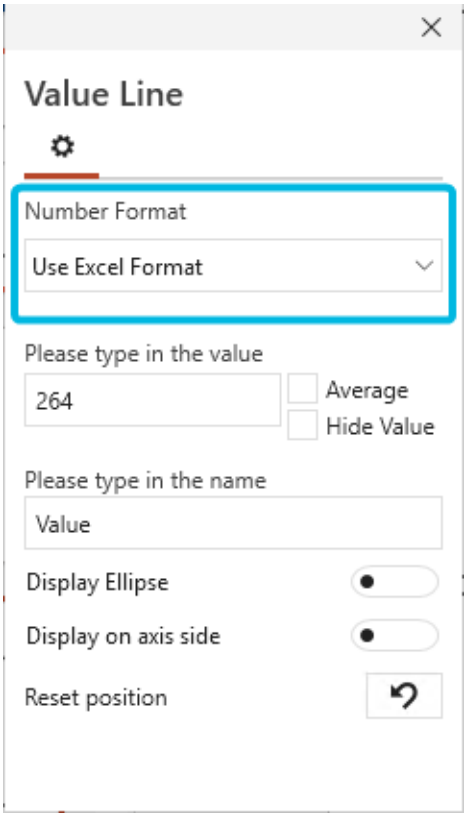


Figure 206. Set Number Format for Value Line Label

In addition, you can type in a custom label for the value line (Figure 207).

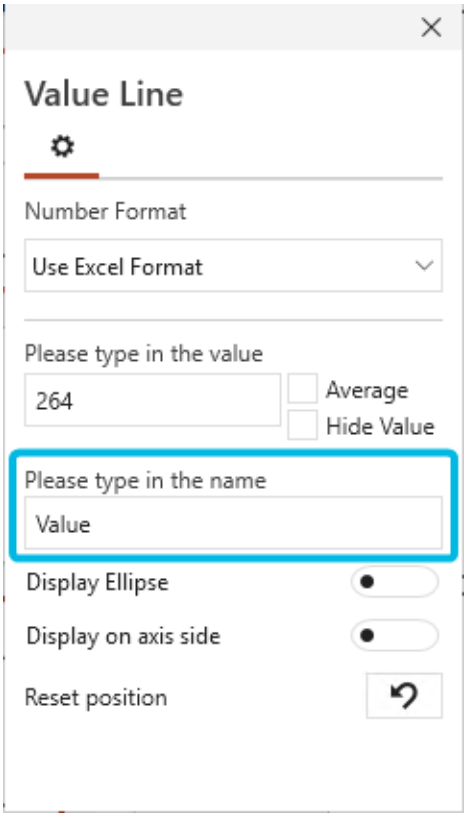


Figure 207. Define Custom Label

If you want to display an ellipse, switch the toggle button for **Display Ellipse** to *On* (Figure 208).

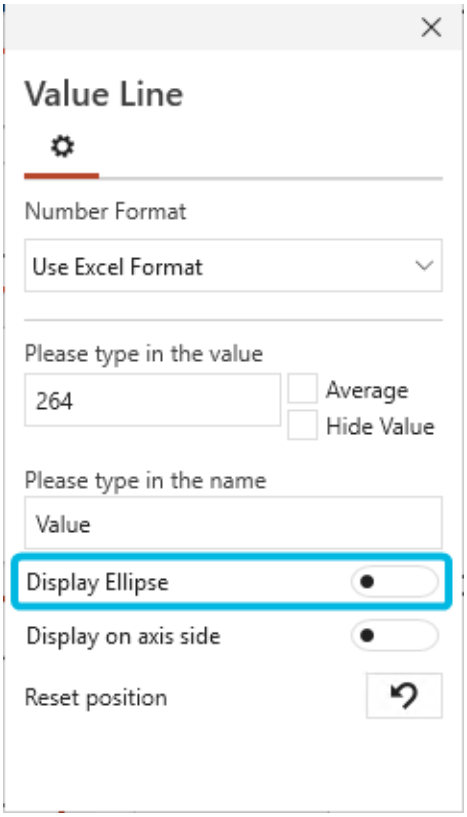


Figure 208. Display Ellipse for Value Line

An ellipse is displayed in the value line (Figure 209).
This ellipse can also be colored.

Figure 209. Value Line with Ellipse

In addition, you can decide if you want to display the value on the axis side or on the other side of the line.

To display the value line on the axis side, switch the toggle button for **Display on axis side** to *On* (Figure 210).

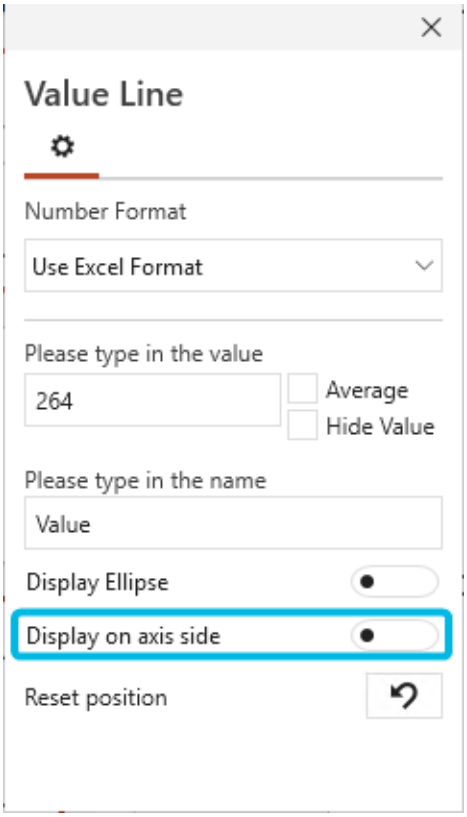


Figure 210. Display Value Line Value on Axis Side

If you want to reset the position of the label, click on the button next to *Reset position* in the open menu (Figure 211).

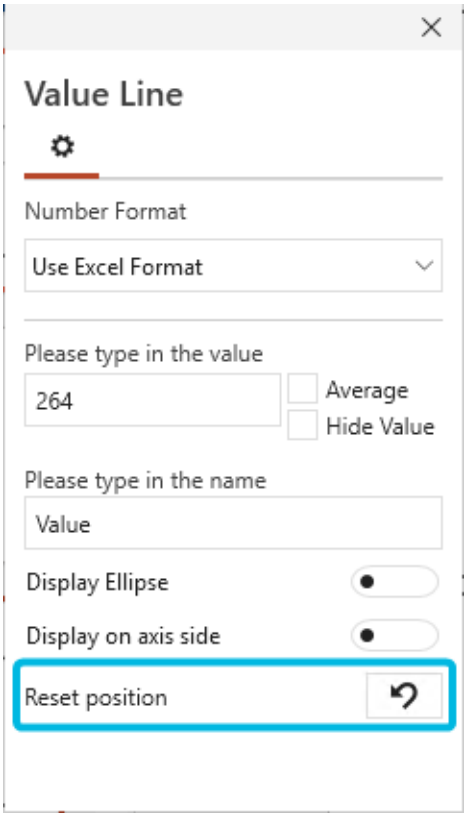


Figure 211. Reset Value Line Label Position

To exit the value line settings, either close the menu or press **ESC**.

In 100% stacked charts, you can insert a value manually or hide the value via the ticked checkbox. You cannot select the average.

For further information regarding editing options for value lines, see **Edit Data Chart Objects**.

Insert Breaks

Breaks allow you to truncate data segments, e.g. to be able to better display smaller columns.

Sometimes, you may use data in a chart that differs strongly in size. This may result in columns with lower values to be displayed next to columns with a high value which can result in a confusing chart. Breaks can help to maintain readability.

You can either insert value axis breaks and/or category axis breaks, depending on the chart type in use.

If there are two value axes, breaks can be set in the primary axis as well as in the secondary axis.

For bubble and scatter charts, you can insert y-axis and x-axis breaks.

To insert breaks on the value axis, choose the option **Value Axis Breaks** (Figure 212).

If there are two axes, the options are named **Primary Axis Breaks** and **Secondary Axis Breaks**.

For bubble and scatter charts, the options are named **Y-Axis Breaks** and **X-Axis Breaks**.

A dialog box opens.

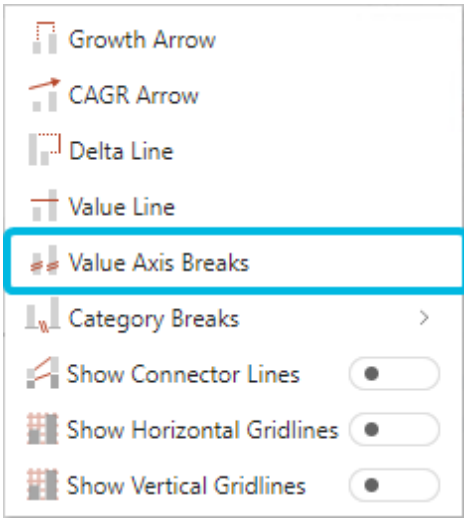


Figure 212. Option **Value Axis Breaks**

In this dialog box, you can decide if you want to calculate the breaks automatically, insert breaks manually or delete all breaks from the chart.

To delete all existing breaks from the chart, choose the option **None**.

If you have chosen the automatic calculation, tick the checkboxes for the series that you want to include in your calculation (Figure 213).

empower® calculates the size of a break so that the expressiveness of the chart is optimally balanced.

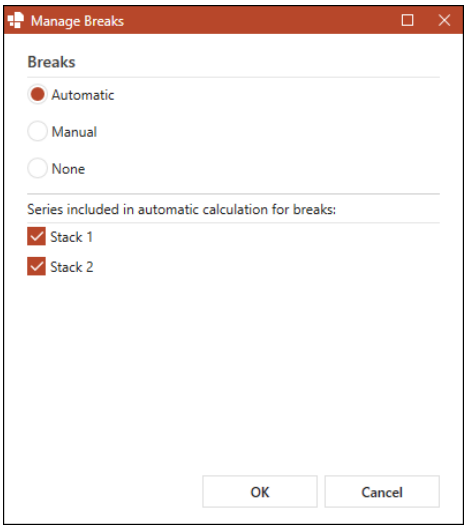


Figure 213. Automatic Value Axis Breaks

If the automatic calculation result does not contain breaks, a notification bar is displayed (Figure 214).

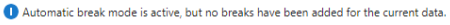


Figure 214. Notification Bar – No Breaks

If you have chosen to insert breaks manually, click on the **plus** symbol to add a new break (Figure 215 **(1)**).

Then, type in the start and end value for your break (Figure 215 **(2)**).

To delete a break, select it from the list and then click on the **cross** symbol (Figure 215 **(3)**).

If you have finished, click on the button **OK**.

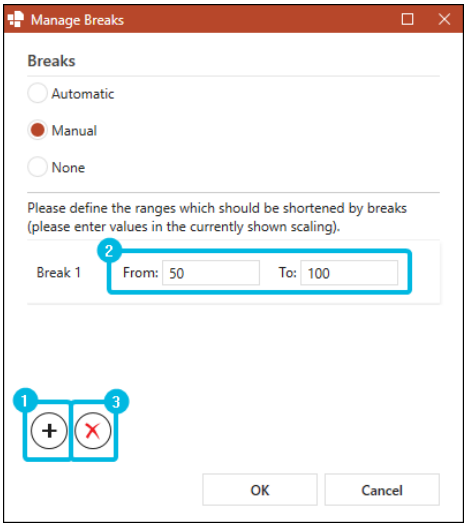


Figure 215. Manual Value Axis Breaks

The defined breaks will be inserted into your chart (Figure 216).

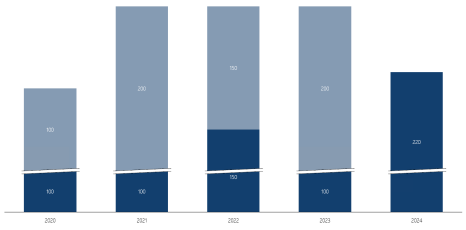


Figure 216. Value Axis Breaks in Chart

To insert breaks on the category axis, choose the option **Category Breaks** (Figure 217).

A menu opens.

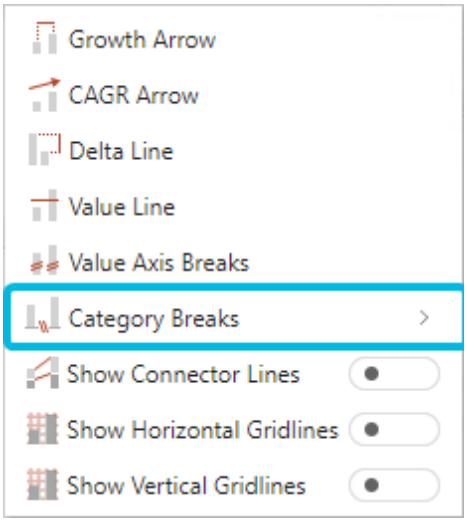


Figure 217. Option **Category Breaks**

Here, tick the checkboxes for the categories for which you want to insert a break (Figure 218).

Then, click on the button **OK**.

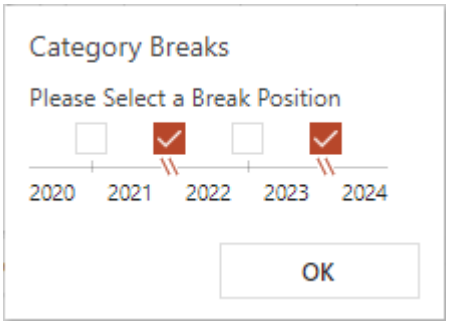


Figure 218. Category Breaks Menu

The defined breaks will be inserted into your chart (Figure 219).

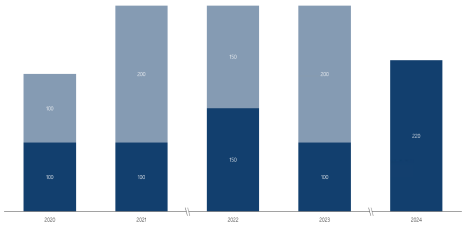


Figure 219. Category Breaks in Chart

You cannot insert breaks in Marimekko charts. However, breaks can be inserted into column Mekko charts.

Insert Connector Lines

For chart types such as bar or column charts, data points can be connected via connector lines.

For waterfall charts, connector lines are inserted automatically (Figure 220) but can also be drawn freely. They can also be deleted if required.

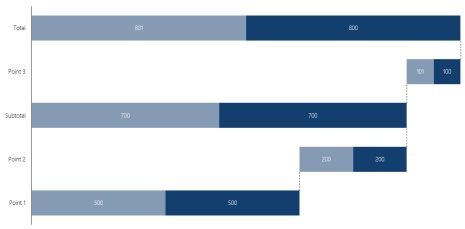


Figure 220. Automatic Connector Lines in Waterfall Chart

To insert new connector lines in a waterfall chart, choose the option **Connector Lines** (Figure 221).

Then, select the start and end point of the connector line subsequently to create a new connector line.

Hold down the key **Ctrl** to draw multiple connector lines.

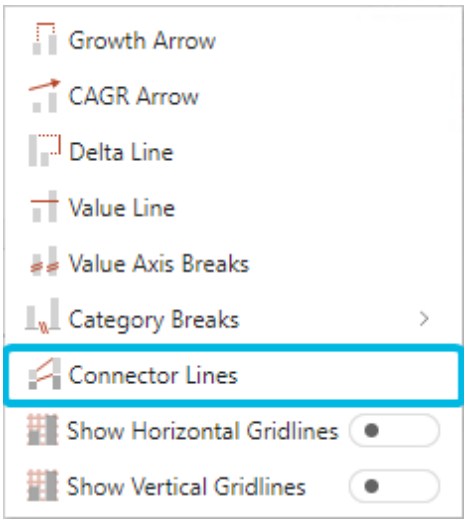


Figure 221. Option **Connector Lines** for Waterfall Charts

To show all connector lines in bar and column charts, switch the toggle button for **Show Connector Lines** to *On* (Figure 222).

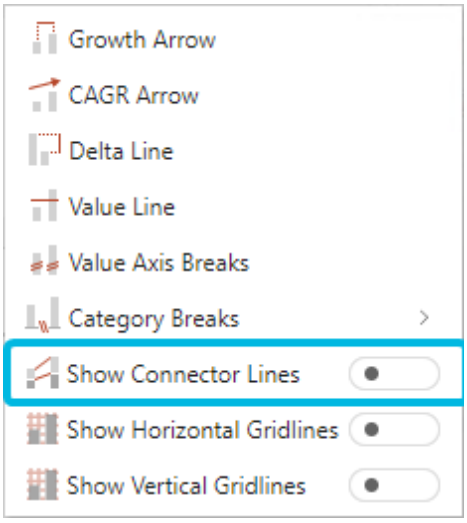


Figure 222. Option **Show Connector Lines**

Connector lines are inserted between the data points (Figure 223). In this case, they cannot be deleted individually.

However, you can disable the connector lines globally for the chart by switching the toggle button to *Off* again.

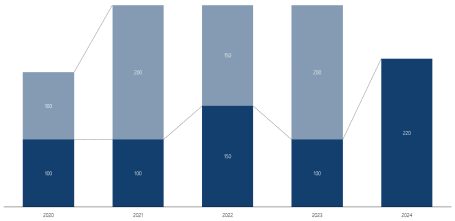


Figure 223. Connector Lines in Chart

To exit the connector line settings, press **ESC**.

Insert Gridlines

For most charts, you can enable and disable horizontal and vertical gridlines.

For radar charts, you can only set horizontal gridlines.

To enable horizontal gridlines, switch the toggle button for **Show Horizontal Gridlines** to *On* (Figure 224).

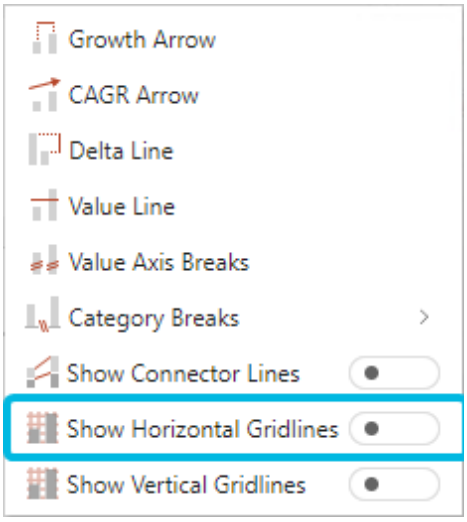


Figure 224. Option **Show Horizontal Gridlines**

To enable vertical gridlines, switch the toggle button for **Show Vertical Gridlines** to *On* (Figure 225).

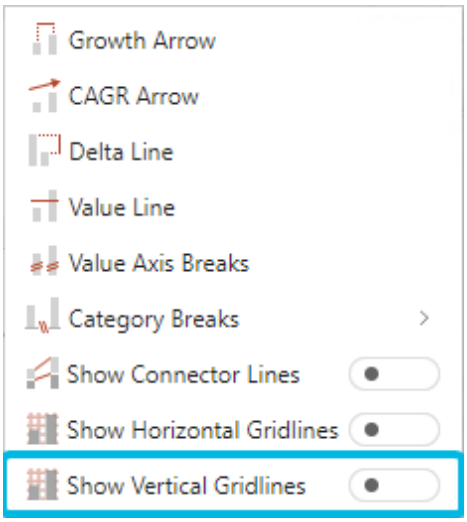


Figure 225. Option **Show Vertical Gridlines**

The gridlines are inserted into your chart (Figure 226).

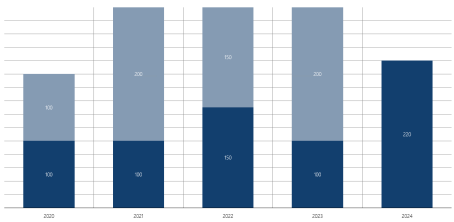


Figure 226. Horizontal and Vertical Gridlines in Chart

The editing of the gridlines is only possible in manual edit mode. If the manual edit mode is enabled, all settings of the lines, such as color or width, can be set manually.

When you exit manual edit mode, all settings are applied.

However, if the gridlines are disabled and re-enabled, the settings are reset to default.

The manual editing of the gridlines does only work for charts with value axes.

For further information regarding manual edit mode, see **Manual Edit Mode**.

11.3. Edit Data Series Settings

Under the button **Series** in the action bar, you can make further changes to your data series (**Figure 227**).

Figure 227. Button **Series**

The available options depend on the chart type in use. For example, you can change the series type (column or line) and the axis the series refers to in a stacked column chart, but not in a waterfall chart.

For most charts, you can enable and disable the series, apply a fill color for positive and negative values and apply Excel colors.

In addition, you can convert the chart into another chart type.

For further information regarding the conversion charts, see **Convert Charts**.

Use Excel Colors

If you have colored the cells in the chart's mini Excel according to your needs, you can use these colors to color the data series and data points in your chart.

Like this, you do not need to apply the colors individually via the user interface.

This also works if you have linked the chart to another Excel file via an Excel link.

To enable the color transfer from Excel, switch the toggle button for **Excel Colors** to *On* (**Figure 228**).

The colors will be transferred to our chart.

If you have not colored the cells in Excel, the customizing colors are used.

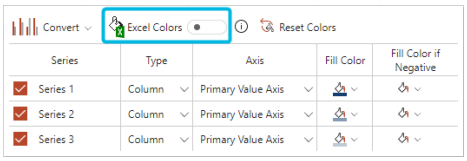


Figure 228. Toggle Button for **Excel Colors**

To reset the colors and not use Excel colors anymore, click on the button **Reset Colors** (Figure 229).

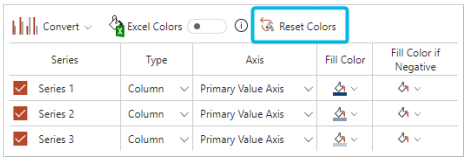


Figure 229. Button **Reset Colors**

To make sure your chart is still corporate design compliant, the Excel color is transferred into the most similar color in your corporate design.

For further information regarding the mini Excel for data charts, see **Mini Excel for Data Charts**.

General Series Settings

For all data chart types, you can enable or disable series and adjust the series' colors.

To disable a series, untick the checkbox for the respective series (Figure 230).

The series is removed from the chart. You can always enable it again by ticking the respective checkbox.

The data is not lost nor deleted.

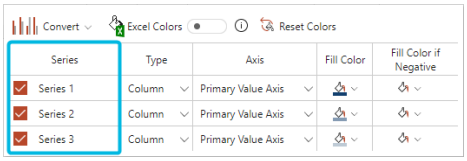


Figure 230. Enable and Disable Series

If only one series is left, the checkbox is ticked but grayed out. A chart cannot contain less than one series.

To adjust the fill color for a whole series, click on the **painting bucket** symbol under *Fill Color* in line with the respective series (Figure 231).

A color picker opens.

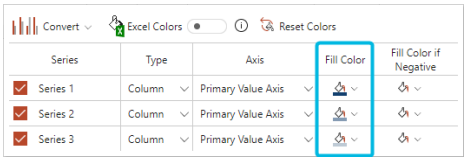


Figure 231. Set Fill Color

Here, choose the color you want to use (Figure 232).

If you do not want to use a fill color, choose the option **No Fill**.

The series will be colored in the respective color.

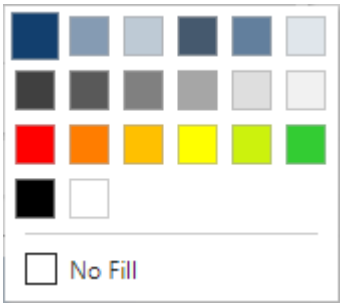


Figure 232. Color Picker

By default, there is no specific color for negative data points. However, you can choose a different color for those data points inside a series.

To do so, click on the **painting bucket** symbol under *Fill Color if Negative* in line with the respective series (Figure 233).

A color picker opens.

Here, choose the color you want to use. If you do not want to use a fill color, choose the option **No Fill**.

All data points inside the series with a negative value will be colored in the respective color.

If you want to go back to the original customizing colors, click on the button **Reset Colors**.

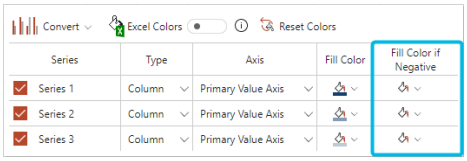


Figure 233. Set Negative Fill Color

In circle charts, you cannot set fill colors for negative data points because negative values cannot be displayed in the chart.

For further information regarding the editing of data series and data points, see **Edit Data Chart Objects**.

Chart Type Dependent Series Settings

In column charts and line charts, you can set the type for a series.

Here, you can decide if you want to display a data series as columns or lines.

To change the type of a series, expand the drop-down menu under *Type* in line with this series and choose the type you want to use (Figure 234).

The changes will be applied to the chart.

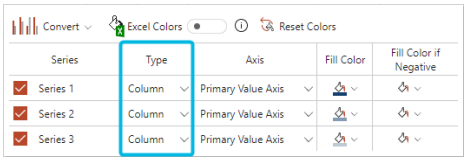


Figure 234. Define Series Type

If you want to create a mixed chart (bars or columns and lines) and work with two axes, empower® automatically ensures that columns are only on one of the two axes.

The bars or columns would otherwise overlap and lead to misinterpreted representations.

You can always change back to the original series type.

If your chart is capable of displaying two value axes, you can also decide which axis the series should refer to.

To do so, expand the drop-down menu under *Axis* in line with the respective series and choose the axis you want to use (Figure 235).

If you choose an axis which has not been enabled before, it is automatically enabled upon selection.

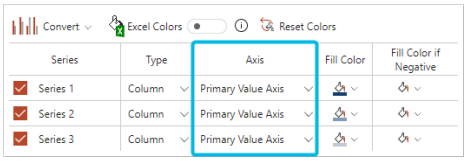


Figure 235. Choose Axis

One series must always refer to the primary value axis. This series can then also not be disabled anymore.

If only the primary axis is selected for all series, the secondary is automatically disabled.

If you are displaying two value axes, the button **Swap Axes** becomes visible (Figure 236).

Use this button to switch the axes and display the primary value axis as secondary value axis and vice-versa.

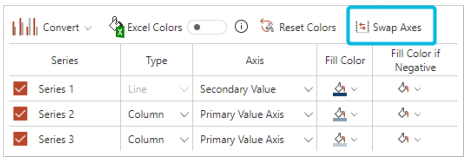


Figure 236. Button **Swap Axes**

By changing the series type, you create a mixed chart, consisting of lines and columns.

Alternatively, you can choose the mixed chart directly in the chart type selection when inserting or converting a chart.

For further information, see Use Mixed Charts.

For further information regarding the editing of axes, see Edit Data Chart Objects.

For waterfall charts, you have the additional option to place a series on top of the waterfall.

This is only possible if the chart contains more than one series.

To do so, tick the checkbox for **On Top of Waterfall** in line with the respective series (Figure 237).

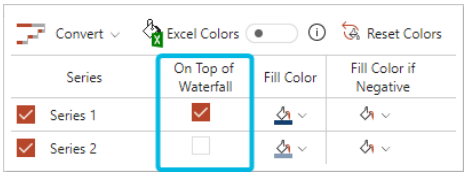


Figure 237. Move Series on Top of Waterfall

11.4. Edit Data Chart Properties

Under the button **Properties** in the action bar, you can make further changes to your data chart (Figure 238).

The available options depend on the chart type in use. For example, line chart properties include additional options for lines and Mekko or line charts you can add more axes than for bar and waterfall charts.

Here, you can edit the default settings for the data chart and decide which axes you want to display. In addition, you can enable and disable a chart title and the chart legend.

For all data chart types, you have the option to apply global changes to all charts on the current slide, to change the customizing, redraw the chart and to enable manual edit mode.

In the first section, you can set the chart text's font size and the bar width, if there are bars in your chart.

Figure 238. Button **Properties**

To define a new font size, enter a value into the input field under *Font Size* (**Figure 239**).

Alternatively, expand the drop-down menu or use the buttons next to the input field to increase or decrease the value.

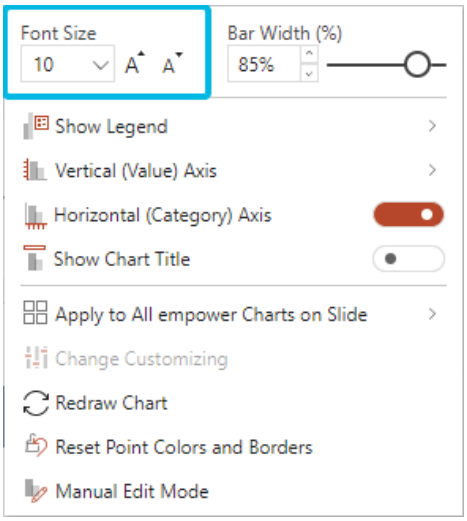


Figure 239. Font Size Setting

To set a new bar width, type in a percentage into the input field under *Bar Width (%)* (**Figure 240**).

Alternatively, use the little **arrow** symbols next to the input field or use the slider to increase or decrease the value.

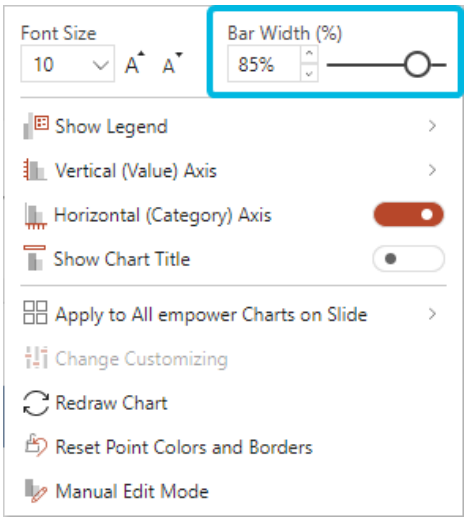


Figure 240. Bar Width Setting

If you set the bar width to 100%, the bars will be located right next to each other without any space between them.

The lowest value you can use is 10%.

For some chart types such as circle charts, you can define the chart size instead of the bar size (**Figure 241**).

To edit the chart size, type in a percentage into the input field.

Alternatively, use the little **arrow** symbols next to the input field or use the slider to increase or decrease the value.

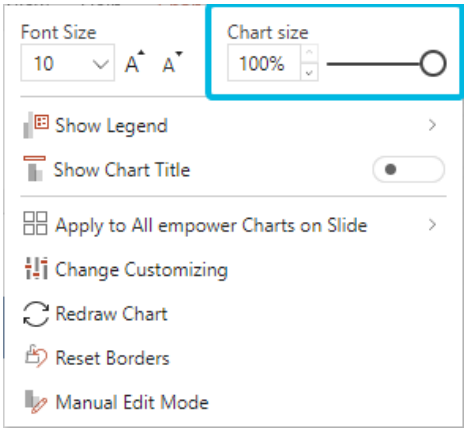


Figure 241. Chart Size Setting

In doughnut charts, you can also set the doughnut width (Figure 242).

To edit the doughnut width, type in a percentage into the input field.

Alternatively, use the little **arrow** symbols next to the input field or use the slider to increase or decrease the value.

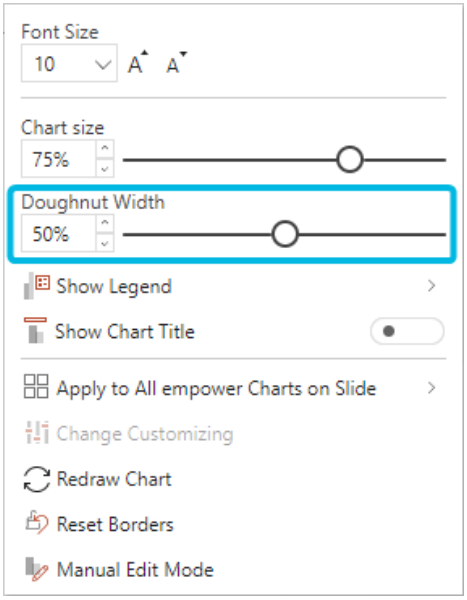


Figure 242. Doughnut Width Setting

Due to technical limitations in PowerPoint, the percentage refers to the doughnut hole in the middle of the chart.

During the calculation, the values are therefore rounded.

If your entered value is rounded up, you can enter a lower value to achieve your preferred result.

Edit Legend, Axes and Title Properties

For most chart types, you can enable or disable the legend and axes. In addition, you can decide if you want display a chart title or not.

To enable a legend, choose the option **Show Legend** (Figure 243).

Then, choose where you want to display the legend. Here, you have several options.

To disable the legend completely, choose the option **None**.

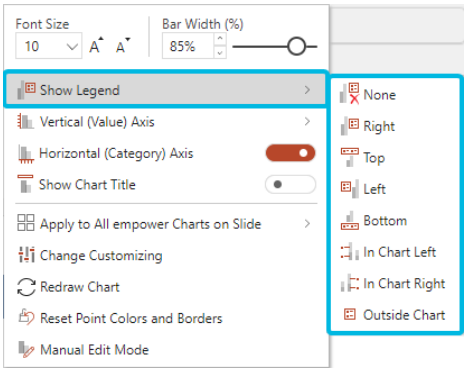


Figure 243. Legend Options

To display a vertical axis for the value, choose the option **Vertical (Value) Axis** and then switch the toggle button for **Show Value Axis** to *On* (Figure 244 **(1)**).

To reverse the axis direction and place the horizontal axis above the chart instead of underneath, switch the toggle button for **Reverse Axis Direction** to *On* (Figure 244 **(2)**).

You can also use this option if you have not enabled the vertical axis but the horizontal axis.

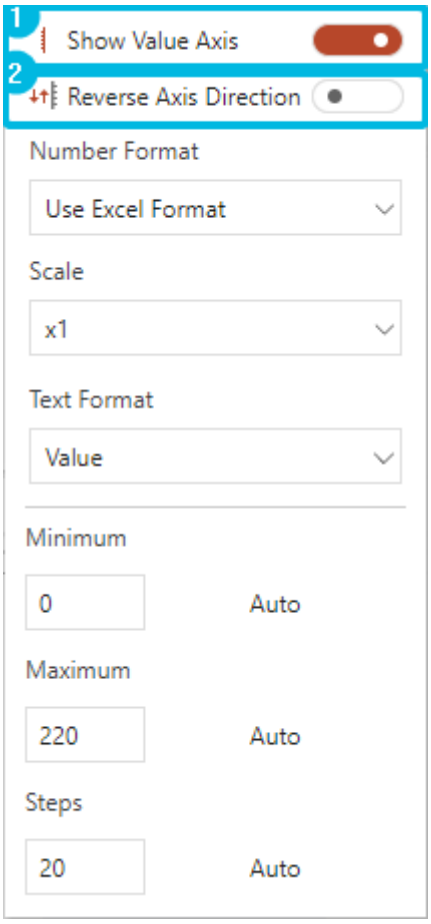


Figure 244. Enable And Reverse Vertical Axis

If you have enabled the vertical axis, you can make further changes to the axis.

You can set the number format, scale and text format.

To set the number format, expand the drop-down menu under *Number Format* and choose a format (**Figure 245**).

To define your own custom format, choose the option **Custom Number Format**.

A dialog box opens.

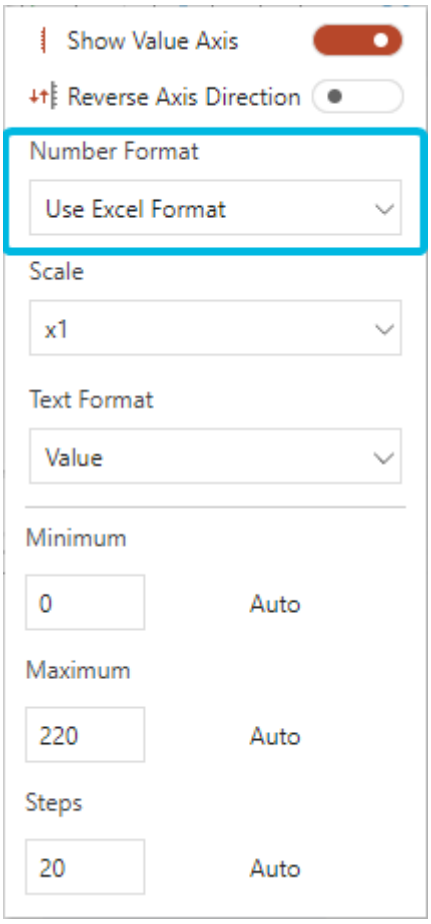


Figure 245. Number Format

In this dialog box, either choose a format from the list or type in a custom format you want to use (**Figure 246**).

A preview is displayed above the input field.

If you have finished, click on the button **OK**.

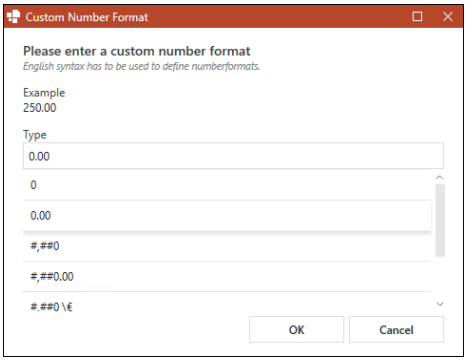


Figure 246. Custom Number Format

To set a scale, expand the drop-down menu under *Scale* and choose a value (**Figure 247**).

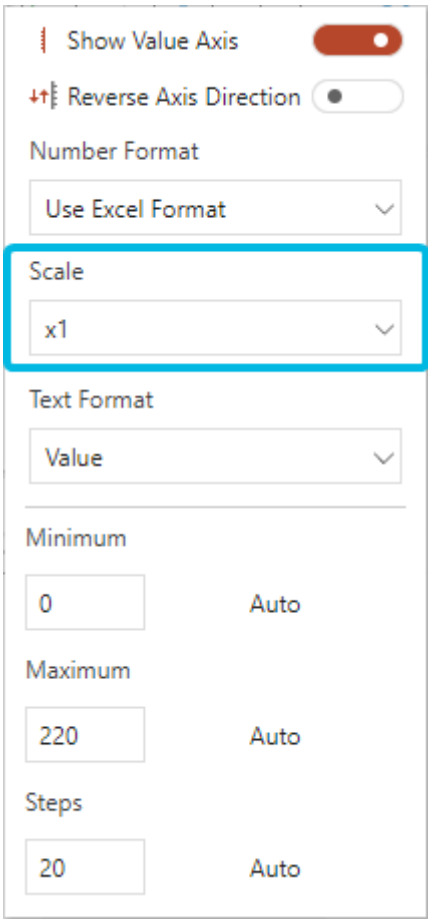


Figure 247. Scale

To set a text format, expand the drop-down menu under *Text Format* and choose a format (Figure 248).

To define your own text format, choose the option **Custom...**.

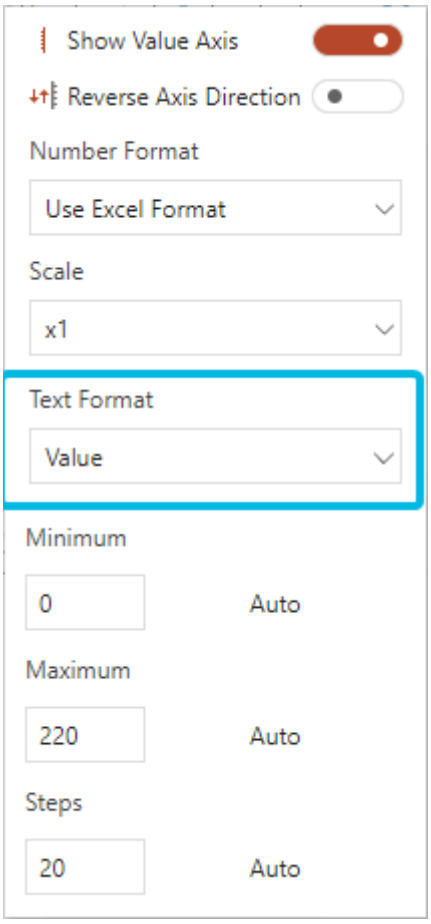


Figure 248. Text Format

For further information regarding custom text formats for labels, see Custom Labels.

You can define the minimum and maximum value displayed on the axis. In addition, you define how big the steps between each displayed value should be (Figure 249).

Values are already entered automatically.

To change them, type in a new value into the input field.

To go back to the automatic value, click on the button **Reset** next to the input field.

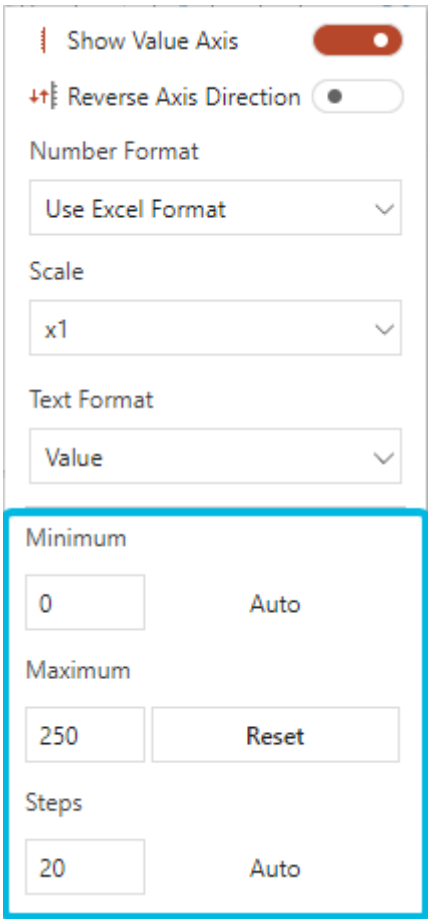


Figure 249. Define Values And Step Size

For some chart types, you have the option to enable a second vertical axis. This axis then inserted on the right of the chart and also displays the values.

To enable this axis, choose the option **Secondary Vertical (Value) Axis** (Figure 250) and then switch the toggle button for **Show Value Axis** to *On*.

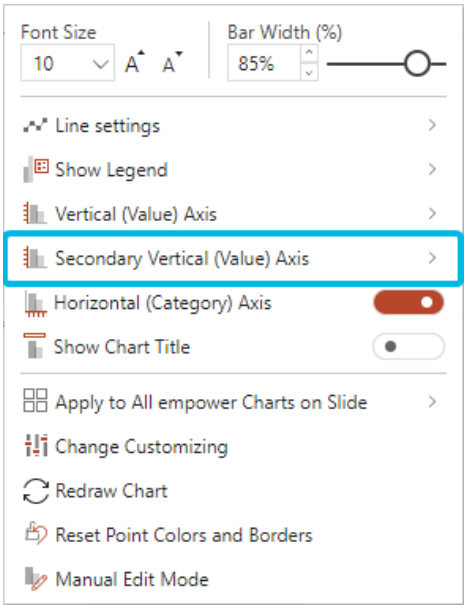


Figure 250. Enable Secondary Vertical Axis

To enable the horizontal axis for the categories, switch the toggle button for **Horizontal (Category) Axis** to *On* (Figure 251).

The axis labels display the text that is added in the mini Excel.

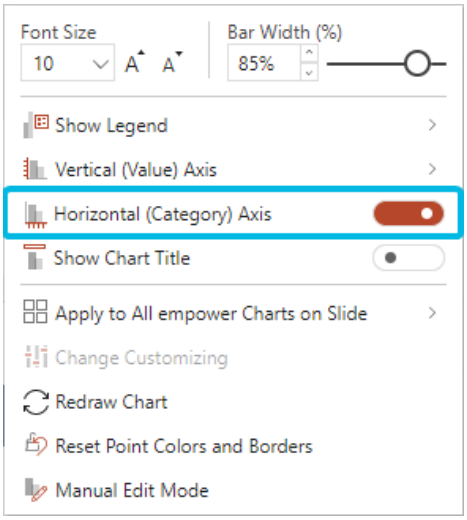


Figure 251. Enable Horizontal Axis for Category

For some chart types, you have the option to enable a second horizontal axis. This horizontal axis will then be used as a second value axis.

To enable the horizontal axis for values, switch the toggle button for **Horizontal Value Axis** to *On* (Figure 252).

For some chart types such as bar charts, you have the same options for the horizontal value axis as for the vertical value axis.

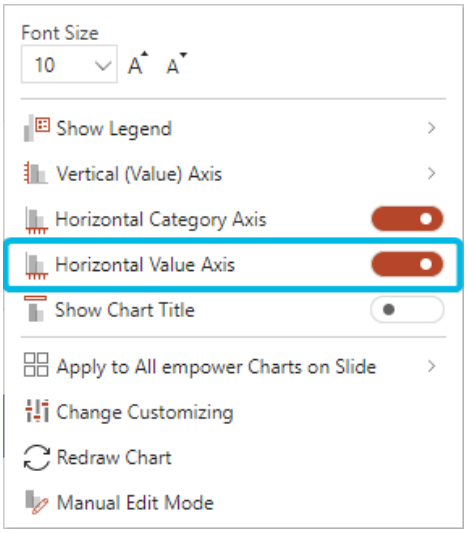


Figure 252. Enable Horizontal Axis for Value

For further information regarding the mini Excel for data charts, see **Mini Excel for Data Charts**.

If you want to display a chart title, switch the toggle button for **Show Chart Title** to *On* (Figure 253).

The title will be displayed and you can edit the title text as required.

If you enable and disable the chart title again, your changes to the title text will be lost.

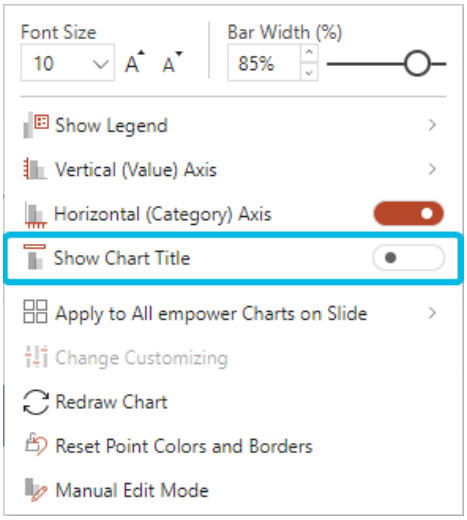


Figure 253. Enable Chart Title

To remove the chart title, you can also select it and click on the button **Remove** (Figure 254).

Figure 254. Button **Remove**

For circle chart types only the legend and title options are available.

Edit Line Settings

For line charts, you have additional options.

To open these settings, choose the option **Line settings** (Figure 255).

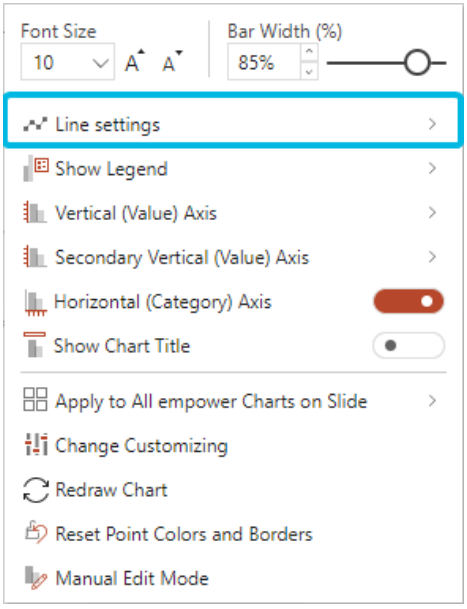


Figure 255. Line Settings

To interpolate missing values, switch the toggle button for **Interpolate missing values** to *On* (Figure 256).

To use smooth line, switch the toggle button for **Smooth Line** to *On* (Figure 256).

The line will change to be displayed smoothly, without sharp edges.

To use markers, switch the toggle button for **Markers** to *On* (Figure 256).

If you disable this setting, the dots and the line which mark the data points will be removed.

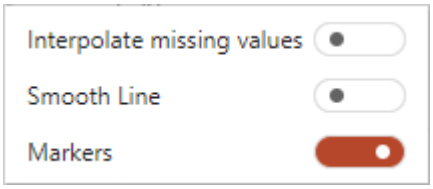


Figure 256. Line Settings Options

Edit General Chart Properties

In the last section of the properties menu, you can make general changes.

To make global changes to you charts regarding font size, scale and size, choose the option **Apply to All empower Charts on Slide** (Figure 257).

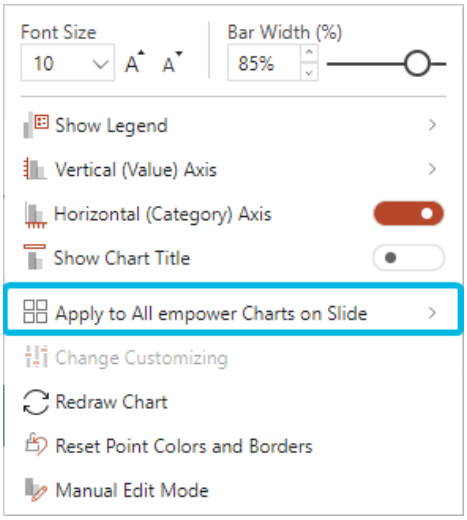


Figure 257. Apply Global Changes

Here, you can decide if you want to apply the current font size to all charts on the current slide (Figure 258).

In addition, you can apply the scale and size for axes to all charts on the current slide (Figure 258).

This function can be helpful to match charts that have breaks.

The matching to height orients itself to the highest chart on the slide.

If possible, always apply the same scale and size to the chart which has the smallest scale, i.e. where a certain reference value (e.g. 100) is displayed the smallest.

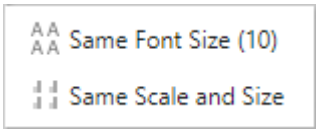


Figure 258. Options for Global Changes

The available options depend on the chart type in use.

If there are multiple customizings for your company, you can switch between the customizings. To do so, choose the option **Change Customizing** (Figure 259).
A dialog box opens.

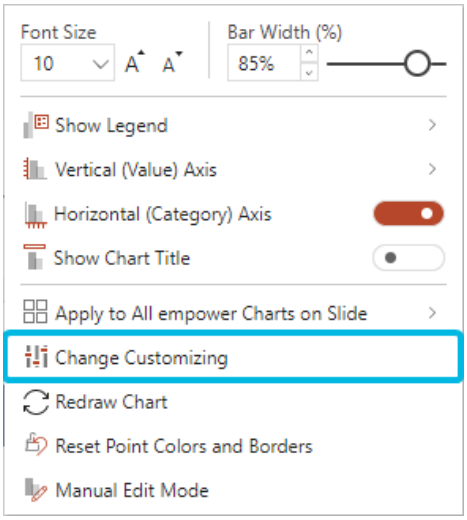


Figure 259. Option **Change Customizing**

Expand the drop-down menu and choose the customizing you want to use for this chart (Figure 260).
Then, click on the button **OK**.

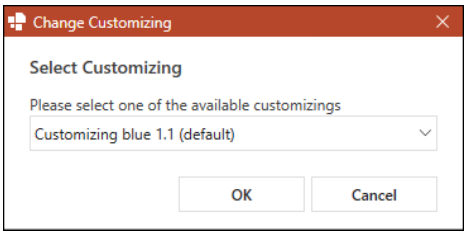


Figure 260. Choose Customizing

If there is only one customizing for your company, the option **Change Customizing** is grayed out.

If you encounter any display issues in the chart, you can use the option **Redraw Chart** to reload the chart and its content (Figure 261).
Display issues should then be corrected automatically.

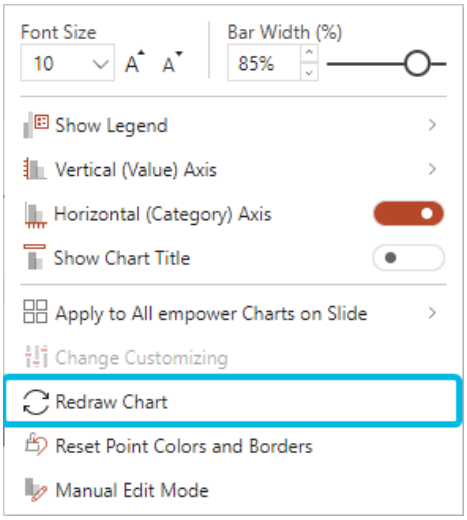


Figure 261. Option **Redraw Chart**

Alternatively, you can change the customizing for the whole presentation. To do so, click on the button **More** in the group empower and then choose the option **Change Customizing for Presentation**. A dialog box opens and you can choose a customizing.

For further information regarding the switch of the default customizing, see User Settings.

To reset colors and borders that you have been applied manually on data points to go back to the default customizing colors, choose the option **Reset Point Colors and Borders** (Figure 262).

For some charts, you can only reset the borders.

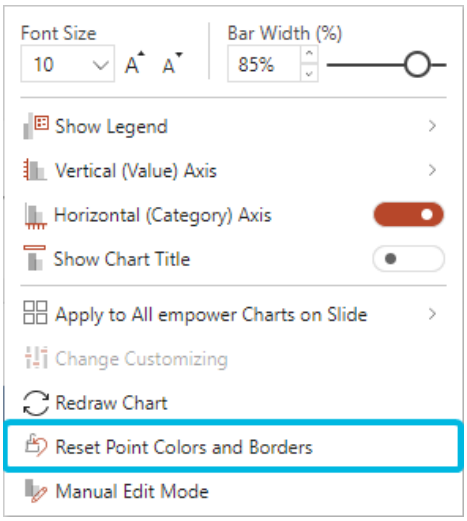


Figure 262. Reset Point Formatting

In addition to the settings mentioned above, you can enter another editing mode.

There are two modes:

- Performance Mode
- Manual Edit Mode

The option to enter performance mode is only displayed if your chart contains a lot of data.

Manual edit mode should only be entered if you want to make final changes that cannot be made to an empower® Chart. In manual edit mode, you can edit the chart and its components freely.

If you use manual edit mode and then leave it again, some formatting you have made in manual edit mode may be lost.

For further information regarding performance mode, see **Performance Mode**.

For further information regarding manual edit mode, see **Manual Edit Mode**.

11.5. Edit Data Settings in Data Charts

Under the button **Data** in the action bar, you can make further changes to your data chart (Figure 263).

Figure 263. Button **Data**

The available options depend on the chart type in use. For example, you can edit your series preferences as well as the series and category order for most charts, but not for bubble or scatter charts.

For waterfall charts, you can also set the waterfall direction.

In addition, you have the option to create, edit and break Excel links.

For further information regarding Excel links, see **Use Excel Links**.

Under *Series*, you can decide if you want to use the columns or rows in Excel as series. The other option will then be used as categories (**Figure 264**).

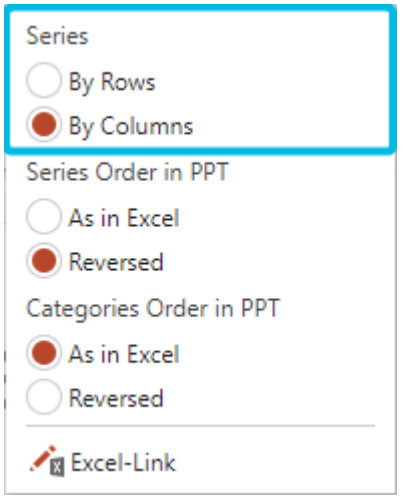


Figure 264. Options for Series

Under *Series Order in PPT*, you can decide if the series are sorted according to their order in Excel or if this order should be reversed (**Figure 265**).

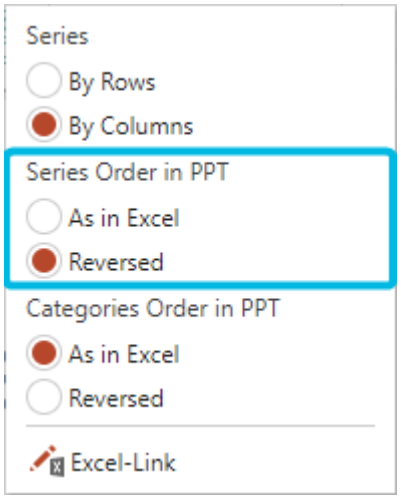


Figure 265. Options for Series Order

Under *Categories Order in PPT*, you can decide if the categories are sorted according to their order in Excel or if this order should be reversed (**Figure 266**).

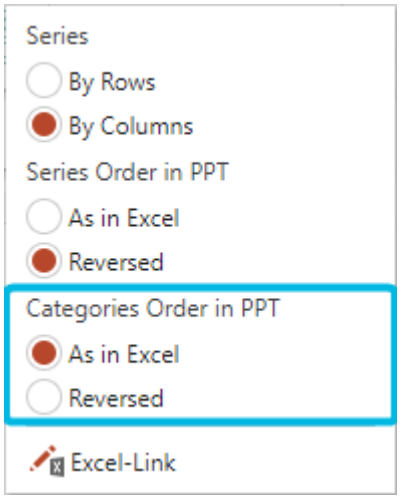


Figure 266. Options for Category Order

For circle charts, you can decide if the categories are sorted clockwise or counter clockwise (**Figure 267**).

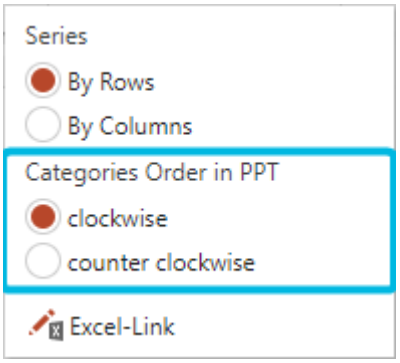


Figure 267. Options for Category Order in Circle Charts

For waterfall charts, under *Waterfall Direction*, you can decide if the waterfall direction should go from left to right or from right to left (**Figure 268**).

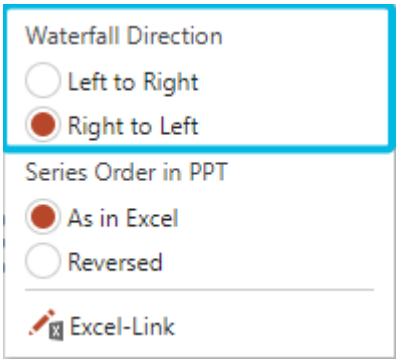


Figure 268. Options for Waterfall Direction (Waterfall Chart)

For waterfall bar charts, under *Waterfall Direction*, you can decide if the waterfall direction should go from bottom to top or from top to bottom (**Figure 269**).

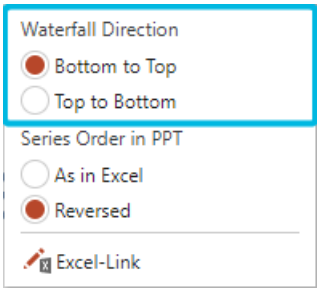


Figure 269. Options for Waterfall Direction (Waterfall Bar Chart)

11.6. Edit Data Chart Objects

Objects in data charts can be edited individually. To do so, select the object and make your changes in the open menu. Depending on the object, you can change its color, shape, pattern, font and much more.

For further information regarding the editing options for labels, see **Use and Edit Labels**.

Edit Data Points And Data Series

For data points, you can decide if you want to display the label or not.

To display data labels, select the data point and click on the button **Show Label** (Figure 270).

Figure 270. Button **Show Label** for Data Points

If your chart contains columns, you can also decide if you want to display column sums.

To display column sums, select the data point and click on the button **Show Column Sums** (Figure 271).

Figure 271. Button **Show Column Sums** for Data Points

To change the color of a data point, select the data point and click on the button **Colors** (Figure 272).

Then, select a color or choose the option **No Fill** if you do not want to apply a fill color.

Figure 272. Button **Colors** for Data Points

To change the pattern of the data point, select the data point and click on the button **Pattern** (Figure 273).

Then, choose a pattern for the data point.

Figure 273. Button **Pattern** for Data Points

For column, bar and circle charts, you can also edit the data points' border.

To do so, select the data point and click on the button **Edit Border** (Figure 274).

Figure 274. Button **Edit Border** for Data Points

Here, choose a color.

If you have selected a color, you can change the dash style and weight of the border (Figure 275).

If you do not want to display a border at all, choose the option **No Border**.

To reset the border style to the initial border style, click on the button **Reset**.

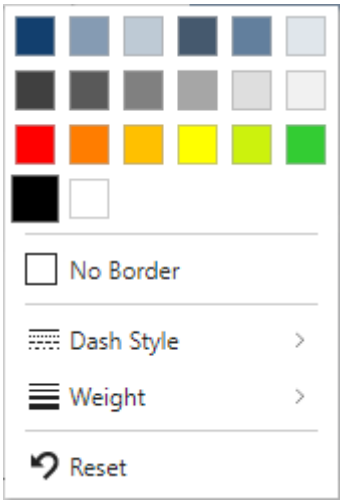


Figure 275. Options for Borders

In line, scatter, bubble and radar charts, you can edit the marker points.

In line and radar charts, you can additionally edit the line between the data points.

For the marker points, you can decide if you want to display a label.

To display a label, click on the button **Show Label** (Figure 276).

Figure 276. Button **Show Label** for Marker Points

In addition, you can change the color of the marker point.

To do so, click on the button **Colors** and choose a color (Figure 277).

Figure 277. Button **Colors** for Marker Points

To change the marker's shape, click on the button **Marker Style** and choose a new shape (Figure 278).

If you do not want to display any markers, choose the option **None**.

Figure 278. Button **Marker Style** for Marker Points

To change the size of the marker point, either type in a new value into the input field or use the **arrow** symbols to increase or decrease the value (Figure 279).

Figure 279. Increase Or Decrease Marker Point Size

In bubble charts, you also have the option to bring the data point's bubble to the front in case it is overlapping another bubble.

To do so, click on the button **Bring Bubble to Front** (Figure 280).

Figure 280. Button **Bring Bubble to Front**

For lines between data point, you can also change the color.

To do so, click on the button **Colors** and choose a color.

If you do not want to use any color, choose the option **No Fill**.

To change the dash style of the line, click on the button **Dash Style** (Figure 281).

Here, choose a style.

Figure 281. Button **Dash Style** for Data Point Lines

To display the line thicker or thinner, either type in a new value into the input fields or use the **arrow** symbols to increase or decrease the value (Figure 282).

Figure 282. Increase Or Decrease Data Point Line Weight

For pie charts, you have additional options.

You can rotate the pie chart using the **rotation** symbol in the center above the chart (Figure 283).

To do so, drag and drop the symbol until you have reached your preferred position.

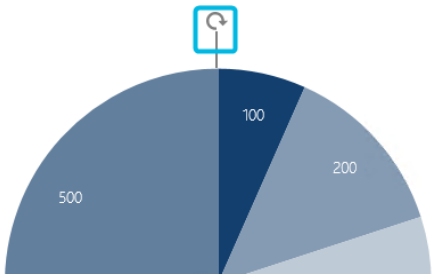


Figure 283. Rotate Pie Chart

In addition, you can pull out a data point to highlight it (Figure 284).

To do so, select the data point and pull it out of the chart.

Its data label is moved accordingly.

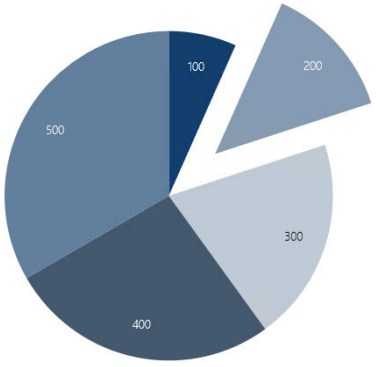


Figure 284. Pull Out Data Point

For data series, you have the same options as for the respective data points (Figure 285).

However, you cannot enable the column sums for a data series. This setting needs to be enabled and disabled for each data point separately or globally for all series and points via the button **Data Labels**.

Figure 285. Data Series Settings

If you select a data series in line or radar charts, your options for data point markers and the line between them are combined (Figure 286).

Figure 286. Data Series Settings for Line and Radar Charts

The default setting for borders is **No Border**. Depending on your empower® Version, borders might be set for specific chart types by default.

In both cases, the border settings can be adjusted according to your needs.

For further information regarding the data label menu in the action bar, see Edit Data Label Settings.

Edit Axes

For all axes in your chart, you can make changes to the text formatting and appearance of the axis.

To edit the font size, font color and formatting of the axis labels globally, select the axis and make your changes.

All labels in the axis adjust to your changes.

In addition, you can add an axis title to each axis. To do so, select the axis and click on the button **Show axis titles** (Figure 287).

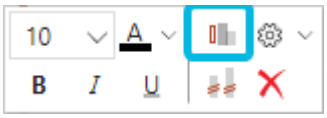


Figure 287. Button **Show axis titles**

Then, you can adjust the title text and formatting. To do so, select the title.

For category axes, you can also edit the text direction, alignment and category order.

To change the text direction, click on the button **Text Direction** and choose your preferred option (Figure 288).

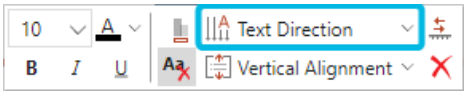


Figure 288. Button **Text Direction**

To change the alignment, click on the button **Vertical Alignment** and choose your preferred option (Figure 289).

In vertical category axes, you can choose the alignment option directly in the menu (Figure 290).

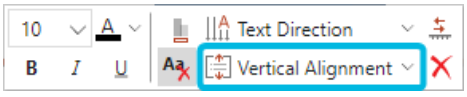


Figure 289. Button **Vertical Alignment** for Horizontal Axes

Figure 290. Alignment Options for Vertical Axes

Long category labels are wrapped automatically. To create a soft line break manually, press **Shift** + **Enter**.

To change the category order, click on the button **Categories Order Reversed** (Figure 291).

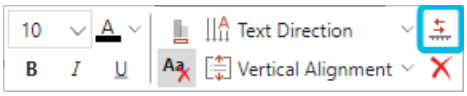


Figure 291. Button **Categories Order Reversed**

In column Mekko and Marimekko charts, you have additional options for the category axis.

To view those options, select the axis and click on the button **Settings** (Figure 292).

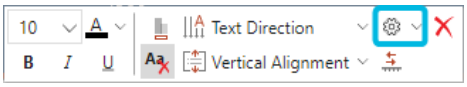


Figure 292. Button **Settings** for Mekko Charts

Here, you can decide if you want to display the name, the values or the percentages as labels (Figure 293).

If you choose to display percentages, you can also decide on how many decimal places you want to display.

You can enable multiple options at once.

If you disable all of them, the axis stays empty.

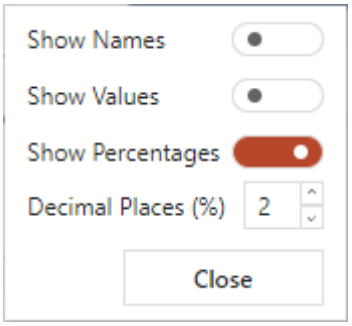


Figure 293. Mekko Chart Options for Category Axes

To delete an axis, select it and then click on the button **Remove** (Figure 294).

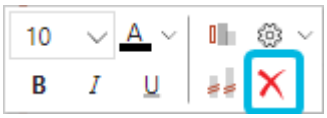


Figure 294. Button **Remove** for Axes

For value axes, you can access the axis settings via the button **Settings** and the break settings via the button **Manage Breaks**. This will open the same axis and break options you have under the button **Properties**.

For further information regarding axis settings, see **Edit Legend, Axes and Title Properties**.

For further information regarding break settings, see **Insert Breaks**.

Use Date Axes

To use an axis as a date axis, open the mini Excel via the button **Edit Data** (Figure 295).

Then, enter the dates you want to display into the cells that represent the axis of your choice.

The dates must have an Excel date format and they must not function as table headers (Figure 296).

Close the mini Excel.

Figure 295. Button **Edit Data**

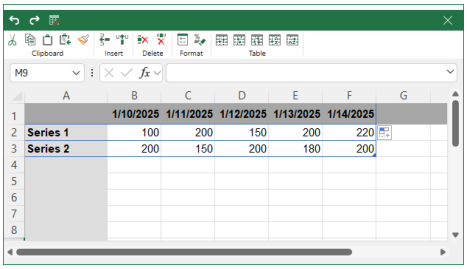


Figure 296. Date Values in Mini Excel

Now that you have entered dates, click on the axis and then click on the button **Settings**. Here, you are provided with further options.

Here, you can see that the date axis is enabled (**Figure 297**).

To disable the date axis, switch the toggle button for **Date Axis Enabled** to *Off*.

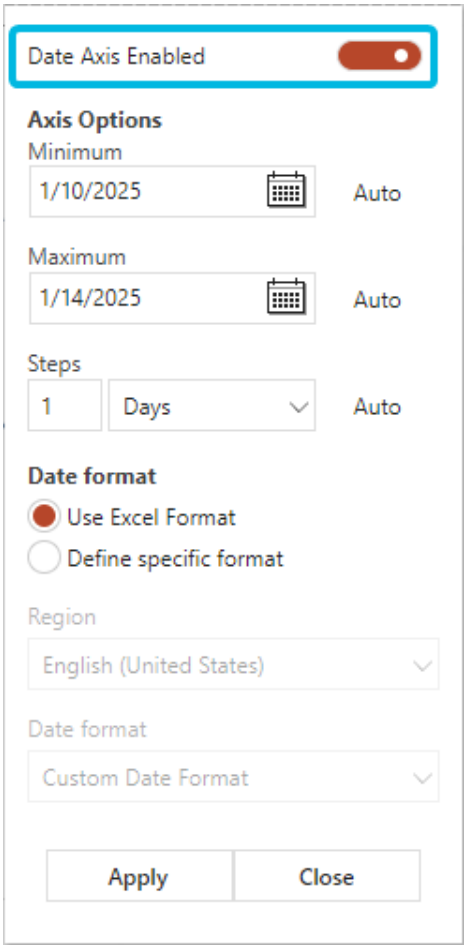


Figure 297. Toggle Button for **Data Axis Enabled**

Under *Axis Options*, you can define the minimum and maximum date (Figure 298).

To do so, either type in the dates into the input fields or use the calendar to pick a date.

To go back to the automatically calculated value, click on the button **Reset**.

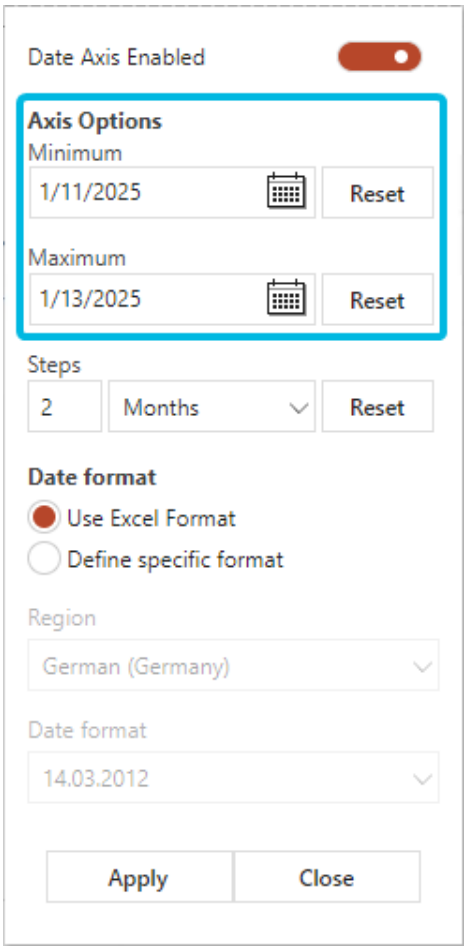


Figure 298. Set Dates

To define the step size displayed in the axis, type in a value into the input field and select a time unit from the drop-down menu (Figure 299).

To go back to the automatically calculated value, click on the button **Reset**.

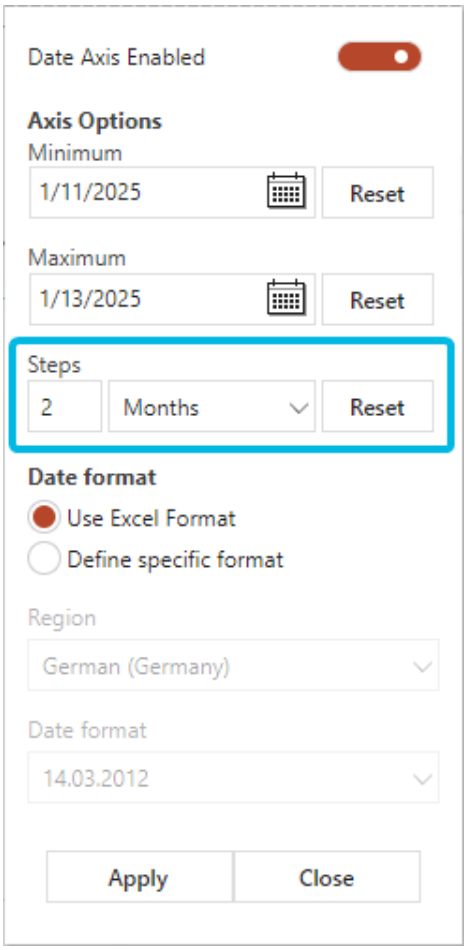


Figure 299. Set Steps

As a date format, you can either use the format from your mini Excel or define a custom date format (**Figure 300**).

To use the date format from Excel, choose the option **Use Excel Format**.

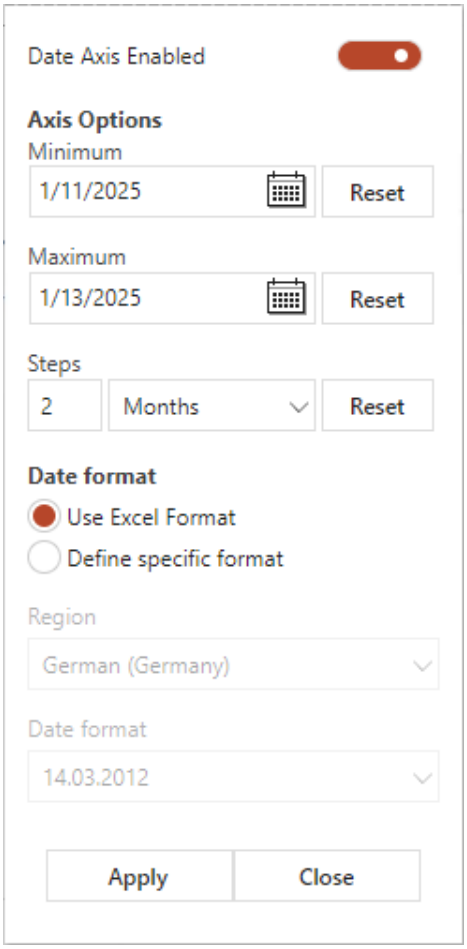


Figure 300. Date Format Options

To define your own format, choose the option **Define specific format** (Figure 301 **(1)**).

Then, choose the region your dates refer to from the drop-down menu under *Region* (Figure 301 **(2)**).

In the drop-down menu under *Date format*, choose the date format you want to use (Figure 301 **(3)**).

If you want to use a custom format, choose the option **Custom Date Format**.

A dialog box opens.

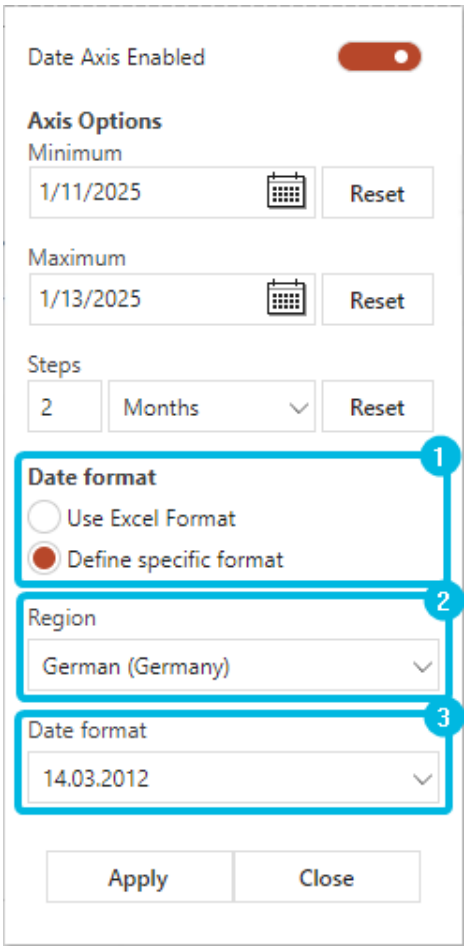


Figure 301. Use Custom Date Settings

Here, either choose a format from the list or enter a new one into the input field (Figure 302).

A preview is displayed above the input field.

Then, click on the button **OK**.

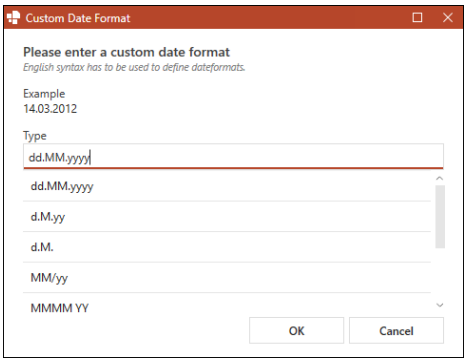


Figure 302. Dialog Box **Custom Date Format**

To apply all changes to the date axis, click on the button **Apply**.

Edit Chart Title

If you have enabled the chart title via the button **Properties** in the action bar, you can edit this title according to your needs.

To edit the chart title text, click into the text field and type in the title you want to use.

To display the chart title in two rows, use the keyboard shortcut **Ctrl** + **Enter** to create a soft line break (Figure 303).

Subscript or superscript can also be used in chart titles.

To do so, use *\sup{text}* for superscript or *\sub{text}* for subscript and replace *{text}* with your text you want to format with superscript or subscript.

Figure 303. Example – Title in Two Lines

To edit the chart title formatting, select it.

A menu opens (Figure 304).

In this menu, you can define the font size, font color, formatting and text alignment.

Figure 304. Menu for Chart Title

In addition, you can move the chart title to your preferred position.

To drag it freely, press **Alt** + **Ctrl**.

The chart title cannot be dragged out of the chart area.

To delete the chart title, click on the button **Remove** (Figure 305).

Figure 305. Button **Remove** for Chart Title

For further information regarding the property menu in the action bar, see Edit Data Chart Properties.

Edit Legend

If you have inserted a legend via the button **Properties** in the action bar, you can edit this legend according to your needs.

The position of the legend can be changed in the properties menu and directly via the legend.

To do so, select the legend and click on the button **Legend Position** (Figure 306).

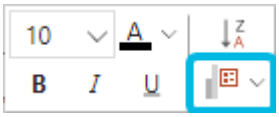


Figure 306. Button **Legend Position**

If you want to revert the order of the legend entries, select the legend and click on the button **Revert Legend Entry Order** (Figure 307).

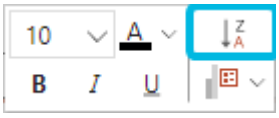


Figure 307. Button **Revert Legend Entry Order**

In the same menu, you can also change the font size and color as well as the formatting globally for all legend texts (Figure 308).
If you change the font size of legend texts, the legend icon size adapts accordingly.

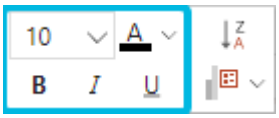


Figure 308. Formatting Options for Legend Labels

To enlarge the legend, select the legend and hover over its border.
A bilateral arrow appears. Drag and drop this arrow to adjust the size of the legend (Figure 309).

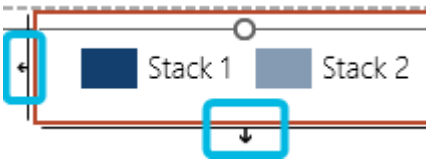


Figure 309. Enlarge Or Shrink Legend

In addition, you can access all data series settings via the legend icon (Figure 310).
These settings will be applied to all data points in a series and will then be reflected in the legend.
To do so, select the legend icon and make your changes.

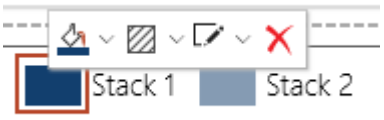


Figure 310. Data Series Settings in Legend

The legend icon labels can also be formatted individually.

To delete a legend entry, select the legend icon and click on the button **Delete**.
The entry is deleted from the legend. The corresponding series will not be deleted or hidden from the chart.

If you have made major changes to the legend and want to revert them, click on the button **Properties**, choose the option **Show Legend** and then select **None**.
Then, enable the legend again by inserting it at your preferred position.

For further information regarding the property menu in the action bar, see **Edit Data Chart Properties**.

Edit Arrows and Lines

If you have added lines or arrows via the button **Lines** in the action bar, you can edit these arrows and lines according to your needs.
For most of them, you can edit the label text and label formatting (Figure 311).
In addition, you can edit the color of most arrows and lines.
For some and arrows, you can also choose the dash style and line weight.
If you are displaying ellipse, you can choose a fill color for them.

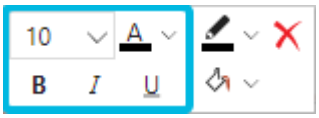


Figure 311. Formatting Options for Arrow And Line Labels

If you are currently displaying an ellipse for the line or arrow, a second button **Colors** is displayed. This button displays a **painting bucket** symbol (Figure 312).
Click on this button to choose a fill color for the ellipse.
If you do not want to display any color, choose the option **No Fill**.

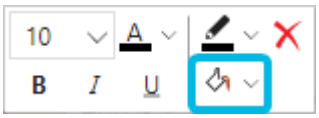


Figure 312. Button **Colors** for Ellipse

To change the color of a line or an arrow, select it and click on the button **Colors** with the **pen** symbol (Figure 313).

Here, choose a color.

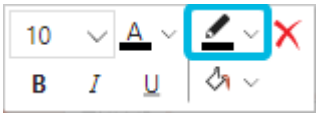


Figure 313. Button **Colors** for Lines and Arrows

For value lines, you can also change the dash style and line weight (Figure 314).

To change the dash style, click on the button **Dash Style** and choose a style.

To change the line weight, click on the button **Weight** and select a weight.

To reset the arrow or line style to the initial style, click on the button **Reset**.

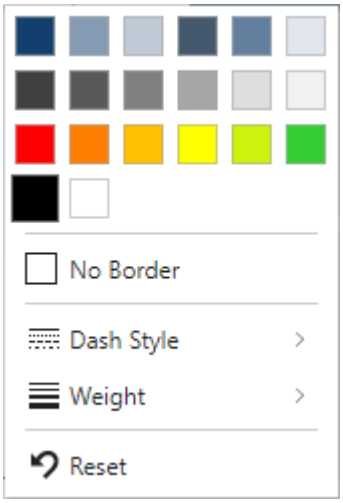


Figure 314. Options for Value Lines

To delete a line or an arrow, select it and click on the button **Delete** (Figure 315).

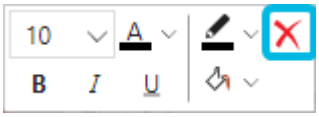


Figure 315. Button **Delete** for Arrows and Lines

Connector lines and breaks cannot be edited.

However, single connector lines in waterfall charts can be deleted.

For further information regarding editing options for lines representing data points, see **Edit Data Points And Data Series**.

For further information regarding editing options for labels. see **Use and Edit Labels**.

For further information regarding the editing options for gridlines, see **Add Lines and Arrows to Data Charts**.

12. Gantt Charts

Gantt charts are usually used in project management context. They can be used to display the timeline of a project as well as its status.

To insert a Gantt chart into your presentation, navigate to the group empower and click on the button **Insert Chart** (Figure 316).

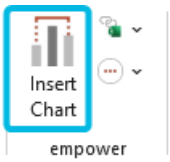


Figure 316. Button **Insert Chart**

Then, click on the option **Gantt** under *Other* (Figure 317).

Figure 317. Option **Gantt**

You can now define the area and size of the Gantt chart on your current slide.

To do so, drag and drop your mouse cursor over the respective area.

After the insertion of the chart, the Gantt chart settings open in a new window.

Alternatively, you can select a placeholder you want to use for the chart and then click on the option **Gantt**. The Gantt chart will be inserted into the selected placeholder, adjusting to its size.

If you want to adjust the size of the Gantt chart later on, select the chart and drag its endpoints to your preferred size.

If you reduce the Gantt chart's size, you may receive a notification that the font size has been adjusted automatically. To revert these changes, click on the button **Revert**.

Adjust Gantt Chart Settings

On the left-hand side of window, you can use the calendar to define the time span you want to display in the Gantt Chart (**Figure 318**).

On the right-hand side, you can adjust the default settings for your Gantt chart.

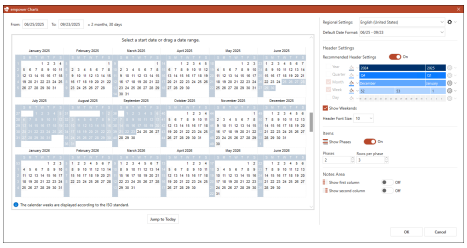


Figure 318. Gantt Chart Settings

Here, you can make changes to the regional settings, the header settings, the content and the notes section.

If you want to adjust these settings after the initial insertion of the Gantt chart, you can access the calendar and regional settings by clicking on the date displayed in the action bar and the notes section settings via the button **Properties** in the action bar.

Define the Time Span

To define the time span that should be displayed in your Gantt chart, either type in the dates into the input fields on the top or select start and end date in the calendar (**Figure 319**).

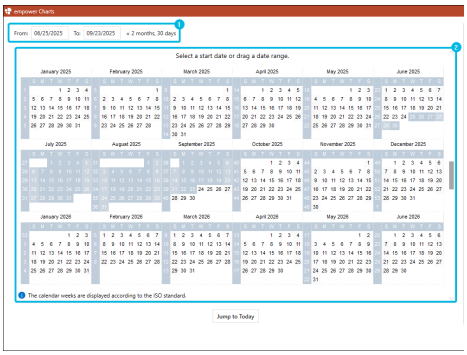


Figure 319. Set Time Span

Alternatively, you can drag and drop from start date to end date. If you drag your mouse below the calendar, the calendar will scroll automatically.

To jump back to the current date, click on the button **Jump to Today** (**Figure 320**).

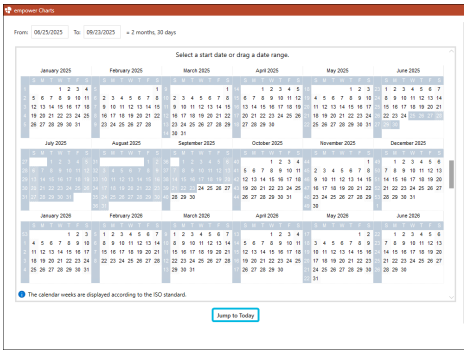


Figure 320. Button **Jump to Today**

The current date is not automatically selected when you click on the button **Jump to Today** to avoid affecting the date range you have selected for the Gantt chart.

Adjust Default Settings

On the right-hand side, you can make adjustments to the default settings for Gantt charts.

To make changes to the regional settings, follow the following steps:

1. To select your regional settings, expand the drop-down menu for *Regional Settings* and choose the region your Gantt chart should comply with (**Figure 321 (1)**).

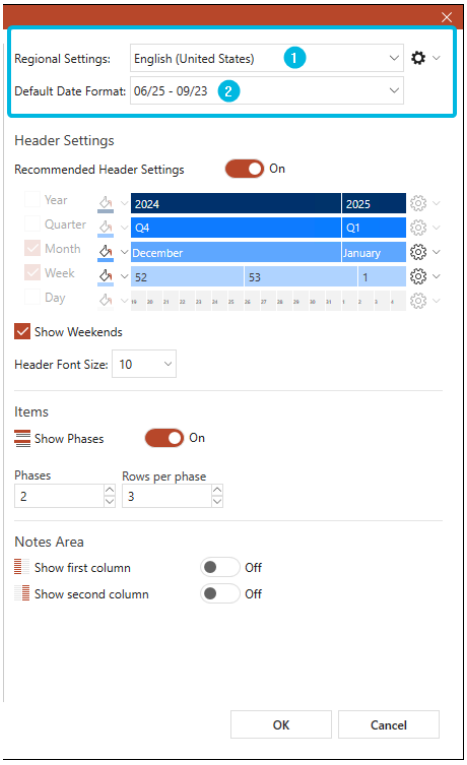


Figure 321. Regional Settings and Date Format

2. To change the week start and weekend settings, click on the **gear** symbol (Figure 322).
   Here, you can decide which days should be displayed as the first day of the week and as weekends.

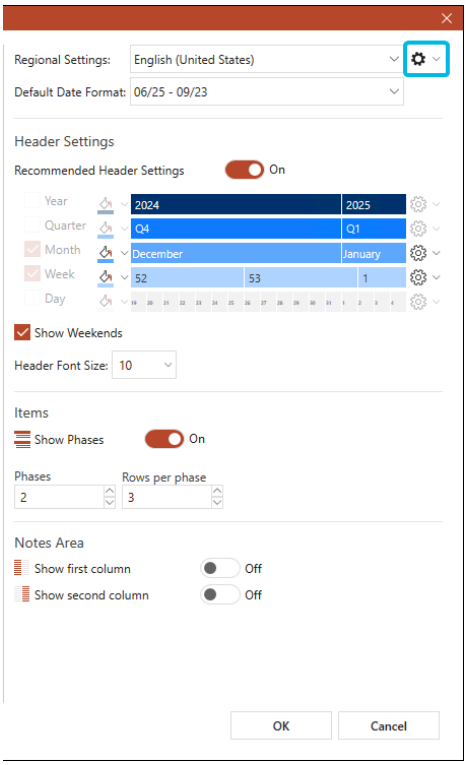


Figure 322. **Gear** Symbol for Regional Settings

3. To choose your preferred date format, expand the drop-down menu for *Default Date Format* and choose the format you want to use (Figure 321 **(2)**).
   The available formats depend on the selected regional settings.

If the regional setting *International* is used, the Gantt chart will be displayed in the current Office language.

For further information regarding the default Gantt region, see **User Settings**.

If you want to use the default header settings, switch the toggle button for **Recommended Header Settings** to *On* (Figure 323).

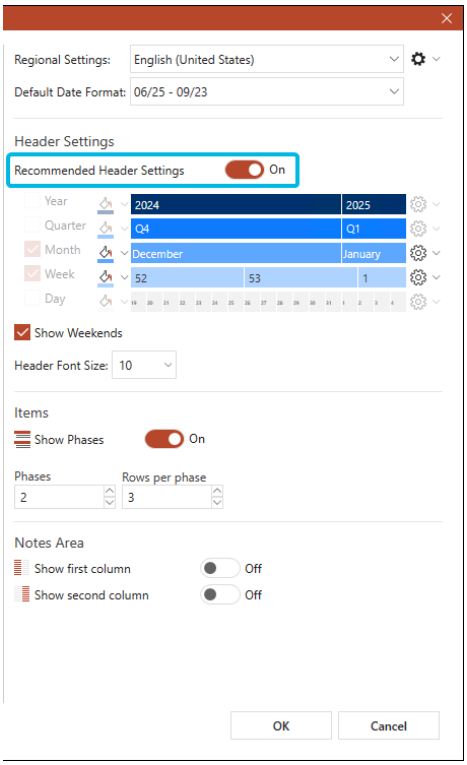


Figure 323. Toggle Button for **Recommended Header Settings**

If you want to adjust the header settings, switch the toggle button to *Off* and follow the following steps:

1. Tick the checkboxes for the units you want to include in the Gantt chart (Figure 324).

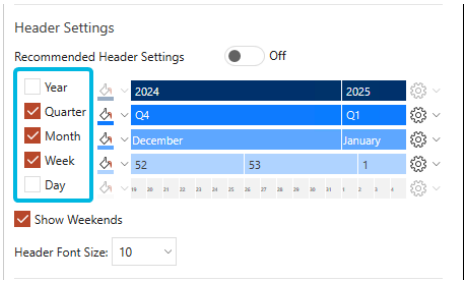


Figure 324. Choose Time Units

2. Click on the **painting bucket** symbol next to a unit and choose a color (Figure 325).
   This color will be used as fill color for the unit's bars in the Gantt chart.

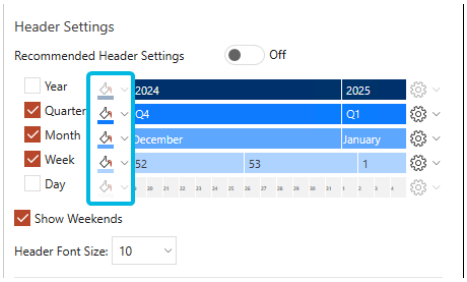


Figure 325. Choose Colors

3. If you enabled the unit *Year*, click on the **gear** symbol next to it (Figure 326).
   a. If you want to show vertical lines in the Gantt chart to make the unit more visible, tick the checkbox for **Show vertical lines**.

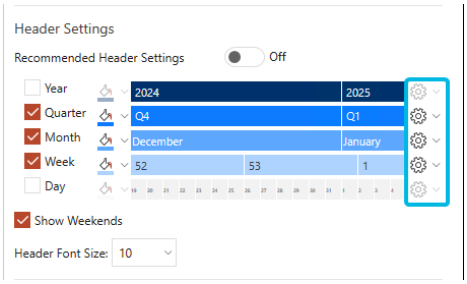


Figure 326. **Gear** Symbols for Time Units

4. If you enabled the unit *Quarter*, click on the **gear** symbol next to it.
   a. If you want to show vertical lines in the Gantt chart to make the unit more visible, tick the checkbox for **Show vertical lines**.
   b. Choose the format in which you want to display the labels.
      You can choose between *Short*, *Number* and *Company*.
5. If you enabled the unit *Month*, click on the **gear** symbol next to it.
   a. If you want to show vertical lines in the Gantt chart to make the unit more visible, tick the checkbox for **Show vertical lines**.
   b. Choose the format in which you want to display the labels.
      You can choose between *Automatic*, *Long name*, *Short name*, *Letter* and *Number*.
6. If you enabled the unit *Week*, click on the **gear** symbol next to it.
   a. If you want to show vertical lines in the Gantt chart to make the unit more visible, tick the checkbox for **Show vertical lines**.
   b. Choose the format in which you want to display the labels.
      You can choose between *Calendar Week*, *Short Week Start*, *Long Week Start*, *Short Week Duration* and *Long Week Duration*.
7. If you enabled the unit *Day*, click on the **gear** symbol next to it.
   a. If you want to show vertical lines in the Gantt chart to make the unit more visible, tick the checkbox for **Show vertical lines**.
   b. Choose the format in which you want to display the labels.
      You can choose between *Numbers*, *Weekdays (m)* and *Weekdays (Mon)*.

8. If you want to display weekends in your chart, tick the checkbox for **Show Weekends** (Figure 327).

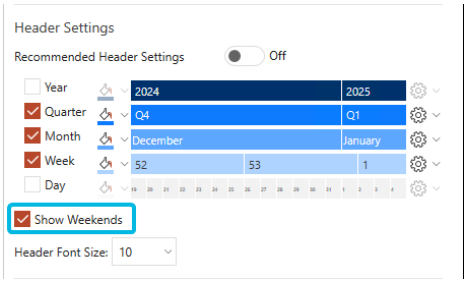


Figure 327. Checkbox for **Show Weekends**

9. Define the header font size by expanding the drop-down menu for **Header Font Size** and choosing the size (Figure 328).

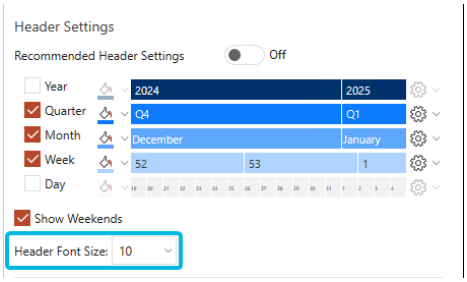


Figure 328. Choose Header Font Size

Between the **painting bucket** symbols and the **gear** symbol, you can see a preview of what the different time axis levels for the time units will look like in the Gantt chart according to your settings (Figure 329).

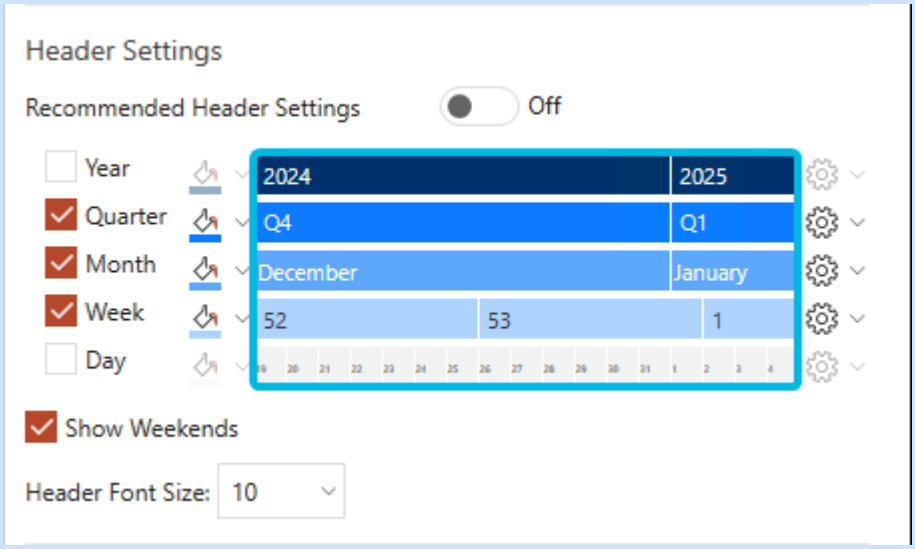


Figure 329. Header Preview

To define the content of the Gantt chart, follow the following steps:

1. If you want to show phases in your Gantt chart, switch the toggle button for **Show Phases** to *On* (Figure 330 **(1)**).
2. Under *Phases*, define the number of phases to be displayed (Figure 330 **(2)**).
   Either type in a number or use the **arrow** symbols to increase or decrease the value.
3. Under *Rows per phase*, define the number of rows to be displayed per phase (Figure 330 **(2)**).
   Either type in a number or use the **arrow** symbols to increase or decrease the value.

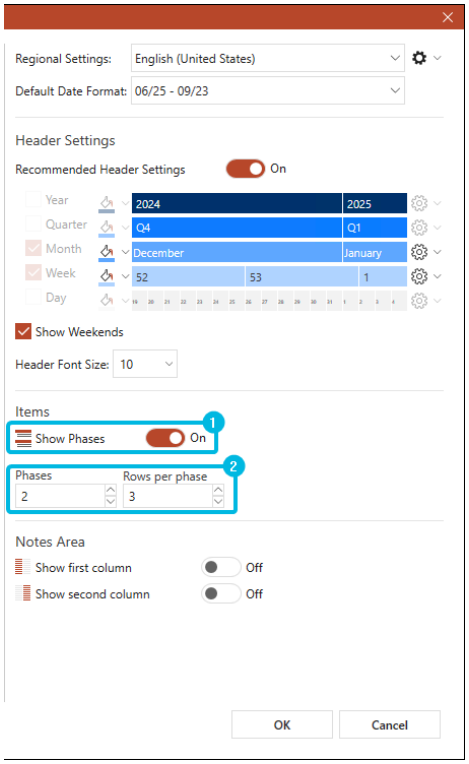


Figure 330. Define Rows and Phases

Under *Notes Area*, decide if you want to display the first and the second column, both or none of them.

To do so, switch the toggle button to *On* or *Off* (Figure 331).

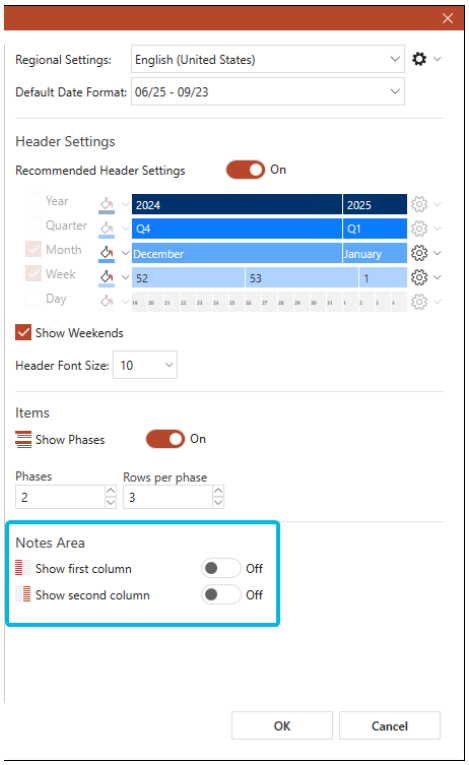


Figure 331. Enable and Disable Notes Areas

If you have finished adjusting the settings, click on the button **OK** to insert the Gantt chart.

If you need more phases or rows while editing the Gantt chart, you can add them directly in the chart.

For further information regarding phases and rows, see **Add Rows and Phases**.

If you want to enable or disable the notes sections later on, you can access this setting via the button **Properties** in the action bar.

For further information regarding the properties, see **Edit Gantt Chart Properties**.

12.1. Edit Time Axis

While editing your Gantt chart, you can change the look of the time axis levels.

To do so, click on a time axis level.

A menu opens.

In this menu, you can change the font formatting, font size and font color (**Figure 332**).

In addition, you can change the fill color of the time axis level.

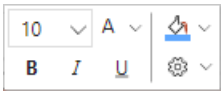


Figure 332. Formatting Options

You can also adjust further settings by clicking on the **gear** symbol (**Figure 333**).

If you want to enable vertical lines for the selected time unit, tick the checkbox for **Show vertical lines**.

Then, choose how you want to display the time axis level's label.

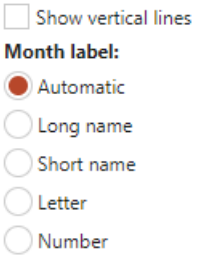


Figure 333. Menu for Time Unit

If you want to display more time units and axis levels, click on the date in the action bar (**Figure 334**).

Figure 334. Date in Action Bar

Here, you can enable further time axis levels and begin to format them as required.

12.2. Multi-Columnity in Gantt Charts

When creating more complex Gantt charts, it can be helpful to add multiple columns to the notes areas or to the phase and row column.

For example, you could add separate columns to display notes, the status and the responsible person.

To do so, you can use tab stops. Follow the following steps:

1. Click into the title input field in the column you want to add columns to.
2. Set the alignment to left aligned (Figure 335).
3. Add as many tab stops as columns you want to create. To do so, use the **tab** key.
4. Enter the titles for those columns, if required (Figure 335).

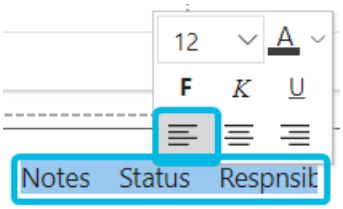


Figure 335. Title Row Formatting

5. In the following rows, enter the content for the columns, separating them by the same amount of tab stops (Figure 336).

Notes	Status	Responsible	Notes
Note	DONE	Admin	
Note	In Progress	User	

Figure 336. Notes Area with Columns

If the text you enter is too long, it might be necessary to add two tab stops subsequently or to adjust the column width.

When you have finished, the content is displayed according to your set columns.

The alignment setting always applies to the whole column.

The column size is automatically adjusted. Alternatively, you can adjust its size in advance.

12.3. Add Rows and Phases

Phases and rows divide the Gantt chart into sections. One phase can have multiple rows.

All tasks and milestones across all rows in a phase are combined to one time span which is represented by a phase arrow (Figure 337).

Figure 337. Task and Milestone Combined to Phase Arrow

You can decide on how many phases and rows you need when first creating the Gantt chart.

For further information regarding the initial Gantt chart settings, see **Gantt Charts**.

In addition, you can add phases and rows while editing the chart later on.

To do so, hover over the line between a phase and a row or between two rows.

A **plus** symbol appears (Figure 338).

Click on the **plus** symbol to add a phase or a row.

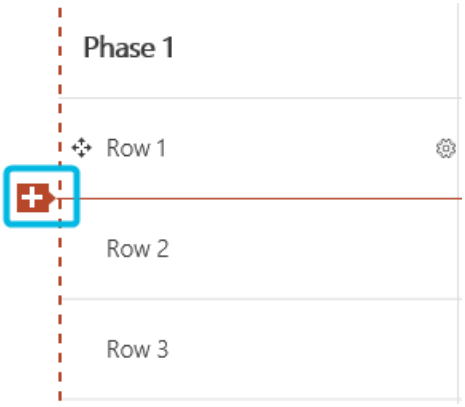


Figure 338. **Plus** Symbol

Rows can be added above or below any row or phase.

Phases can only be added above another phase.

To delete a row or a phase, hover over the first column of the row or the phase and click on the **gear** symbol (Figure 339).

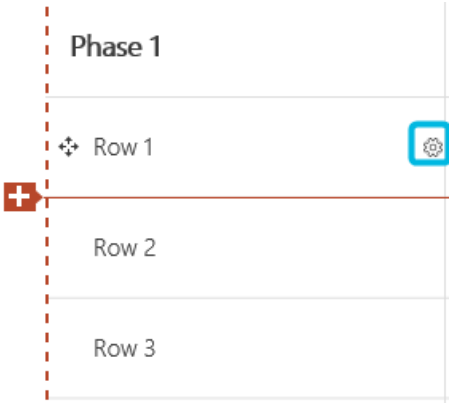


Figure 339. **Gear** Symbol

Then, click on the button **Delete** (Figure 340).

Figure 340. Button **Delete**

Edit Rows and Phases

After creating phases and rows, you can edit them according to your requirements.

To rename a row or a phase, hover over the name and click into the text field.

Enter a name and press **Enter**.

You can change the fill and line color for rows and phases.

To edit the fill color, follow the following steps:

1. Hover over the first column of the row or the phase and click on the **gear** symbol.
2. Click on the button **Color line** (Figure 341).
   A color picker opens.

Figure 341. Button **Color line**

3. Here, choose a color to be used as fill color (Figure 342 (1)).
4. If you do not want to use any fill color, choose the option **No Fill** (Figure 342 (2)).

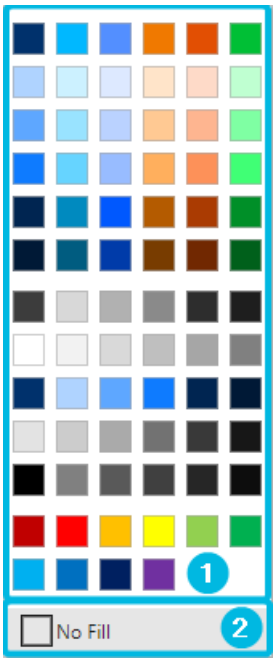


Figure 342. Color Picker

To edit the line color, follow the following steps:

1. Hover over the first column of the row or the phase and click on the **gear** symbol.
2. Click on the button **Customize separator line** (Figure 343).
   A color picker opens.

Figure 343. Button **Customize separator line**

3. Here, choose a color to be used as line color (Figure 344 **(1)**).
   The color is always applied to the separator line below the phase or row.
4. If you do not want to use any line color, choose the option **No line** (Figure 344 **(2)**).
5. If you are using a line color, decide if you want to display it in dashed and what weight the line should have:
   a. To display the line in dashes, click on the option **Dashes** and choose your preferred option (Figure 344 **(3)**).
   b. To change the line weight, click on the button **Weight** and choose your preferred option (Figure 344 **(4)**).
6. If you want to go back to the initial settings, click on the button **Reset** (Figure 344 **(5)**).

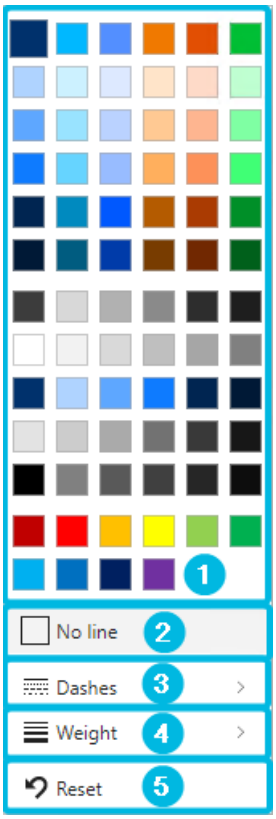


Figure 344. Line Options

In addition, you are able to enlarge or shrink the region in which phase and rows are displayed.

To do so, move your cursor to the right of the region until a bilateral arrow appears (Figure 345). You can then adjust the width of this section while holding the left mouse button.

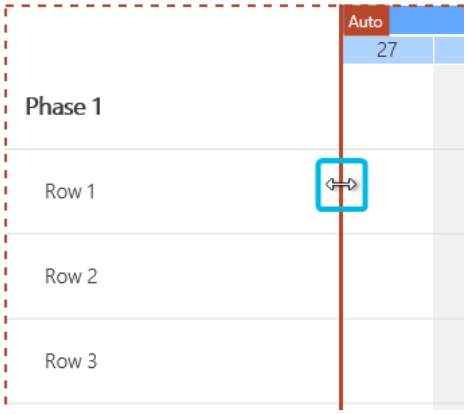


Figure 345. Bilateral Arrow

To reset the region to its original size, click on the button **Auto** (Figure 346).

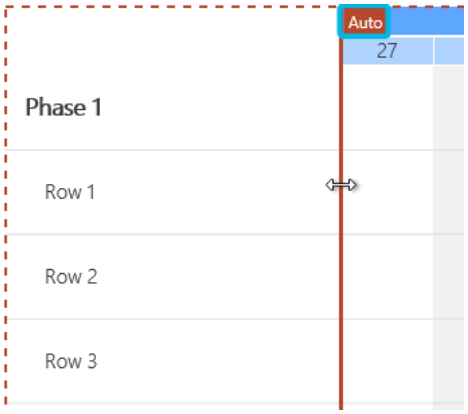


Figure 346. Button **Auto**

To move a row to another position, hover over the row. An **arrow** symbol pointing in four directions appears (Figure 347).

Click on this **arrow** symbol and hold. Now, drag the row to its new position.

Phases cannot be moved.

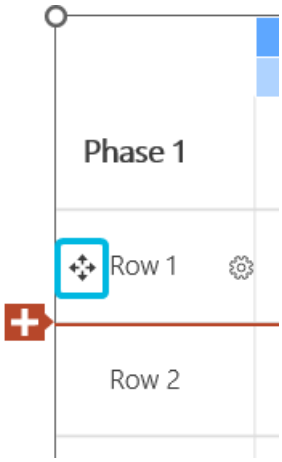


Figure 347. Move Row

To display phases larger than rows, hover over the phase. An **arrow** symbol appears (Figure 348).

Click on this **arrow** symbol.

To revoke this action, click on the symbol again.

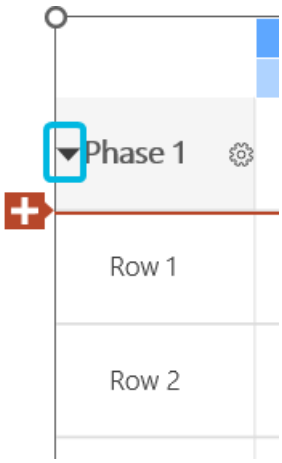


Figure 348. Enlarge Phase

12.4. Add Tasks and Milestones

A Gantt chart displays phases that are divided up into rows. These rows contain *Tasks* or *Milestones*.

You can add a new task or milestone to every row.

For further information regarding editing options for tasks, milestones and phase arrows, see **Edit Phase Arrows, Task Bars and Milestones**.

Click into the Gantt chart and then either select the option **Add Task** (Figure 349 **(1)**) or **Add Milestone** (Figure 349 **(2)**).

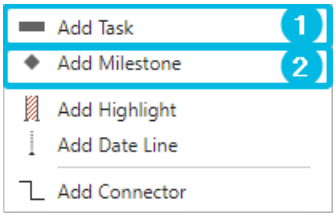


Figure 349. Options **Add Task** and **Add Milestone**

Your project plan will then update in accordance to your settings.

When hovering the mouse over Gantt objects and when moving objects (e.g. a task bar), information about the start, end, and duration of the task is displayed (Figure 350).

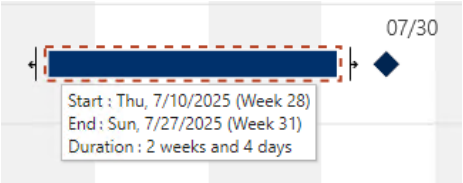


Figure 350. Task Information

The height of the task bar, as well as the size of milestones, is set automatically.

However, changes can be always done via the button **Properties** in the action bar.

For further information regarding the Gantt chart properties, see **Gantt Charts**.

You can always enlarge or shrink a task bar by dragging its endpoints.

For further information regarding the editing options for task bars and milestones, see **Edit Phase Arrows, Task Bars and Milestones**.

12.5. Use Markers

In a Gantt chart, use different markers to display certain events and circumstances.

The following options are available:

- **Holidays** – Display relevant holidays in your chart.
- **Date Line** – Display a vertical line for a specific date.
- **Highlight** – Highlight a specific time span in your chart.
- **Delay** – Display a delay for a time span in your chart.
- **Connector Line** – Connect tasks and milestones using connector lines.

You can access these options via the button **Markers** in the action bar (Figure 351).

Figure 351. Button **Markers**

Alternatively, you can access the options **Add Highlight**, **Add Date Line** and **Add Connector** by clicking into the empty calendar area (Figure 352).

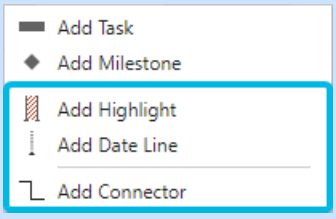


Figure 352. Options in Context Menu

Add Holidays

To add holidays to your Gantt chart, follow the following steps:

1. In the action bar, click on the button **Markers**.
   A drop-down menu opens.
2. Choose the option **Holidays** (Figure 353).
   A dialog box opens.

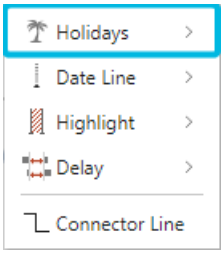


Figure 353. Option **Holidays**

3. To expand the options for a country, click on the little **arrow** symbol next to the country.
4. Then, choose the regions whose holidays you want to add.
   You can add holidays of multiple regions and multiple countries at the same time.
5. Click on the button **Insert** (Figure 354).

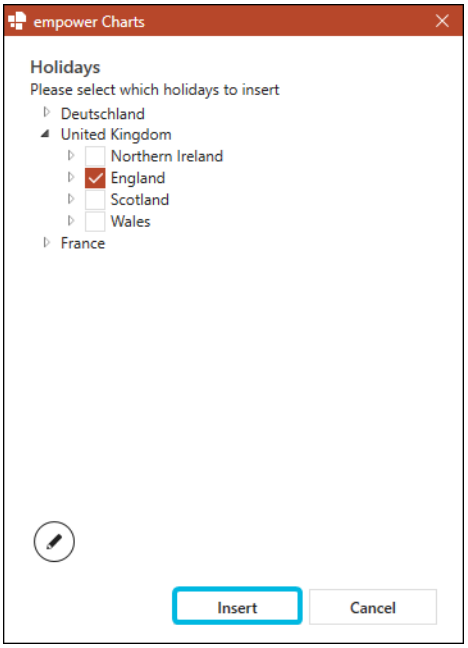


Figure 354. Choose Holidays

The holidays you have selected are now shown in your Gantt chart.

A label is automatically added to the holiday. You can edit the label according to your needs.

To edit the holiday formatting, click on the holiday. In the menu, you can hide the label, choose a new time span and change the fill color (Figure 355).

Figure 355. Editing Options for Holidays

Alternatively, you can move the holiday to another date using Drag & Drop.

To delete a holiday marker from the chart, click on the button **Delete**.

Manage Holidays

You can always add, edit and delete personalized holiday categories. For example, you could add holidays for another country or specific holidays for your company.

To add a new holiday category, follow the following steps:

1. In the dialog box, click on the **pen** symbol (Figure 356). A dialog box opens.

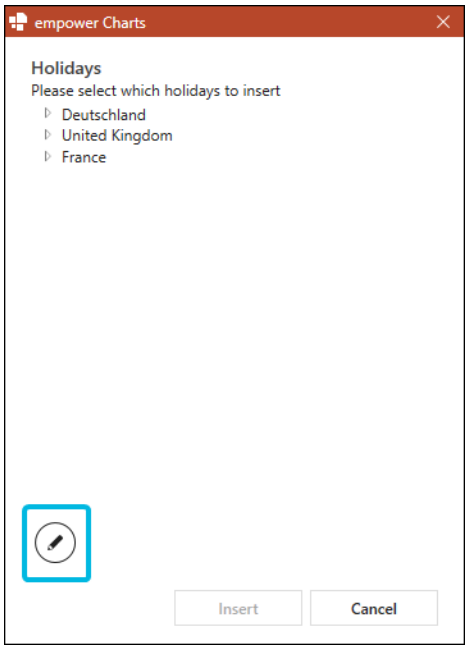


Figure 356. **Pen** Symbol for Holidays

2. Click on the button **New Country** (Figure 357). A folder is added to the list.
3. Adjust the folder name.

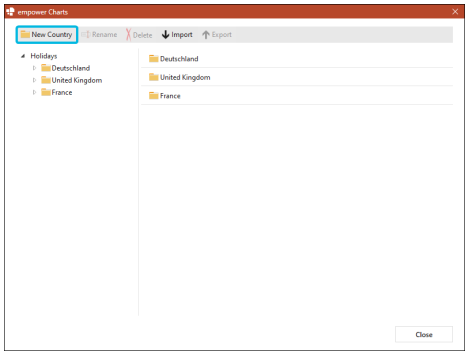


Figure 357. Button **New Country**

4. Select the new folder in the folder tree on the left-hand side.
5. Click on the button **New Calendar** (Figure 358). A folder is added.
6. Adjust the folder name.

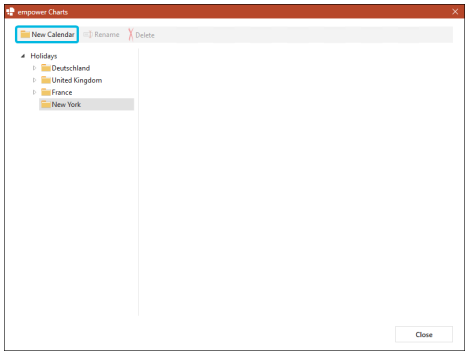


Figure 358. Button **New Calendar**

7. Select the new folder in the folder tree on the left-hand side.
8. Click on the button **New Entry** (Figure 359).
   A new entry is added.

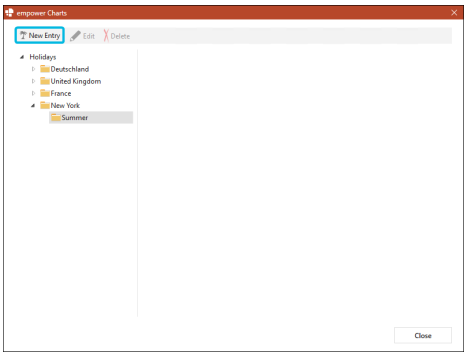


Figure 359. Button **New Entry**

9. Select the new entry in the folder tree on the left-hand side.
10. Here, adjust the entry name (Figure 360 **(1)**).
11. Then, either select the start and end date in the calendar or type them into the input fields (Figure 360 **(2)**).
12. To save your new entry, click on the button **Save** (Figure 360 **(3)**).

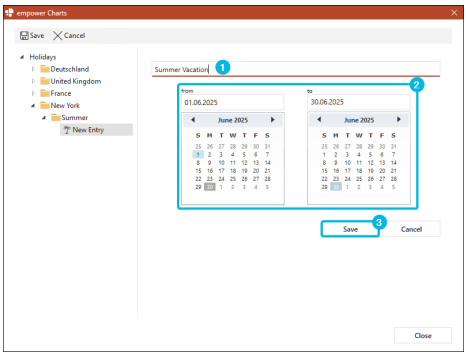


Figure 360. Edit Entry

You can always edit an entry by choosing it from the list and clicking on the button **Edit** (Figure 361).

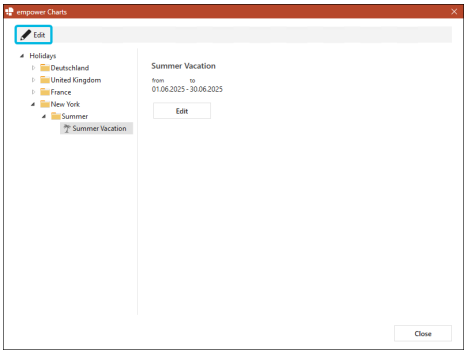


Figure 361. Button **Edit**

To delete an entry, choose its folder and select the entry from the list.

Then, click on the button **Delete** (Figure 362).

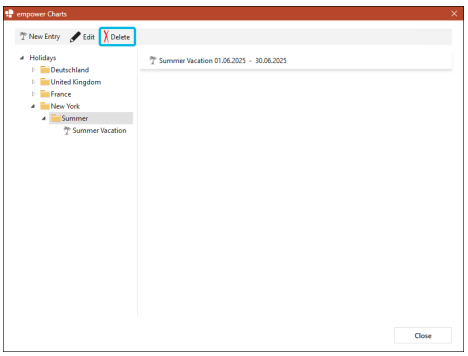


Figure 362. Button **Delete** for Entry

To delete a calendar folder, select its top-level folder from the folder tree on the left-hand side and then choose the calendar folder from the list.
Then, click on the button **Delete** (Figure 363).

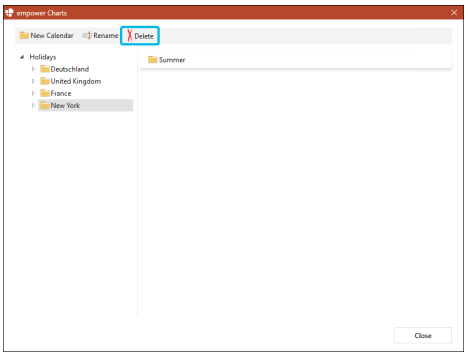


Figure 363. Button **Delete** for Calendar Folder

To delete a whole country folder, navigate to the section *Holidays* and select it from the folder overview.
Then, click on the button **Delete** (Figure 364).

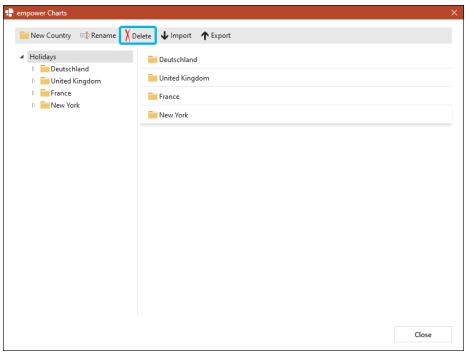


Figure 364. Button **Delete** for Country Folder

If you delete a folder or an entry, you will be asked to confirm the process. To confirm, click on the button **Yes** (Figure 365).

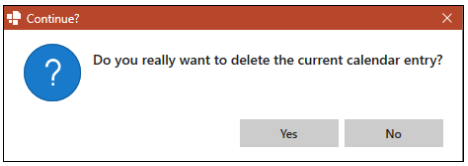


Figure 365. Deletion Confirmation

If you have created a holiday which you want to share with other colleagues, you can export the folder and forward it.

To do so, follow the following steps:

1. Navigate to the section *Holidays*.
2. In the folder overview, choose the folder you want to share.
3. Click on the button **Export** (Figure 366).
4. Choose a location to save the folder.
   The file will be saved in .xml format. It contains all entries from the folder.

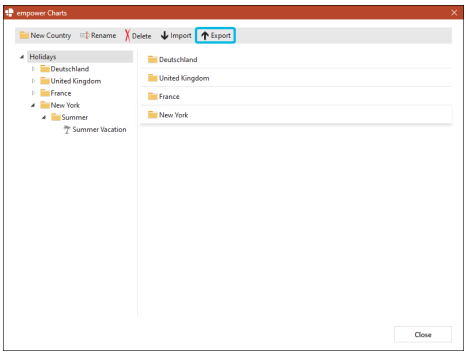


Figure 366. Button **Export**

To import holidays you have received from another colleague, follow the following steps:

1. Navigate to the section *Holidays*.
2. Click on the button **Import** (Figure 367).
3. Find the file you want to import and click on the button **Open**.
   The new folder will be displayed in your folder overview.

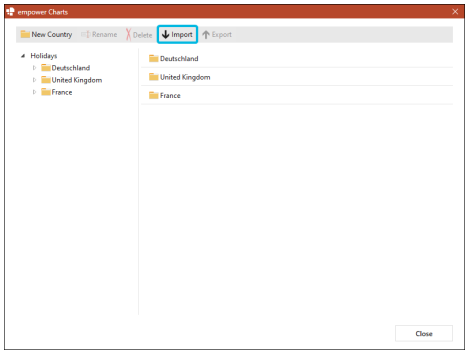


Figure 367. Button **Import**

The existing calendars are already complete and they will be updated by empower if needed. They cannot be deleted or edited.

You need to add separate holiday entries for each holiday type and for each year.

Use Date Lines

Date lines can be used to mark a date in your project calendar. For example, you can add a date line to show that a specific task or milestone should be completed on that date.

To add a date line, follow the following steps:

1. In the action bar, click on the button **Markers**.
   A drop-down menu opens.
2. Choose the option **Date Line** (Figure 368).

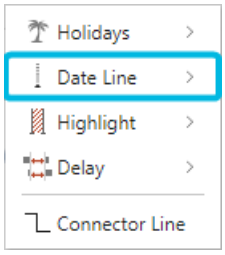


Figure 368. Option **Date Line**

3. Either type in a date into the input field or click on the **calendar** symbol to select it from the calendar (Figure 369).
4. Then, click on the button **OK**.
   A dashed line will be added to the project plan.

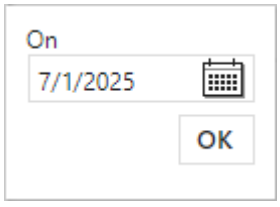


Figure 369. Choose Date for Date Line

A label is automatically added to the date line. You can edit the label according to your needs.

To edit the line formatting, click on the date line. In the menu, you can change the line color and the date (Figure 370).
Alternatively, you can move the date line to another date using drag and drop.
To delete a date line, select it and click on the button **Delete**.

Figure 370. Editing Options for Date Line

Use Highlights

Highlights can be used to mark a specific period in the project plan. For example, you could mark when colleagues working on the projects are on vacation.

To add a highlight, follow the following steps:

1. In the action bar, click on the button **Markers**.
   A drop-down menu opens.
2. Choose the option **Highlight** (Figure 371).

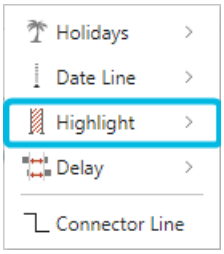


Figure 371. Option **Highlight**

3. Either type in the dates into the input fields or click on the **calendar** symbols to select them from the calendar (Figure 372).
4. Then, click on the button **OK**.
   The highlight will be added to the Gantt chart.

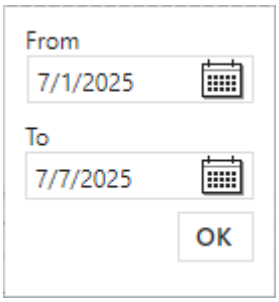


Figure 372. Choose Dates for Highlight

A label is automatically added to the highlight. You can edit the label according to your needs.

To edit the highlight formatting, click on the highlight. In the menu, you can change the fill color and the dates. In addition, you have the option to hide the label (Figure 373).
Alternatively, you can move the highlight to another date using drag and drop.
To delete a highlight, select it and click on the button **Delete**.

Figure 373. Editing Options for Highlight

Use Delays

Sometimes, projects may encounter delays. These delays can be marked in the Gantt charts.

To add a delay, follow the following steps:

1. In the action bar, click on the button **Markers**.
   A drop-down menu opens.
2. Choose the option **Delay** (Figure 374).

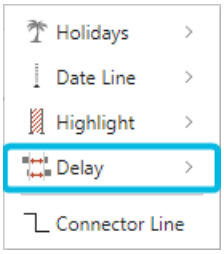


Figure 374. Option **Delay**

3. Either type in the dates into the input fields or click on the **calendar** symbols to select them from the calendar (Figure 375).
4. Then, click on the button **OK**.
   The delay will be added to the Gantt chart.

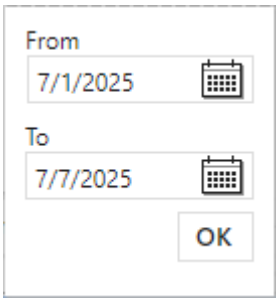


Figure 375. Choose Dates for Delay

A label is automatically added to the delay. You can edit the label according to your needs.

To edit the delay formatting, click on the delay. In the menu, you can change the fill color and the dates. In addition, you can either hide the label or the whole delay (Figure 376).

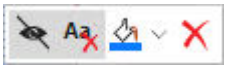


Figure 376. Editing Options for Delay

Alternatively, you can move the delay to another date using drag and drop.

If you choose to hide the delay, the delay is removed from the calendar area and only the arrow underneath the calendar area remains.

To revoke this action, select the hidden delay and click on the **eye** symbol again.

To delete a delay, select it and click on the button **Delete**.

Use Connector Lines

Tasks and milestones can be connected using connector lines. This can help to display the dependency between tasks and milestones.

To add connector lines, follow the following steps:

1. In the action bar, click on the button **Markers**.
   A drop-down menu opens.
2. Choose the option **Connector Line** (Figure 377).
   In the calendar area, start and end points of tasks and milestones are marked with dots.

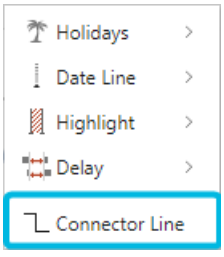


Figure 377. Option **Connector Line**

3. In the calendar area, either click on two dots subsequently to connect them or drag a line from one dot to another (Figure 378).
   The connector line will be added between the two dots.

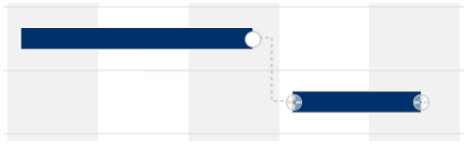


Figure 378. Draw Connector Line

To edit the connector line formatting, click on the connector line. In the menu, you can change the line color and dash style (Figure 378).

Figure 379. Editing Options for Connector Line

In addition, you have the option to lock the connector line. This will lock the connected tasks, so if you move one of them, the connected ones will move accordingly.

To do so, select the connector line and click on the button **Lock Connector Lines** (Figure 380).

Figure 380. Button **Lock Connector Lines**

To unlock the connector line, click on the same button again.

To delete a connector line, select it and click on the button **Delete**.

12.6. Edit Gantt Chart Properties

Under the button **Properties** in the action bar, you can make further changes to your Gantt chart (Figure 381).

Figure 381. Button **Properties**

You can edit default settings for task bars and milestones.

In addition, you can edit the default settings that are applied on the chart in general.

In the first section, you can set a font size for the rows and apply a specific height for bars and a size for milestones (Figure 382).

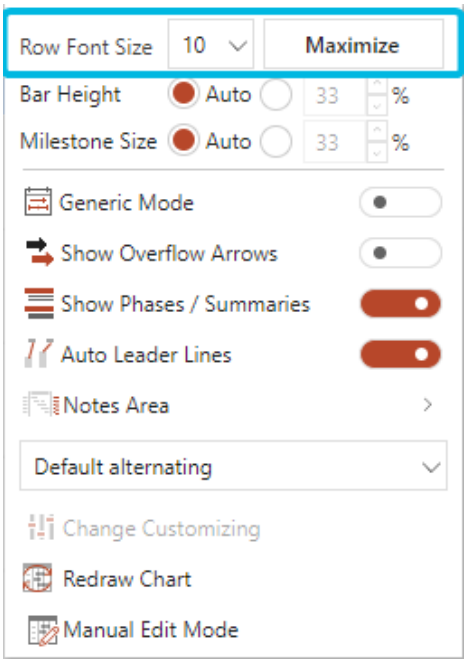


Figure 382. Row Font Size Settings

To set another font size for rows, expand the drop-down menu next to *Row Font Size* and select a font size.

This font size is applied for all rows. In addition, the font size for the phases changes in relation to the row font size.

By clicking on the button **Maximize**, the largest possible font size for the current chart size is applied on all texts in the Gantt chart.

By default, the option **Auto** is selected for the bar height and the milestone size (Figure 383).

If you want to change this, select the other option and enter a new percentage into the input fields or use the **arrow** symbols to increase or decrease the value.

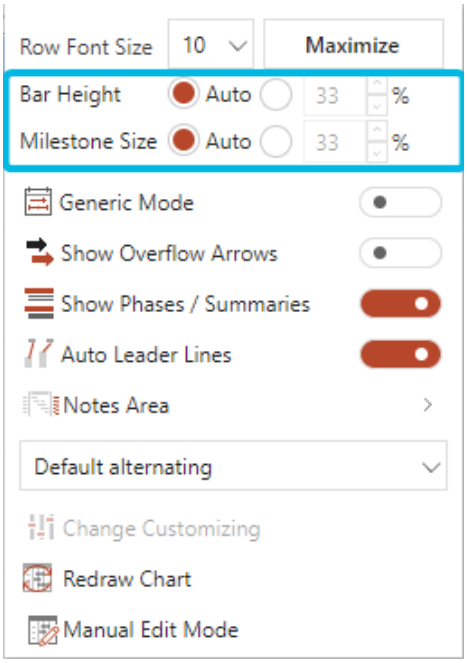


Figure 383. Bar Height and Milestone Size Settings

The percentage relates to the full row and phase height. If you choose a bar height of 100%, the bar will fill out the row in terms of height (Figure 384).

The same applies to the milestone size.

Figure 384. Example – Bar Height at 100%

In some cases, it may be necessary to enlarge the bar width of your Gantt chart in order to display larger font sizes.

If you want to display the Gantt chart without using specific dates, switch the toggle button for **Generic Mode** to *On* (Figure 385).

The time level axis and the date labels are adjusted accordingly.

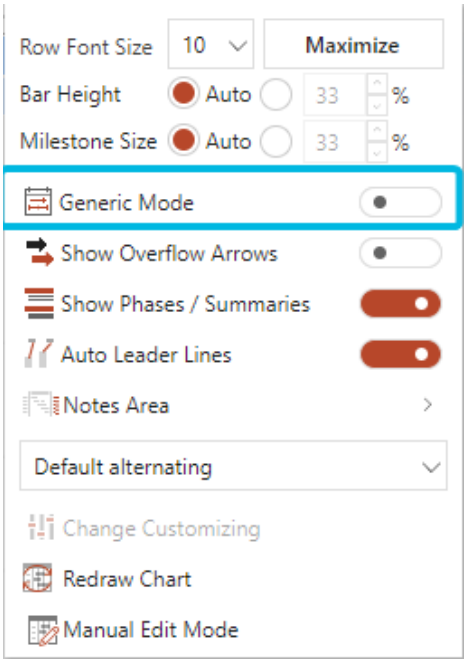


Figure 385. Enable Generic Mode

If you want to show overflow arrows in case a task or a milestone is outside of the defined calendar area, switch the toggle button for **Show Overflow Arrows** to *On* (Figure 386).

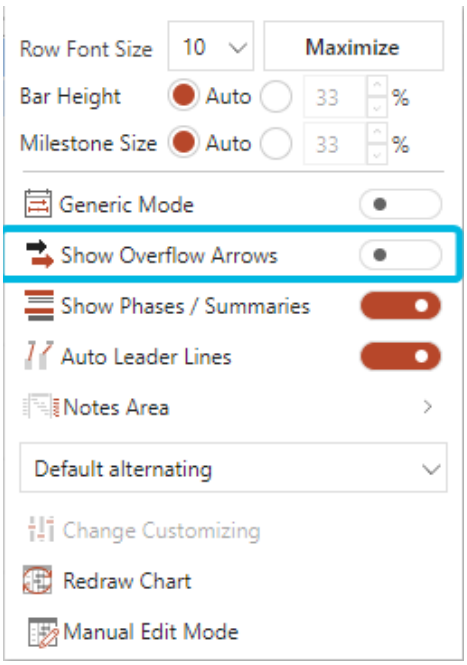


Figure 386. Enable Overflow Arrows

By default, phases are displayed in your Gantt chart. If you don't want the phases to be displayed, switch the toggle button for **Show Phases / Summaries** to *Off* (Figure 387).

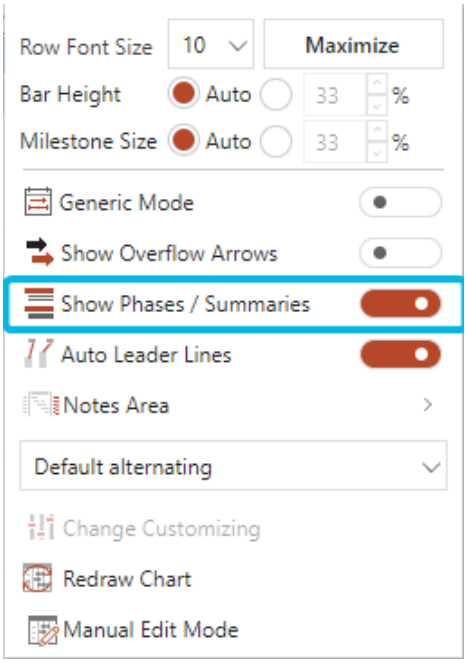


Figure 387. Enable Phases

By default, leader lines are automatically added to labels which are placed outside of the default areas. If you do not want the leader lines to be added by default, switch the toggle button for **Auto Leader Lines** to *Off* (Figure 388).
You can also disable this setting for each label individually.

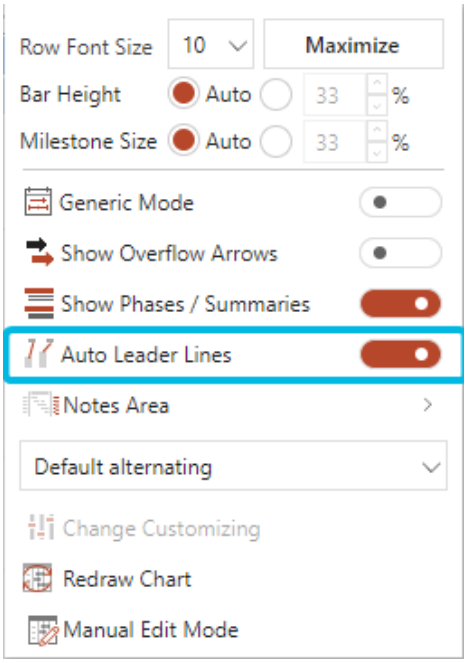


Figure 388. Enable Automatic Leader Lines

For further information regarding labels, see **Use and Edit Labels**.

Choose the option **Notes Area** to enable or disable the two note areas in the Gantt chart (Figure 389).

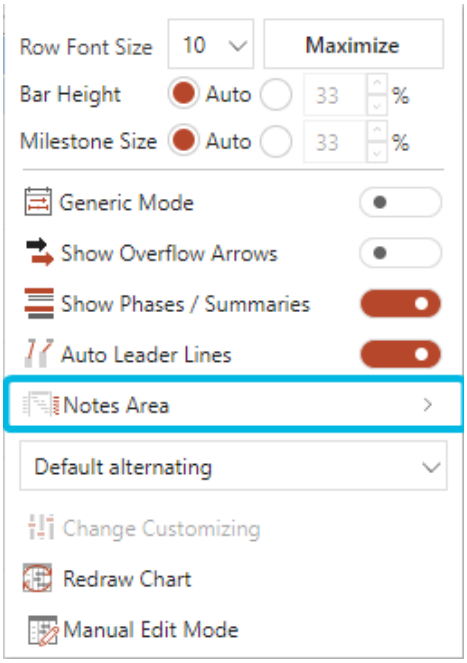


Figure 389. Enable Notes Areas

Expand the drop-down menu to define how you want to display different sections of your Gantt chart (Figure 390).

The following options are available:

- **Default alternating** – Column color alternates according to the lowest time unit.
  E.g. if you have chosen to display the time unit *Days*, the columns alternate per day. If you have chosen to display *Weeks* as lowest time unit, the columns alternate per week.
- **Highlight weekends** – Weekends are highlighted in a different color.
- **No alternating** – Column color does not alternate at all.

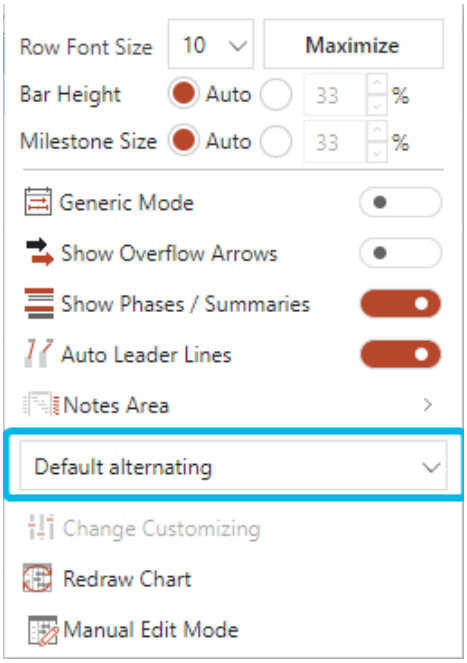


Figure 390. Choose Alternating Option

If there are multiple customizings for your company, you can switch between the customizings. To do so, choose the option **Change Customizing** (Figure 391).
A dialog box opens.

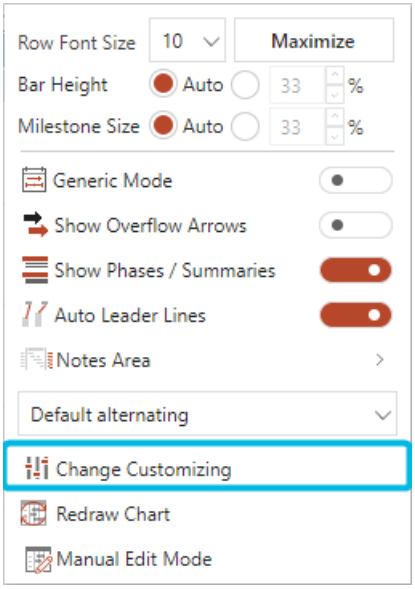


Figure 391. Option **Change Customizing**

Expand the drop-down menu and choose the customizing you want to use for this chart (Figure 392).
Then, click on the button **OK**.

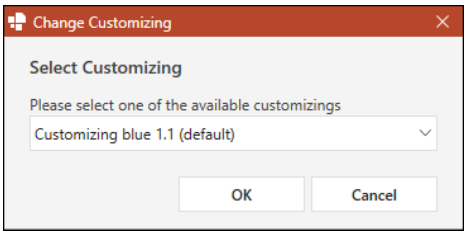


Figure 392. Dialog Box to Change Customizing

If there is only one customizing for your company, the option **Change Customizing** is grayed out.

If you encounter any display issues in the chart, you can use the option **Redraw Chart** to reload the chart and its content (Figure 393).
Display issues should then be corrected automatically.

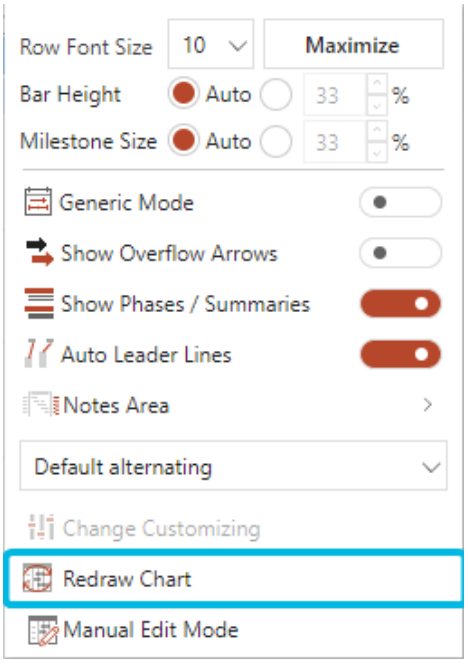


Figure 393. Option **Redraw Chart**

Alternatively, you can change the customizing for the whole presentation. To do so, click on the button **More** in the group empower and then choose the option **Change Customizing for Presentation**. A dialog box opens and you can choose a customizing.

For further information regarding the switch of the default customizing, see **User Settings**.

In addition to the settings mentioned above, you can enter another editing mode.

There are two modes:

- Performance Mode
- Manual Edit Mode

The option to enter performance mode is only displayed if your chart contains a lot of data.

Manual edit mode should only be entered if you want to make final changes that cannot be made to an empower® Chart. In manual edit mode, you can edit the chart and its components freely.

If you use manual edit mode and then leave it again, some formatting you have made in manual edit mode may be lost.

For further information regarding performance mode, see **Performance Mode**.

For further information regarding manual edit mode, see **Manual Edit Mode**.

12.7. Mini Excel for Gantt Charts

You can edit the data in the Gantt chart using the mini Excel.

To access this mini Excel, click on the button **Edit Data** in the action bar (**Figure 394**).

Figure 394. Button **Edit Data**

Alternatively, perform a double-click on the chart.

The mini Excel opens in a separate window.

The first two columns show phases and rows. Here, you can also rename the phases and rows, using the column *Name*.

In addition, you can add tasks using the following columns. Each task consists of the start date (*StartN*), the end date (*EndN*) and the label (*LabelN*).

You can add as many tasks per row as required. To do so, add columns following the same pattern (*StartN*, *EndN*, *LabelN*).

A task does not necessarily need a label (**Figure 395**).

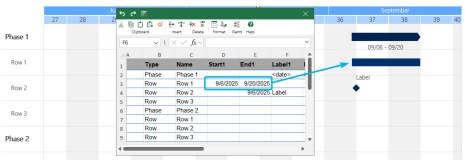


Figure 395. Task without Label

To add a milestone, leave the start or end date empty. Here, you can also add a label (**Figure 396**).

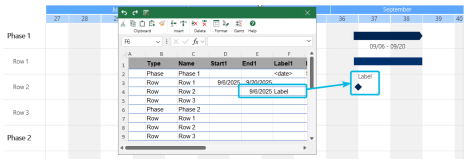


Figure 396. Milestone with Label

To use the date or time span as the label for tasks, milestones or phase arrows, enter *<date>* in the label column (**Figure 397**).

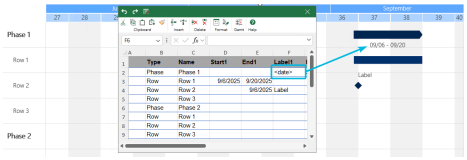


Figure 397. Automatic Date Label for Phase Arrow

You can also view and edit your notes areas in the mini Excel.

If you only want to add text, use the columns *Notes1* and *Notes2* and add text to required cells (**Figure 398**).

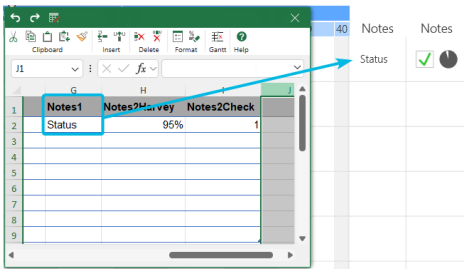


Figure 398. Notes Area with Text

To add Harvey Balls, traffic lights or checkboxes to your notes areas, use the columns *Notes1Harvey*, *Notes2Harvey*, *Notes1Traffic*, *Notes2Traffic*, *Notes1Check* and *Notes2Check* (**Figure 399**).

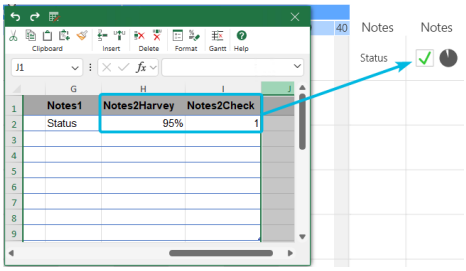


Figure 399. Notes Area with Status Elements

For the Harvey Ball columns, enter percentages (e.g. 50%) into the required cells.

For traffic light columns, enter *g* for a green traffic light, *y* for a yellow traffic light and *r* for a red traffic light.

For checkbox columns, enter *0* for empty checkboxes, *1* for checked checkboxes and *2* for crossed checkboxes.

You can also combine text and status elements or multiple status elements in one notes area by using the respective columns for *Notes1* or *Notes2*.

All changes you make to the mini Excel will be applied immediately after you leave a cell.

The notes areas are only displayed if they have been enabled during the initial Gantt setup or via the button **Properties** in the action bar. Adding the columns to the mini Excel will not enable the notes areas in the chart.

For further information regarding the Gantt chart properties, see **Edit Gantt Chart Properties**.

For further information regarding the initial Gantt chart settings, see **Gantt Charts**.

To remove all redundant columns from the mini Excel, click on the button **Gantt** in the action bar (Figure 400).

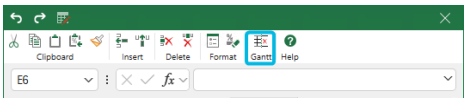


Figure 400. Button **Gantt** in Mini Excel

If your mini Excel contains issues, a note appears in the upper right corner of the mini Excel (Figure 401).

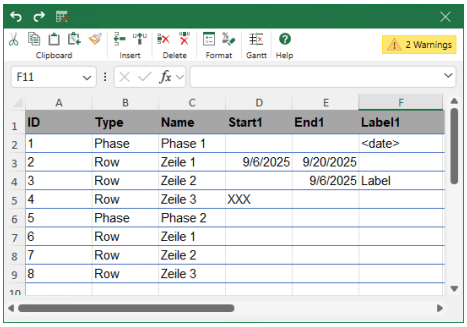


Figure 401. Warning

Click on this note to view further information about the issue (Figure 402).

To navigate to the affected cells, click on the cell numbers.

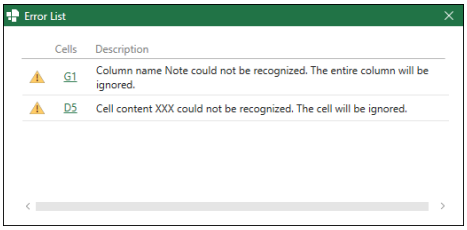


Figure 402. Error List

Actions executed in the groups Insert and Delete in the action bar cannot be undone.

For further information regarding the Excel action bar, see **Use the Mini Excel**.

If you need help when editing the mini Excel, click on the button **Help** in the mini Excel's action bar.

A dialog box opens.

Here, you will be provided with further instructions.

12.8. Edit Phase Arrows, Task Bars and Milestones

If you have added tasks and milestone, phase arrows appear on the phase level.

All of these Gantt objects can be edited according to your needs.

You can edit the objects' color, pattern, shape, labels and much more.

Edit Task Bars

Whenever you hover over a task bar, you can view information about the start, end and duration of the task.

You can drag and drop a task to any position within the Gantt chart area. Doing so, you can also select multiple task bars at once and drag them to a new position.

If you press **Shift** on the first and last object you want to move, all objects in between will be moved and the margins between all objects are kept.

In addition, you can drag the endpoint of a task bar to enlarge or to shrink it.

If two task bars overlap, they are stacked automatically, so both bars are visible (**Figure 403**).

Figure 403. Stacked Task Bars

To add a label to the task bar, select the task bar and click on the button **Label** (**Figure 404**).

Figure 404. Button **Label** for Task

The label is added in the middle of the task bar. You can move the label to your preferred position. To do so, drag and drop the label.

If you move a task bar, its label is moved as well.

To remove a label from a task bar, select the task bar and click on the button **Label** again.

Alternatively, you can change the time span for a task by clicking on the button **Date Settings** (**Figure 405**).

Figure 405. Button **Date Settings** for Task

A dialog box opens.

Here, either type in the dates in the input fields (**Figure 406 (1)**) or select a time span from the calendar (**Figure 406 (2)**).

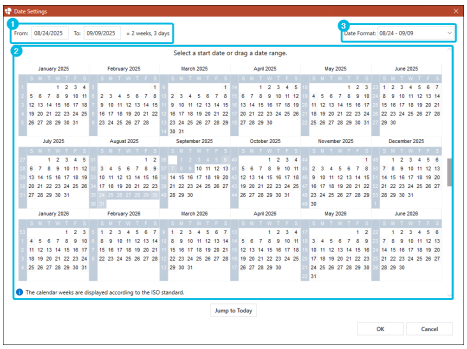


Figure 406. Date Settings for Tasks

You can also change the date format in the upper right corner (**Figure 406 (3)**).

If you have finished, click on the button **OK**.

To change the color of a task bar, select the task bar and click on the button **Colors** (**Figure 407**). Then, select a color form the color picker.

Figure 407. Button **Colors** for Task

In addition, you can display the task bar in a certain pattern. To do so, select the task bar, click on the button **Pattern** and select the pattern you want to use (**Figure 408**).

Figure 408. Button **Pattern** for Task

If you want to display the task bar transparently and with a dashed line, click on the button **Toggle Dashed** (**Figure 409**).

Figure 409. Button **Toggle Dashed** for Task

To adjust the task bar's shape, click on the button **Bars** and select the shape you want to use (Figure 410).

Figure 410. Button **Bars** for Task

To delete a task bar, select the task bar and click on the button **Delete** (Figure 411).

Figure 411. Button **Delete** for Task

All of these changes can also be applied on multiple task bars at once. To do so, select the respective task bars at once and apply the formatting settings.

You can move the task bars right-angled by pressing **Shift**.

In addition, all objects dock to each other when moving by default, unless you press **Alt**. Objects can be moved freely by pressing **Alt** or using the cursor keys.

You can also select a task and press **Ctrl** to copy the task bar and move the copy to your preferred position.

Edit Milestones

Whenever you hover over a milestone, you can view information about the milestone's date.

You can drag and drop a milestone to any position within the Gantt chart area. Doing so, you can also select multiple milestones at once and drag them to a new position.

If you press **Shift** on the first and last object you want to move, all objects in between will be moved and the margins between all objects are kept.

Milestones are inserted with a label by default.

The label is added next to the milestone. You can move the label to your preferred position. To do so, drag and drop the label.

If you move a milestone, its label is moved as well.

To remove a label from a milestone, select the milestone and click on the button **Label** (Figure 412).

Figure 412. Button **Label** for Milestone

Alternatively, you can change the date for a milestone by clicking on the button **Date Settings** (Figure 413).

A dialog box opens.

Figure 413. Button **Date Settings** for Milestone

Here, either type in the date in the input field (Figure 414 **(1)**) or select a date from the calendar (Figure 414 **(2)**).

In addition, you can decide if the milestone should be displayed at the start, in the middle or at the end of the day (Figure 414 **(3)**).

You can also change the date format in the upper right corner (Figure 414 **(4)**).

If you have finished, click on the button **OK**.

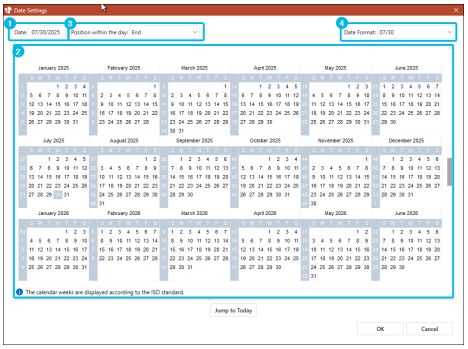


Figure 414. Date Settings for Milestone

To change the color of a milestone, select the milestone and click on the button **Colors** (Figure 415). Then, select a color form the color picker.

Figure 415. Button **Colors** for Milestone

In addition, you can display the milestone in a certain pattern. To do so, select the milestone, click on the button **Pattern** and select the pattern you want to use (Figure 416).

Figure 416. Button **Pattern** for Milestone

To adjust the milestone's shape, click on the button **Marker Style** and select the shape you want to use (Figure 417).

Figure 417. Button **Marker Style** for Milestone

To delete a milestone, select the milestone and click on the button **Delete** (Figure 418).

Figure 418. Button **Delete** for Milestone

All of these changes can also be applied on multiple milestones at once. To do so, select the milestones and apply the formatting settings.

You can move the milestones right-angled by pressing **Shift**.

In addition, all objects dock to each other when moving by default, unless you press **Alt**. Objects can be moved freely by pressing **Alt** or using the cursor keys.

You can also select a milestone and press **Ctrl** to copy the milestone and move the copy to your preferred position.

Edit Phase Arrows

Phase arrows are inserted with a label by default.

The label is added on the left inside of the phase arrow. You can move the label to your preferred position. To do so, drag and drop the label.

If the position of the phase arrow changes due to changes within the phase, the label position is adjusted accordingly.

To remove a label from a phase arrow, select the phase arrow and click on the button **Label** again.

To change the date format of the phase arrow label, click on the button **Date format** and choose your preferred format (Figure 419).

Figure 419. Button **Date format** for Phase Arrow

If one of your tasks or milestones is outside of the displayed date area, you can switch on the option **Display Overflow Arrows** under **Properties** in the action bar.

To change the color of a phase arrow, select the phase arrow and click on the button **Colors** (Figure 420). Then, select a color form the color picker.

Figure 420. Button **Colors** for Phase Arrow

In addition, you can display the phase arrow in a certain pattern. To do so, select the phase arrow, click on the button **Pattern** and select the pattern you want to use (Figure 421).

Figure 421. Button **Pattern** for Phase Arrow

To adjust the phase arrows' shape, click on the button **Bars** and select the shape you want to use (Figure 422).

Figure 422. Button **Bars** for Phase Arrow

If you are displaying phases, you cannot delete the generated phase arrows. However, you can hide the phases via the button **Properties** in the action bar.

All of these changes can also be applied on multiple phase arrows at once. To do so, select the phase arrows and apply the formatting settings.

For further information regarding the Gantt chart properties, see Edit Gantt Chart Properties.

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