empower® Chart Creation

Release 9.8

empower

Table of Contents

1. Introduction

Make enterprise-wide unified PowerPoint content available in your corporate design – empower® Chart Creation, 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 presentation creation.

1.1. System Requirements

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

Windows Version

- Windows 10* or 11
- Strong recommendation to use 64-bit systems
  If the .NET 8 variant of empower® is installed, only 64-bit systems are supported.

*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® Chart Creation 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® Chart Creation 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. 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. Non-Charting Features

2.1. Create an Agenda

In PowerPoint, you can create and edit the agenda for your presentation using the *Agenda Editor*.

The *Agenda Editor* assists you in creating and editing agenda and divider slides to structure your presentation.

To open the *Agenda Editor*, navigate to the group empower and click on the button **Agenda** (Figure 5).

Figure 5. Button **Agenda**

The *Agenda Editor* opens (Figure 6).

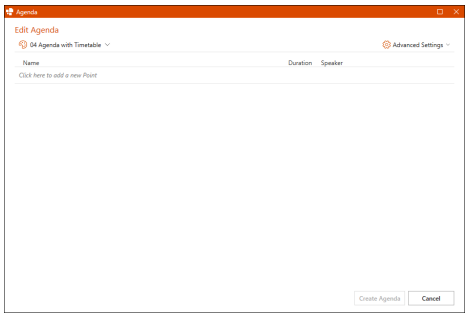


Figure 6. Agenda Editor

If you want to edit an existing agenda, you can either use the button **Agenda** in the group empower or click on any shape on an agenda slide and click on the option **Edit Agenda** (Figure 7).

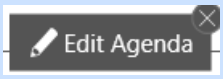


Figure 7. Option **Edit Agenda**

Work with the Agenda Editor

To create or edit your agenda, first select the agenda template you want to use. To do so, open the drop-down menu on the upper left of the *Agenda Editor* (Figure 8).

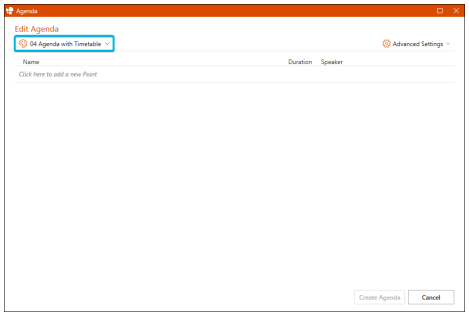


Figure 8. Template Drop-Down Menu

Choose your preferred template (**Figure 9**).

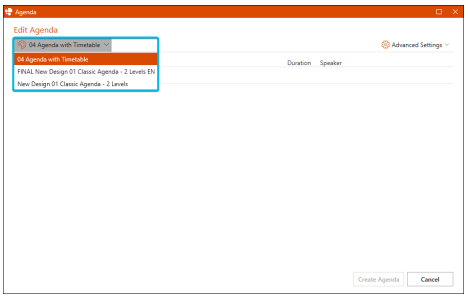


Figure 9. Template Drop-Down Menu (Expanded)

Then, add agenda points to your agenda. To do so, follow the following steps:

1. Enter the title for your agenda point.
2. Click on the button **Add** (**Figure 10**) or press **Enter**.
3. Repeat this process for all your agenda points.

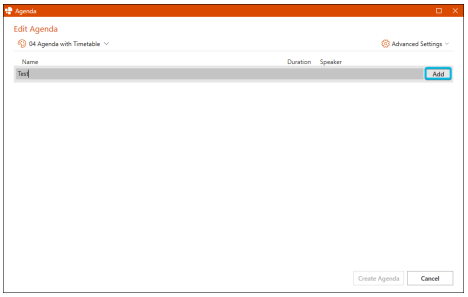


Figure 10. Button **Add**

4. To move one of the agenda points to a sublevel, hover over the agenda point and click on the **arrow** symbol that points to the right (**Figure 11 (1)**).
   To move an agenda point back to the previous level, click on the **arrow** symbol that points to the left (**Figure 12 (2)**).

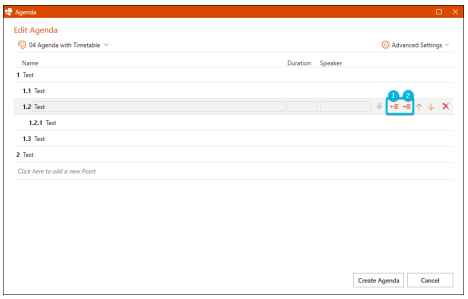


Figure 11. **Arrow** Symbols (Right and Left)

You can change the order of your agenda points using the **arrow** symbol that points up or down (**Figure 12**). You can use Drag & Drop to move the agenda point to the preferred position.

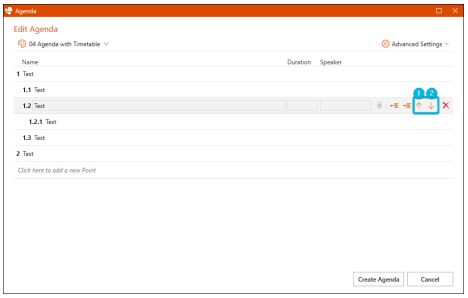


Figure 12. **Arrow** Symbols (Up and Down)

You can create a maximum of three levels.

If the third level has not been configured for your chosen agenda template and you try to insert the agenda, a dialog box opens (Figure 13). In this case, choose another agenda template or do not use third level agenda points.

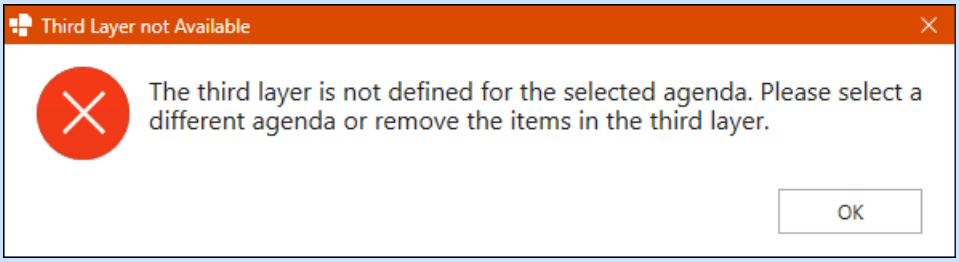


Figure 13. Dialog Box for Third Level

Alternatively, press and hold the key **Ctrl** and use the **arrow** keys for left and right to move the agenda point levels.

Press and hold the key **Ctrl** and use the **arrow** keys for up and down to move the agenda points.

To delete an agenda point, click on the **cross** symbol in line with the agenda point (Figure 14).

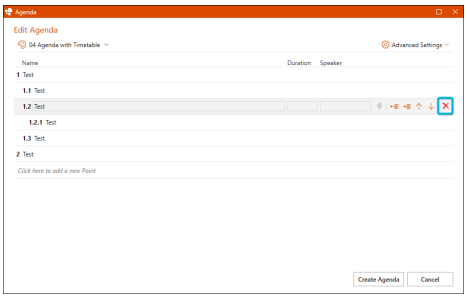


Figure 14. **Cross** Symbol

A menu opens. You will be asked if you also want to delete the agenda point's sublevels (Figure 15).

If you are editing an existing agenda, you can also decide if you want to delete the content slides for this agenda point.

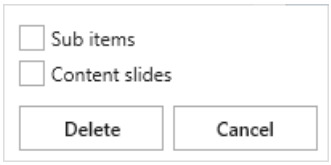


Figure 15. Deletion Options

The deletion of agenda points and their corresponding slides and sections cannot be undone.

Duration and Speaker

If the options have been added to the selected agenda template, you can also add the duration and speaker for each agenda point.

To do so, enter the duration into the input field for *Duration* (**Figure 16**).

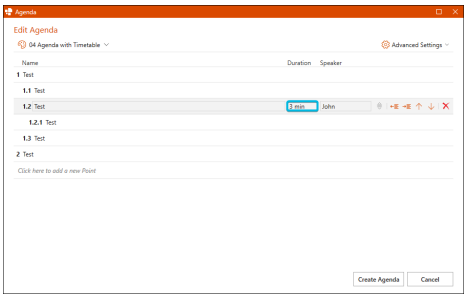


Figure 16. Input Field *Duration*

Enter the speaker's name into the input field for *Speaker* (**Figure 17**).

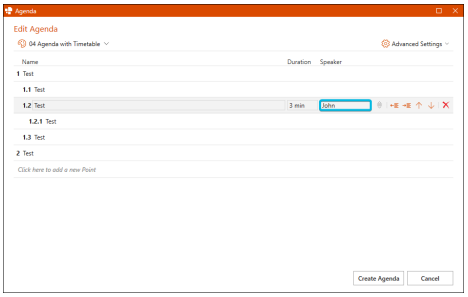


Figure 17. Input Field *Speaker*

Advanced Settings

After you have entered all agenda points, you can implement a multitude of additional settings. To access the advanced settings, click on the button **Advanced Settings** on the upper right of the *Agenda Editor* (**Figure 18**).

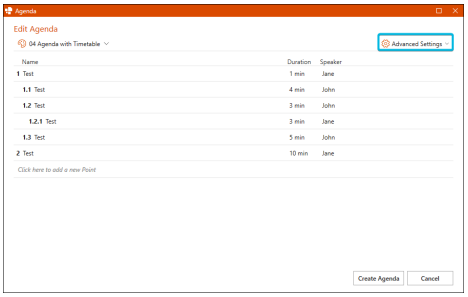


Figure 18. Button **Advanced Settings**

A menu opens.

In the menu, tick the checkbox next to a setting to enable the setting (**Figure 19**).

The following settings are available:

- Settings for the agenda slides (**Figure 19** (**1**)):
  - **Overview slide** – Tick the checkbox to create an overview slide for your agenda.
  - **Divider slides** – Tick the checkbox to create divider slides for your agenda.
  - **Divider slides for sublevels** – Tick the checkbox to create divider slides for all sublevels.
- Settings for the sublevels (**Figure 19** (**2**)):
  - **Only show corresponding level 1 item** – Tick the checkbox to display only agenda points on the first level for the corresponding agenda point on your divider slides.
  - **Always show level 2 sub items** – Tick the checkbox to display agenda points on the second level on your divider slides.
    This setting is grayed out if you have not added a second level to your agenda.
  - **Always show level 3 sub items** – Tick the checkbox to display agenda points on the third level on your divider slides.
    This setting is grayed out if you have not added a third level to your agenda.

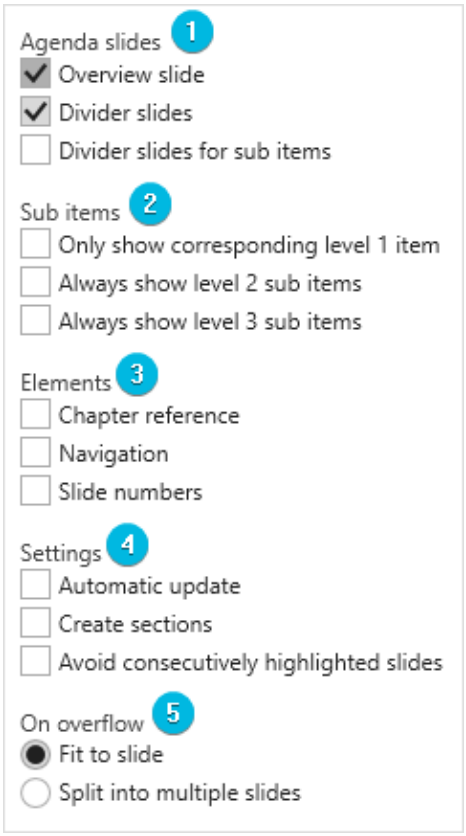


Figure 19. Advanced Settings

- Settings for single elements (**Figure 19** (**3**)):
  - **Chapter reference** – Tick the checkbox to display a chapter reference on each divider slide.
    This setting is grayed out if the setting **Divider slides** is disabled and if the chapter reference has not been configured for the current agenda template.
  - **Navigation** – Tick the checkbox to display a navigation on each divider slide.
    This setting is grayed out if the setting **Divider slides** is disabled and if the navigation has not been configured for the current agenda template.
  - **Slide numbers** – Tick the checkbox to display the slide numbers for each agenda point on the divider slides.
    This setting is grayed out if the setting **Divider slides** is disabled.

- General settings (Figure 19 **(4)**):
  - **Automatic update** – Tick the checkbox to update your agenda automatically.
    In this case, the slide numbers for your agenda points on the divider slides will be updated automatically if you add or delete slides within the presentation sections.
    This setting is grayed out if the setting **Divider slides** is disabled.
  - **Create sections** – Tick the checkbox to automatically create sections based on the agenda points. The sections will be visible in the slide pane on the left of your PowerPoint window.
    This setting is grayed out if the setting **Divider slides** is disabled.
  - **Avoid consecutively highlighted slides** – Tick this checkbox to avoid having multiple divider slides directly following each other.
    This setting is grayed out if the setting **Divider slides** is disabled.
- Overflow settings (Figure 19 **(5)**):
  - **Fit to slide** – Tick the checkbox to fit the agenda to the slide if there are too many agenda points for one slide.
  - **Split into multiple slides** – Tick the checkbox to split the agenda into multiple slides if there are too many agenda points for one slide.

Depending on the setup of your agenda template, the navigation or chapter reference might not appear on each slide.

Insert Agenda

If you have finished, you can insert the agenda into your presentation.

To do so, click on the button **Create Agenda** (Figure 20).

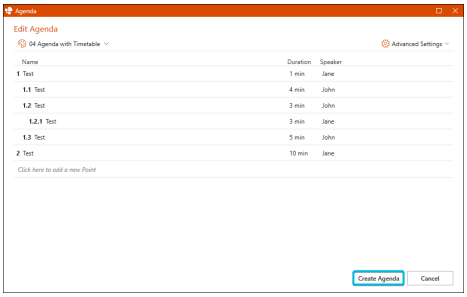


Figure 20. Button **Create Agenda**

If you are editing an agenda, the button is called **Update Agenda** (Figure 21).

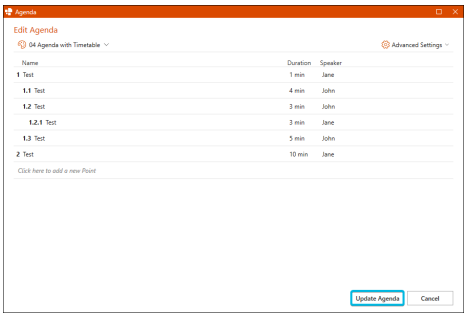


Figure 21. Button **Update Agenda**

The agenda slides are inserted into your presentation. You can now start to fill the sections.

If you want to make changes to your agenda, always use the *Agenda Editor*. Manual changes may lead to formatting issues.

Use an Agenda in Presentation Mode

If you have set up an agenda for your presentation, you can use the elements on the agenda slide to navigate through your presentation while you are in presentation mode.

For example, you can click on one of the agenda points on the overview slide or on a divider slide to jump to the respective agenda point.

If your agenda contains navigation elements, you can also use these elements to jump to other agenda points in the presentation.

To navigate to another agenda point, click on the respective navigation element when you are in presentation mode.

You can also use this feature if you are not in presentation mode.

To do so, hold the key **Ctrl** and then click on the agenda point or navigation element to jump to the respective agenda point.

2.2. Check Spelling

In PowerPoint, you can add your preferences for the Office built-in spell check using empower®.

This feature can be helpful if you have slides in different languages because you can set the language for individual slides before executing the Office built-in spell check.

To set your preferences, follow the following steps:

1. Navigate to the group empower.
2. Click on the button **Spelling** (Figure 22).
   A dialog box opens.

Figure 22. Button **Spelling**

3. Here, choose if you want to apply the settings to the whole presentation or to the selected slides (Figure 23 **(1)**).
4. Then, choose the language you want to check (Figure 23 **(2)**).
5. If you want to check each shape for its language, switch the toggle button for **Apply Spell Check Language to Every Shape** to *On* (Figure 23 **(3)**).
   Only enable this option if there are slides that contain multiple languages.
6. Click on the button **OK** (Figure 23 **(4)**).
7. Repeat this process for all slides you want to assign different languages to.

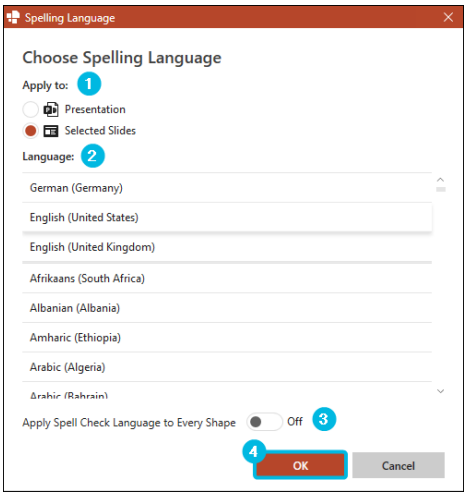


Figure 23. Dialog Box **Spelling Language**

8. Then, execute the Office built-in spell check.
   The spell check opens on the right hand-side of your PowerPoint window.

During the spell check, the language between the different slides switches automatically according to your settings.

2.3. Use Layout Tools

The empower® Layout Tools assist you in uniformly designing your PowerPoint presentations. Using the tools, you can easily and accurately align elements on the slides within the drawing area.

The drawing area in the master is defined with a text box in the master layout. It delineates the area in which a whole multitude of different content can be inserted into the slide. The drawing area does not affect header and footer.

To access the *Layout Tools*, click on the button **Layout** in the group empower (Figure 24).

Figure 24. Button **Layout**

The layout options open in the sidepane (**Figure 25**).

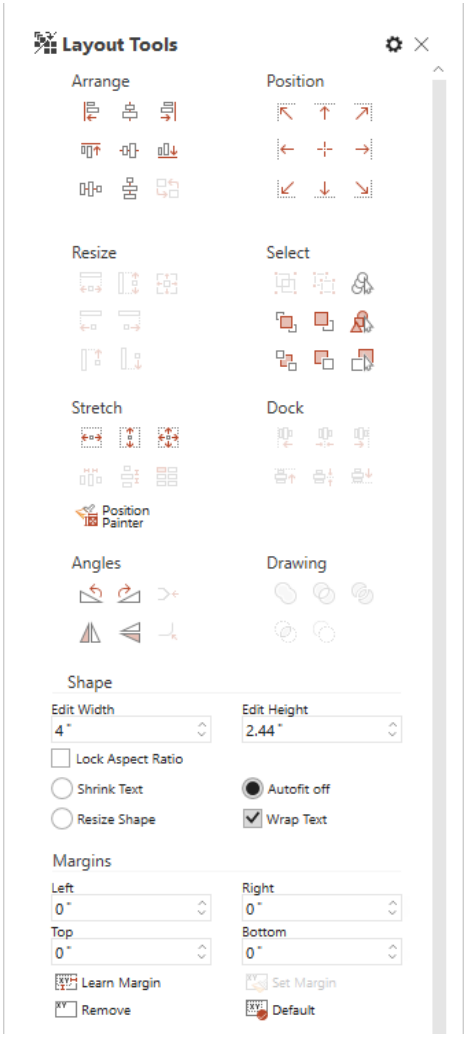


Figure 25. Layout Tools

Use Reference Shape

The *Layout Tools* contain an assortment of tools which align and format slide content.

Here, you have the possibility to define an element as a reference shape. This will set which element will serve as a reference point for all other elements.

To set an element as a reference shape and use it for a *Layout Tools* function, follow the following steps:

1. Select all elements you want to be adjusted.
2. Execute the *Layout Tools* function of your choice. The following selection order for the reference shape applies:
   a. **First click on the button** – The first selected element in the element selection serves as the reference shape.
   b. **Second click on the button** – The last selected element in the element selection serves as the reference shape.
   c. **All additional clicks on the button** – All selected elements are consecutively used as the reference shape.

Arrange and Position Elements

All features described in the section *Arrange* refer to PowerPoint built-in features with the exception of **Swap Elements** (Figure 26).

Figure 26. Section *Arrange*

If you select two elements you can click on the button **Swap Elements** to change each other's position (Figure 27).

Figure 27. Button **Swap Elements**

The buttons **Align Left**, **Align Right**, **Align Top** and **Align Bottom** will align two elements in accordance to the selected option. If only a single element is selected, it will be aligned with the edges of the slide (Figure 28).

Figure 28. Buttons **Align Left, Right, Top, Bottom**

Distribute Horizontally and **Distribute Vertically** will place elements with reference to the outer elements of a selection. If only a single element is selected, the element will be aligned with the center of the slide (Figure 29).

Figure 29. Buttons **Distribute Horizontally** and **Distribute Vertically**

In the section *Position*, you are able to align a selected elements directly within the drawing area (**Figure 30**).

Figure 30. Section *Position*

Elements can be aligned to the left, right, top and bottom edge, as well as each corner of the drawing area while the button located in the middle moves all selected elements to the middle.

If you did not select any elements on the slide, all freely located elements (excluding placeholders) will automatically align with the selected location.

Resize and Select Elements

In the section *Resize* you can adjust the size of selected elements (**Figure 31**).

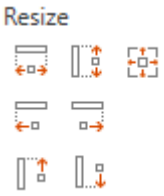


Figure 31. Section *Resize*

To do so, select two elements and then click on the button **Same Width**. The elements will now have the same width as the element last selected if no reference shape has been set (**Figure 32**).

Click on the button multiple times to switch between the resizing in accordance to the different elements.

Figure 32. Button **Same Width**

The buttons **Same Height** and **Same Size** work in a similar manner (**Figure 33**).

Figure 33. Buttons **Same Height** and **Same Size**

With **Resize to Align Left**, **Resize to Align Right**, **Resize to Align Top** and **Resize to Align Bottom** you can adapt the size of two or more elements to then be able to succinctly align them to the left, right, top or bottom (**Figure 34**).

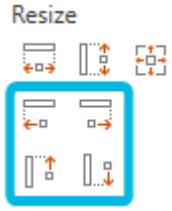


Figure 34. Buttons **Resize to Align Left, Right, Top, Bottom**

In the section *Select* you can access PowerPoint built-in features to place elements on a slide (**Figure 35**).

Figure 35. Section *Select*

You can group elements as well as reverse a grouping. In addition, you can move elements to the foreground or background or move an element a level up or down.

The button to the bottom right will open the PowerPoint selection pane which displays all visible and hidden elements placed on the current slide.

To hide an element click on the **eye** symbol to the right of the element's name (**Figure 36**).

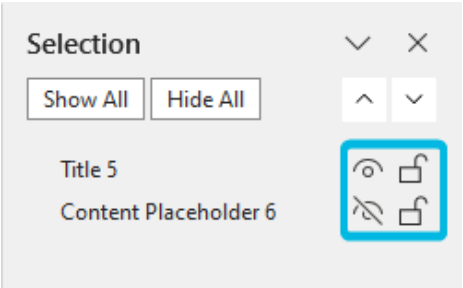


Figure 36. Selection Element Overview **Eye** Symbol

The selection buttons to the right let you select multiple elements with a single click.

Select same objects will select all objects of the same type as the currently selected object, e.g. all rectangles, all textboxes, etc. (**Figure 37**).

Figure 37. Button **Same objects**

Select same color will select all elements that have the same color as the item currently selected (**Figure 38**).

Figure 38. Button **Same color**

Stretch and Dock Elements

In the section *Stretch* you can access multiple functions to adapt the size of elements (Figure 39).

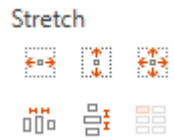


Figure 39. Section *Stretch*

With the buttons **Fit to Width**, **Fit to Height** and **Fit to Area** let you adapt the size of a single or of multiple elements to the drawing area (Figure 40).

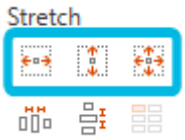


Figure 40. Buttons **Fit to Width, Height, Area**

If you select a single element on a slide, it will be resized with regard to width, height and size of the drawing area. If multiple elements are selected, these elements will be arranged in proportion to one another regarding their width, height and the space of the drawing area.

If no element is selected, all elements on the slide except the placeholder will be arranged in the drawing area. This way, you can distribute elements on a slide accurately with a single click, e.g. when conducting a slide conversion.

With a further function, you can arrange elements with the same vertical or horizontal distance between one another.

To do so, follow the following steps:

1. Select the desired elements (a distance can be set between shapes, fields and elements) and either click on the button **Same Margins Horiz.** or on the button **Same Margins Vert.** (Figure 41).
   A dialog box opens.

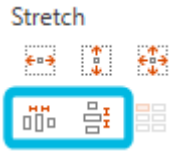


Figure 41. Buttons **Same Margins Horiz.** and **Same Margins Vert.**

2. Specify the desired distance between the elements in the input field (Figure 42).

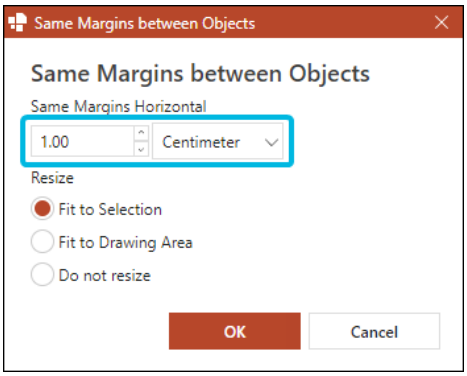


Figure 42. Window Settings for Margins

3. Specify the area in which these elements are to be distributed. Select either of the three available options (Figure 43):
   a. **Fit to Selection** – Distributes all selected elements on the slide within a given frame. The edge of the outer elements will act as the frame. The size of the elements will be adapted proportionally to accommodate the specified margin.
   b. **Fit to Drawing Area** – Distributes all selected elements in the drawing area of your slide. Their size will be adjusted proportionally to arrange the elements with the specified margins between them.
   c. **Do not resize** – Distributes all selected elements vertically or horizontally on the slide without their size being altered.

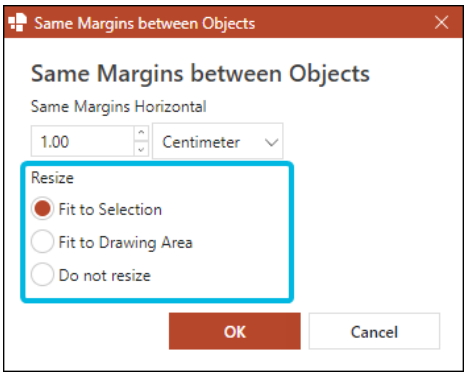


Figure 43. Options for Same Margins

To create a matrix with any shape, follow the following steps:

1. Insert a shape such as a rectangle onto a slide.
2. Click on the button **Multiply Shape** (Figure 44).
   A dialog box opens.

Figure 44. Button **Multiply Shape**

3. Specify the number of rows and columns and define the horizontal and vertical distance between the elements (Figure 45).

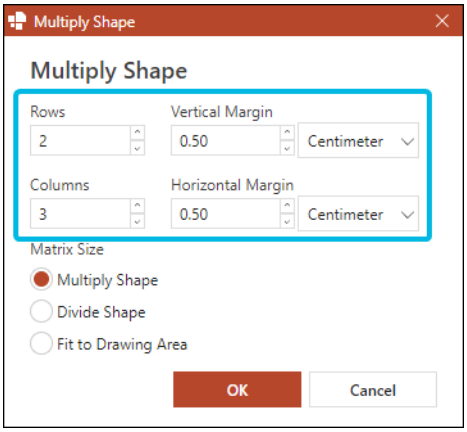


Figure 45. Window Settings for Multiplying Shapes

4. Select either of the three available options (Figure 46):
   a. **Multiply Shape** – Multiplies the selected shape by the specified number of rows and columns and keeps the defined margins between each shape without their size being altered.
   b. **Divide Shape** – Divides the selected shape by the specified number of rows and columns and keeps the defined margins between each shape without their size being altered.
   c. **Fit to Drawing Area** – Multiplies the selected shape by the specified number of rows and columns, keeps the defined margins between each shape and distributed the shapes equally on the drawing area. If required, the size of the shapes is adjusted.

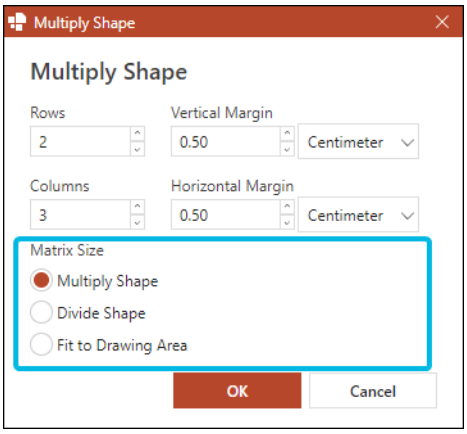


Figure 46. Options for Multiply Shape

In the section *Dock* you can access multiple functions to align two or more elements with one another (Figure 47).

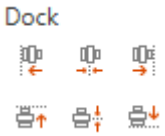


Figure 47. Section *Dock*

With the button **Dock Left** you can dock selected elements to the left (Figure 48).

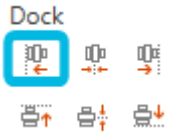


Figure 48. Button **Dock Left**

The buttons **Dock Right**, **Dock Top** and **Dock Bottom** all function analogously (Figure 49).

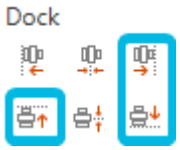


Figure 49. Buttons **Dock Right, Top, Bottom**

The two latter buttons place the elements in accordance to their top or bottom edge, while **Dock Center** and **Dock Middle** place selected elements to the middle of each other (Figure 50).

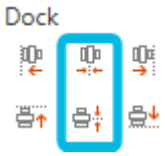


Figure 50. Buttons **Dock Center** and **Dock Middle**

Set Angles and Use Drawing Tools

In the section *Angles* you can mainly access PowerPoint built-in features to set angles to selected elements on a slide (Figure 51).

Figure 51. Section *Angles*

The buttons **Rotate Left 90°** and **Rotate Right 90°** allow you to rotate your selected elements accordingly (Figure 52).

Figure 52. Buttons **Rotate Left 90°** and **Rotate Right 90°**

You can also to flip an element vertically or horizontally along their axis with a click on the buttons **Flip Horizontal** or **Flip Vertical** (Figure 53).

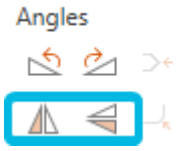


Figure 53. Buttons **Flip Horizontal** and **Flip Vertical**

Select an element with rounded edges and click on the button **Adjust Round Corner** to adjust the corners to an angle set in the database (Figure 54).

Figure 54. Button **Adjust Round Corner**

This way you can set the angle of round edges and (kinked) arrows (group *Shapes* – Option **Block Arrows**) to a value defined in the database.

In the section *Drawing* you can mainly access PowerPoint built-in features to join shapes (Figure 55)

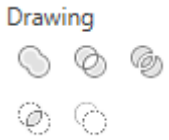


Figure 55. Section *Drawing*

Click on the button **Union** to join two selected shapes to a single element (Figure 56).

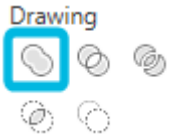


Figure 56. Button **Union**

The button **Combine** has a similar effect but overlapping sections are cut out of the shape (Figure 57).

Figure 57. Button **Combine**

With the button **Fragment** you can split selected shapes into multiple shapes that resulted due to overlapping, while the button **Intersect** leaves only the intersection area of the selected shapes (Figure 58).

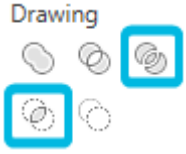


Figure 58. Buttons **Fragment** and **Intersect**

With the button **Subtract** you can cut out the area of the last selected shape placed on another shape (Figure 59).

Figure 59. Button **Subtract**

Configure a Shape

In the section *Shape* you will find PowerPoint built-in tools to manipulate size and properties of text boxes and shapes (**Figure 60**).
Here you can view and set width and height of a selected element.

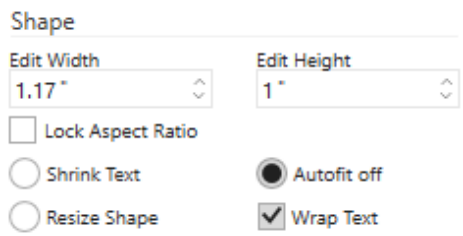


Figure 60. Section *Shape*

Tick the checkbox **Lock Aspect Ratio** to lock the aspect ratio of an element (**Figure 61**).

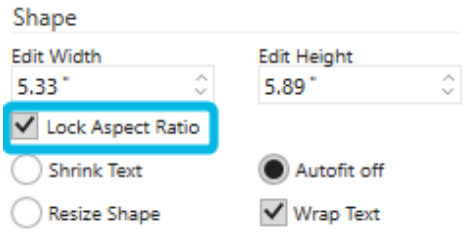


Figure 61. Checkbox **Lock Aspect Ratio**

Select the option **Shrink Text** to have the text adapt to the size of the element if it would otherwise protrude over its edges (**Figure 62**).

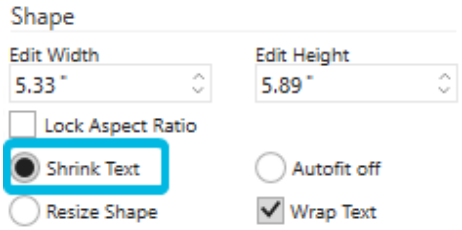


Figure 62. Button **Shrink Text**

Select the option **Resize Shape** to have the shape adapt to the size of its contained text (**Figure 63**).

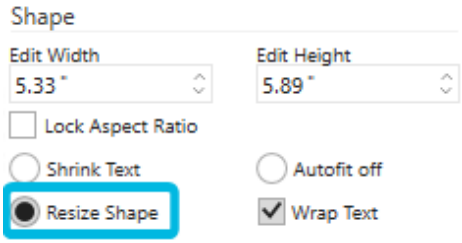


Figure 63. Button **Resize Shape**

Select the option **Autofit off** to not have the shape adapt at all (**Figure 64**).

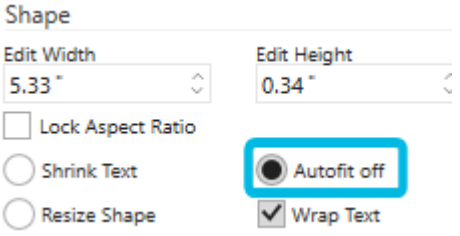


Figure 64. Button **Autofit off**

Tick the checkbox **Wrap Text** to enable automatic line breaks (Figure 65).

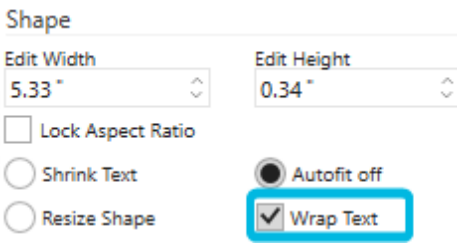


Figure 65. Checkbox **Wrap Text**

Set the Margins of and Spacing in a Shape

In the section *Margins* you can directly enter the value of the margins (Figure 66).

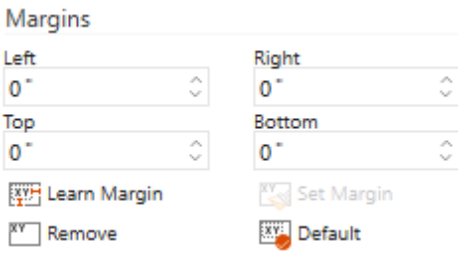


Figure 66. Section *Margins*

To transfer the set margins from one element to another follow the following steps:

1. Select an element.
2. Click on the button **Learn Margin** (Figure 67).

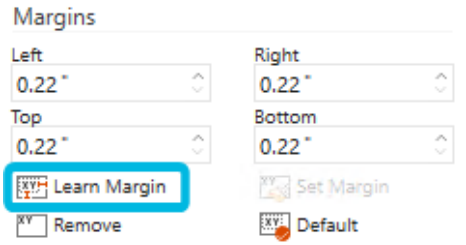


Figure 67. Button **Learn Margin**

3. Select the element you want to transfer the margin to.
4. Click on the button **Set Margin** (Figure 68).

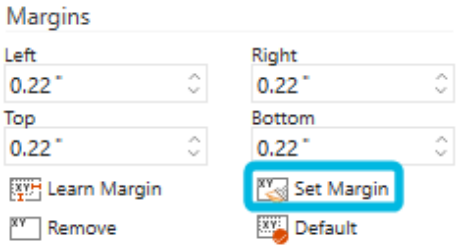


Figure 68. Button **Set Margin**

Click on the button **Remove** to set all margins of a selected element to 0 cm (Figure 69).

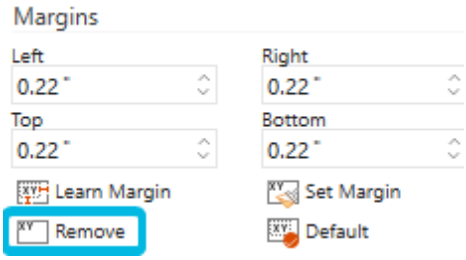


Figure 69. Button **Remove**

Click on the button **Default** to set the margins of a shape to the default margins which are defined in the database (Figure 70).

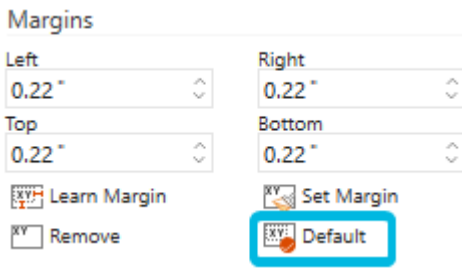


Figure 70. Button **Default**

In the section *Spacing* you can access PowerPoint built-in features to set spacing (Figure 71).

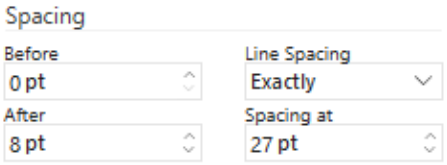


Figure 71. Section *Spacing*

Enter a numeric value in the input fields *Before* and *After* to set the spacing before and after the line (Figure 72).

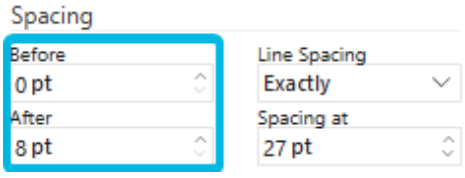


Figure 72. Input Fields *Spacing*

Expand the drop-down menu *Line Spacing* to select any of the line spacing options.

If you select the option **Exactly**, you can then enter the desired numeric value in the input field *Spacing at* (Figure 73).

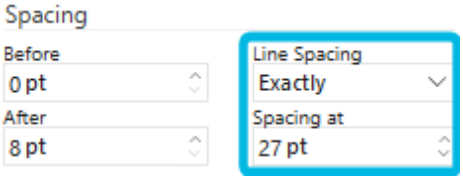


Figure 73. Drop-Down Menu for Line Spacing and Input Field *Spacing at*

2.3.1. Position Painter

The *Position Painter* is an empower® Layout Tool that – similarly to Microsoft's format painter – enables the transfer of position and size parameters onto other elements.

If you want to adapt an element to a reference shape, follow the following steps:

1. Select the reference shape.

2. Click on the button **Position Painter** in the Layout Tools sidepane (Figure 74).
   A menu opens.
   By default, the *Position Painter* stores the element parameters of width, height, and orientation left, right, top or bottom.

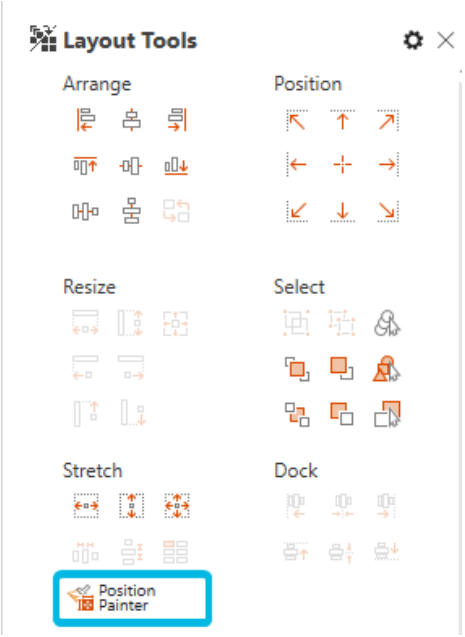


Figure 74. Button **Position Painter** in Layout Tools Sidepane

3. Select what parameter you wish to apply to a different element (Figure 75).
   The selected parameters are then marked in color.
   If the element is to have exactly the same size and orientation as the reference shape, select the parameters of width, height, from the left and the top.

Figure 75. Position Painter with Presaved Values

4. Now select the element and click on the button **Apply** to match this element to your reference shape (Figure 76).

Figure 76. Button **Apply**

5. Repeat step 4 if you want to apply the same parameters to other elements.

All parameters of the reference shape remain saved until you save the parameters of a different element by clicking on the button **Learn** or after you close the *Position Painter* with a click on the **cross** symbol (Figure 77).

Figure 77. **Cross** Symbol to Leave Position Painter

To apply your selected parameters to multiple elements on different slides, click on the button **Apply Repeatedly** (Figure 78).

Figure 78. Button **Apply Repeatedly**

Similar to the double-click on the format brush, you are also able to apply saved parameters directly to elements by selecting them.

Adjusting pictures using the *Position Painter* bears the risk that they distort. For this reason, height and width of an image are adjusted consecutively rather than simultaneously. If you manually execute both steps, the image will be distorted in most of the cases.

2.4. Use Status Elements

empower® provides you with certain elements that can be used to indicate the status of a task or process.

The following elements are available:

- Harvey Ball
- Traffic Light
- Checkbox

To access the elements, click on the button **More** (Figure 79).

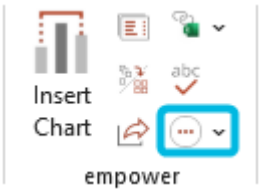


Figure 79. Button **More**

Your options are displayed (Figure 80).

Once you have inserted one of these elements, you can access the corresponding status options via the context menu.

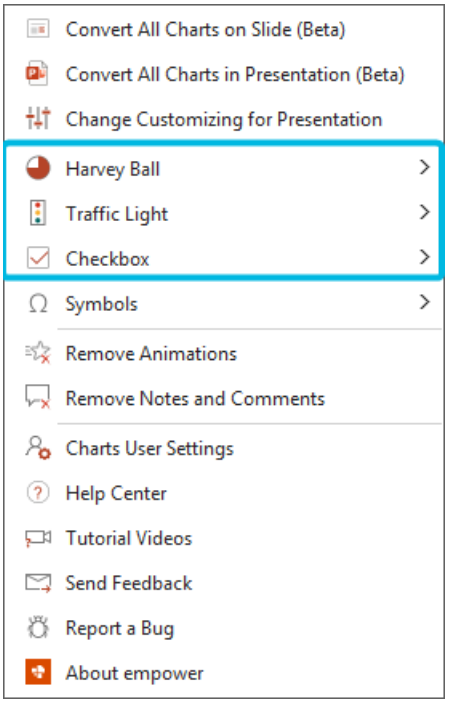


Figure 80. Status Elements

The status element will always be inserted in the same position initially, even if you have selected a placeholder. You can then move it to your preferred position.

The elements cannot be inserted in the slide master view.

Harvey Balls

You can either use one of the sample Harvey Balls (0, 25, 50, 75 or 100%) or customize your own (**Figure 81**).

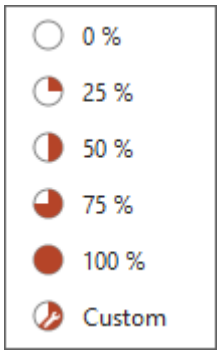


Figure 81. Harvey Ball Options

To customize your own, choose the option **Custom**.

A dialog box opens.

Here, either use the slider to choose a value or type in a value yourself.

Then, click on the button **OK** (**Figure 82**).

The Harvey Ball will be inserted into your slide.

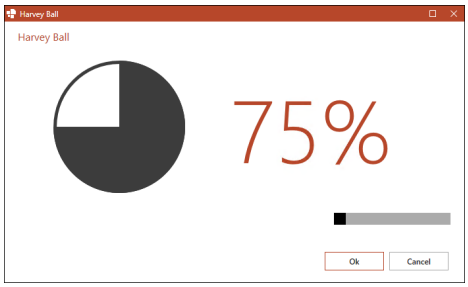


Figure 82. Harvey Ball Dialog Box

If you have selected a Harvey Ball and you choose a Harvey Ball from the ribbon drop-down menu, the existing Harvey Ball changes.

Multiple Harvey Balls can exist on the same slide.

To change the status of a Harvey Ball, open its context menu, choose the option **Harvey Ball** and select a new status.

Traffic Lights

You can use a red, yellow or green traffic light (**Figure 83**).

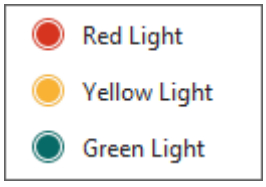


Figure 83. Traffic Light Options

If you have selected a traffic light and you choose a traffic light from the ribbon drop-down menu, the existing traffic light changes.

Multiple traffic lights can exist on the same slide.

To change the status of a traffic light, open its context menu, choose the option **Traffic Light** and select a new status.

Checkboxes

You can use checked, crossed or empty checkboxes (Figure 84).

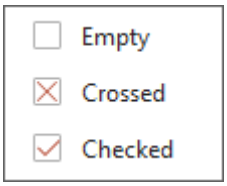


Figure 84. Checkbox Options

If you have selected a checkbox and you choose a checkbox from the ribbon drop-down menu, the existing checkbox changes.

Multiple checkboxes can exist on the same slide.

To change the status of a checkbox, open its context menu, choose the option **Checkbox** and select a new status.

2.5. Use Symbols

You can use PowerPoint built-in symbols in your presentation.

To access those symbols, click on the button **More** in the group empower and choose the option **Symbols** (Figure 85).

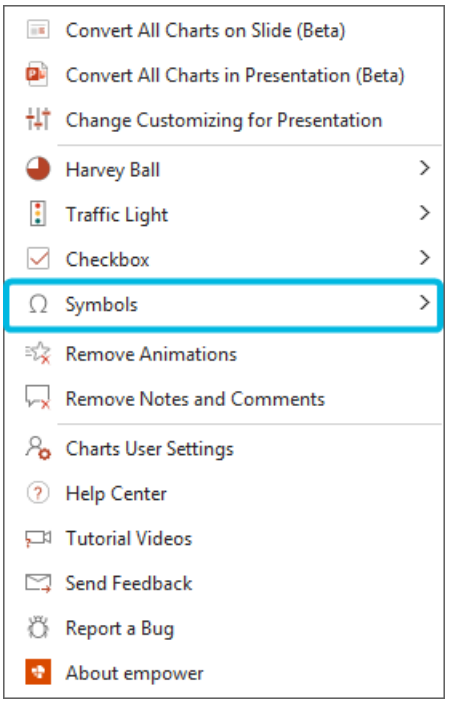


Figure 85. Option **Symbols**

The available symbols are displayed (Figure 86). Choose one of the symbols to insert it into the presentation.

You can either insert them into an existing shape or into a new shape.

If you have navigated into a shape, the symbol is inserted into the shape. If not, a new shape will be added.

If you have selected multiple shapes at once and insert a symbol, a new shape is created for the symbol.

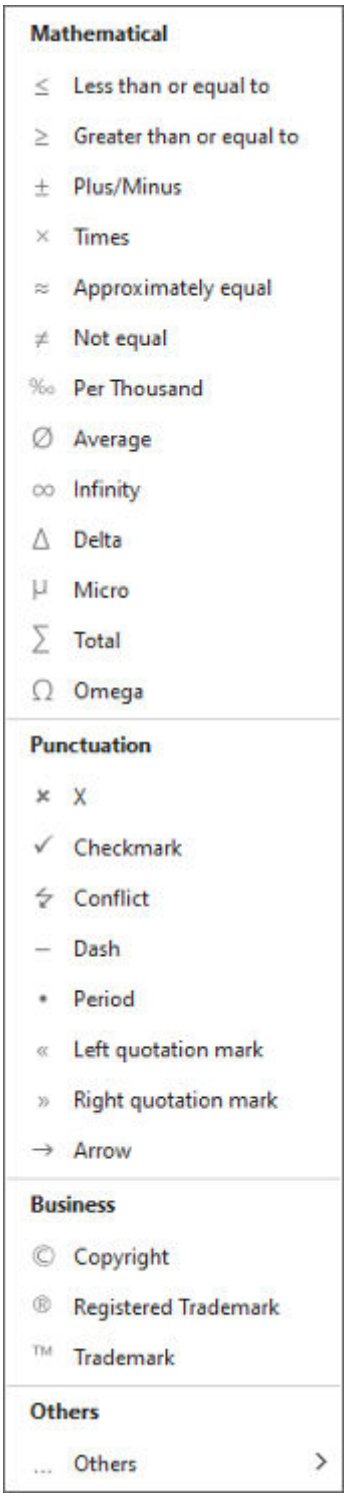


Figure 86. Available Symbols

Via this option, empower® offers the available PowerPoint built-in symbols. Therefore, empower® does not determine the number or types of symbols.

In the master view, you can only add symbols if you are in text edit mode.

2.6. Use Presentation Tools

Under the button **More** in the group empower, you can find the options **Remove Animations** and **Remove Notes and Columns** (Figure 87).

These options can be used to finalize your presentation after making the final edits to the presentation.

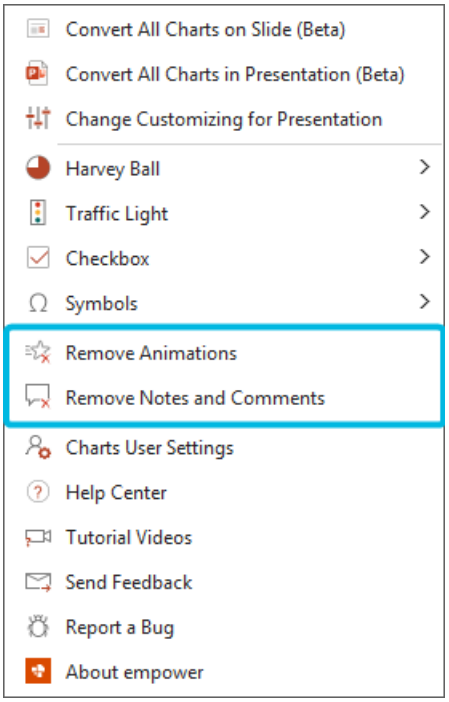


Figure 87. Presentation Tools

Remove Animations

The option **Remove Animations** completely removes all animations from your presentation. This concerns not only animations on the slides but also transitions between slides.

To use this option, click on the button **More** and then choose the option **Remove Animations**.

Remove Notes and Comments

The option **Remove Notes and Comments** deletes all notes and comments on the slides of the complete presentation.

To use this option, click on the button **More** and choose the option **Remove Notes and Comments**.

2.7. Share or Download Content

You can share content via e-mail or save content to your device using the feature **Share**.

To do so, follow the following steps:

1. If you want to share or save single or multiple slides, select these slides in your presentation.
   If you want to share or save the whole presentation, you can skip this step.
2. Click on the button **Share** in the group empower (Figure 88).

Figure 88. Button **Share**

3. In the input field, enter a name for the file (Figure 89 **(1)**).
4. Then, choose if you want to share or save all slides in the presentation or only the selected slides (Figure 89 **(2)**).
5. Choose if you want to share or save the slides as a .pptx file, a .pdf file or a PowerPoint notes file (Figure 89 **(3)**).
   You can choose multiple formats at once.
6. To save storage, switch the toggle button for **Compress PDF Images** to *Yes* (Figure 89 **(4)**).
   This option is preselected when you open the dialog box. It is grayed out if you only select the .pptx option.
   a. If you do not want to compress the images, switch the toggle button to *No*.

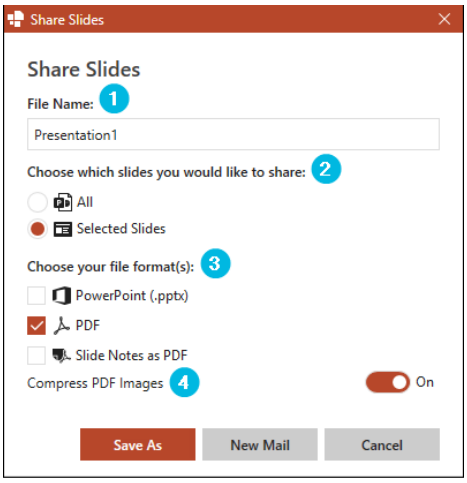


Figure 89. Options for Sharing Slides

Now, you can either send the slides via e-mail to a specific recipient or save them to your device in the chosen format.

To send the slides via e-mail, click on the button **New Mail** (Figure 90).

empower® opens an e-mail draft in the e-mail program of your choice. The slides are already attached to this e-mail in the corresponding format.

Enter the recipient's e-mail address, add a message and send the e-mail.

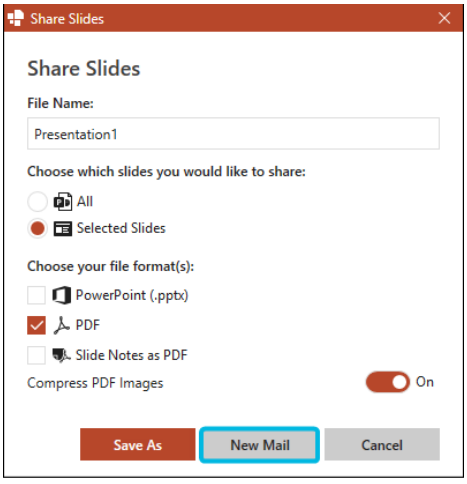


Figure 90. Button **New Mail**

To save the slides to your device, click on the button **Save As** (Figure 91).

empower® opens your explorer. In the explorer, navigate to the location you want to save the slides to and click on the button **Save**.

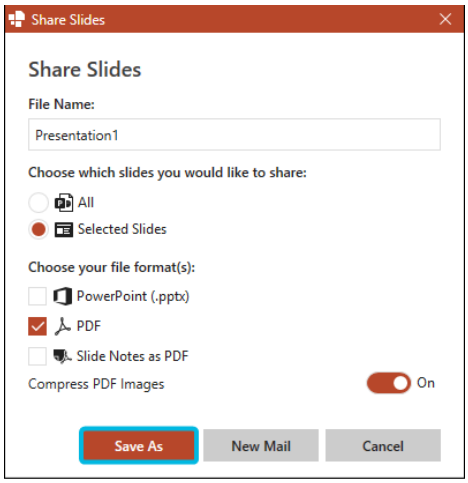


Figure 91. Button **Save As**

The feature **Share** can only be used to send e-mails with Classic Outlook or Lotus Notes.

2.8. 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 92).

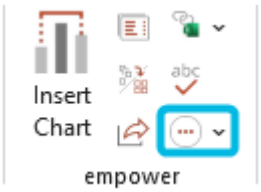


Figure 92. Button **More**

You can choose from the following options (Figure 93):

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

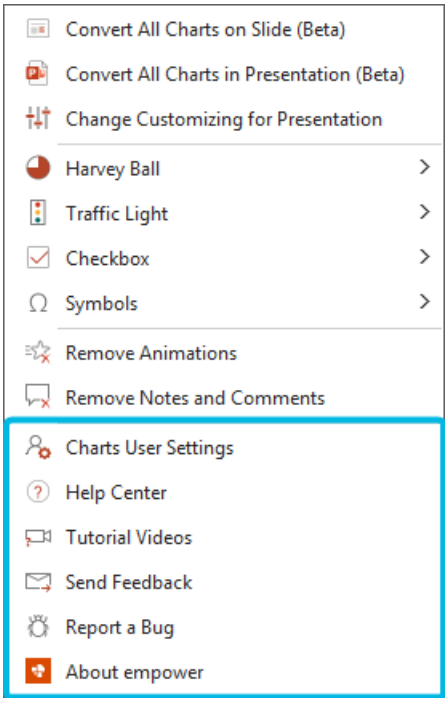


Figure 93. Help Options

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 94).

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.

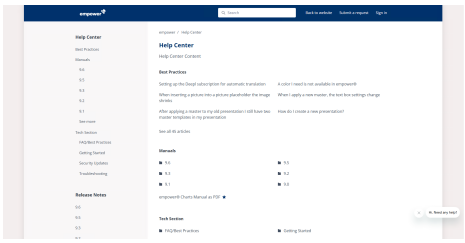


Figure 94. Help Center

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 Chart Creation*) (**Figure 95**). All feedback is welcome as we are always looking to improve our software.

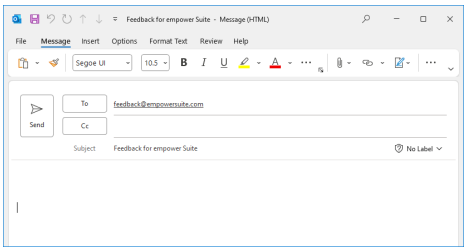


Figure 95. Feedback E-Mail

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 Chart Creation*) and is already addressed to the right recipient.
- Opening a new window in your default browser (**Figure 96**).
  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.

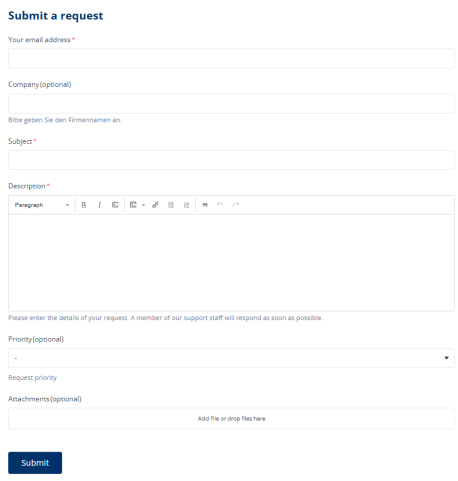


Figure 96. Report a Bug in Help Center

About empower

To view detailed information about your empower® Version and the activated empower® Solutions, click on the button **About empower**.

A dialog box opens. This dialog box contains information about the empower® Version and solutions in use (Figure 97).

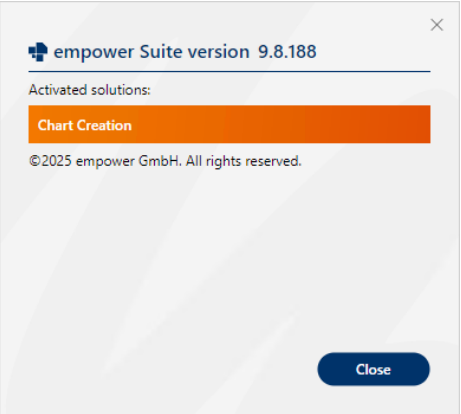


Figure 97. Dialog Box **About empower**

3. Charting Features

3.1. 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.

3.2. 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 98).

Figure 98. Button **More**

Here, choose the option **Charts User Settings** (Figure 99). A dialog box opens.

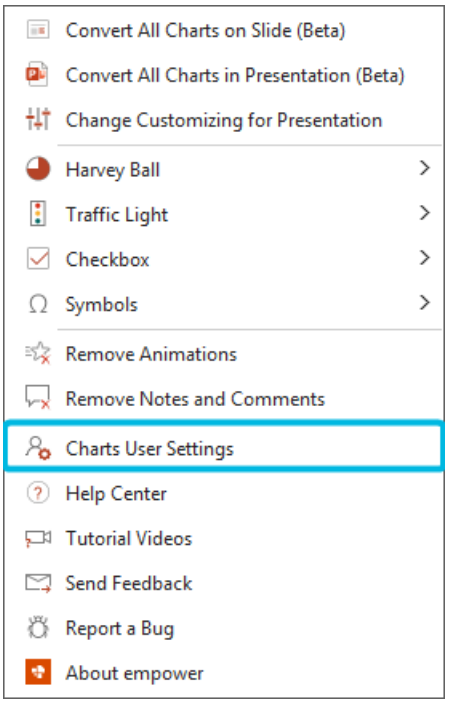


Figure 99. Option **Charts User Settings**

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 100).

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

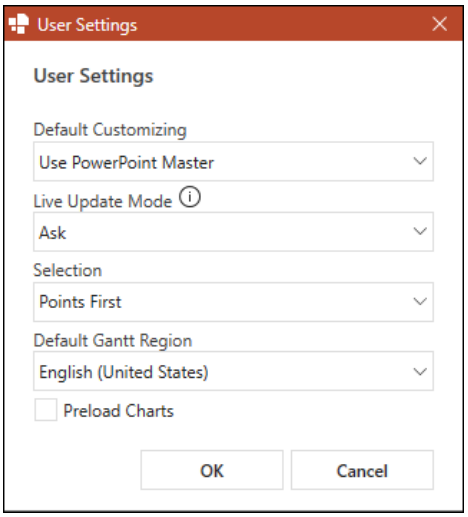


Figure 100. Charts User Settings

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 101).

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

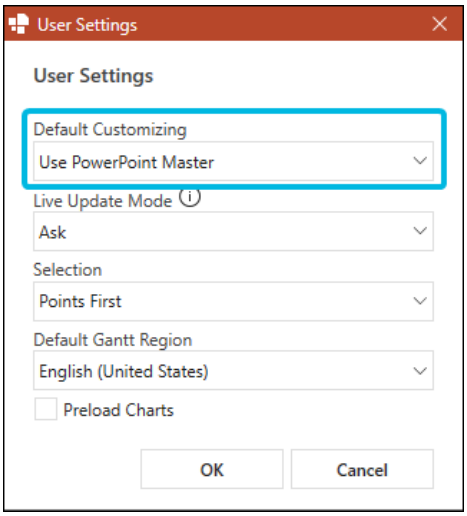


Figure 101. Change Default Customizing

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 102).

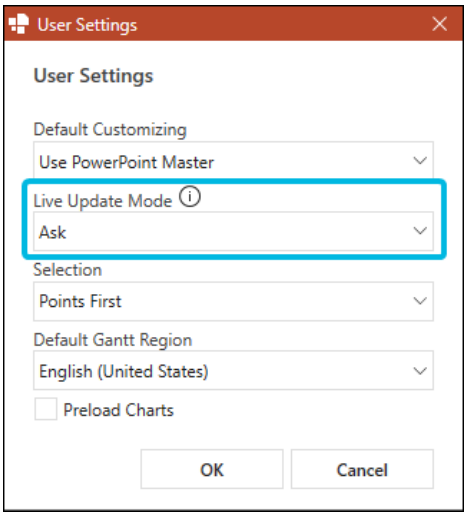


Figure 102. Live Update Mode

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 live updates of Excel links, only changes to the included values are taken into account.
Changes to the formatting are not applied during live updates.

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 103**).

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.

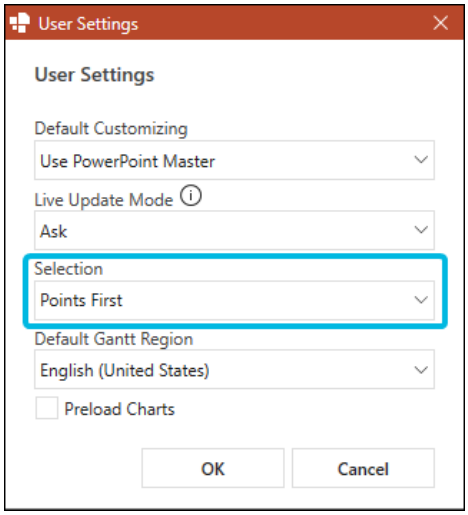


Figure 103. Selection Settings

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 104**).

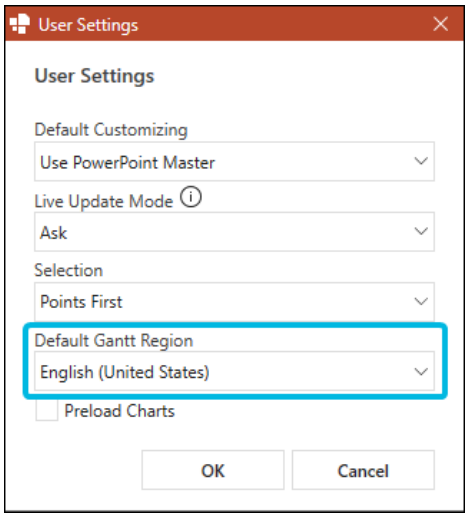


Figure 104. Change Default Gantt Region

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 105).

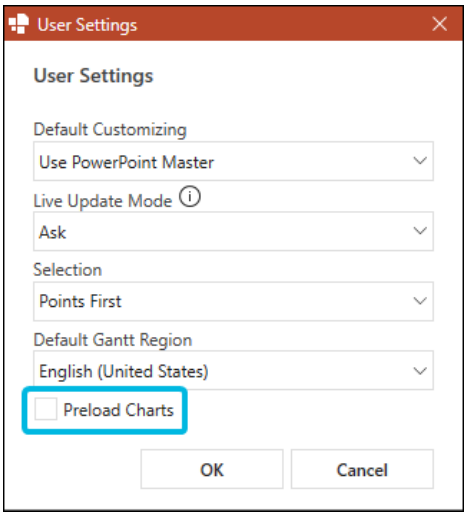


Figure 105. Preload Charts

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**.

3.3. Chart Editing Modes

While editing empower® Charts, you can work in normal mode or in manual edit mode

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.

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 106).

A dialog box opens.

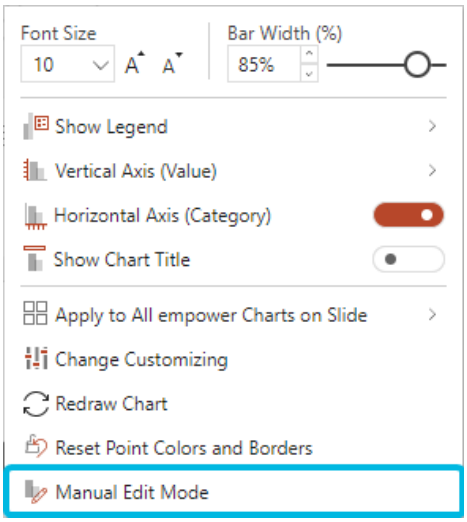


Figure 106. Option **Manual Edit Mode**

Read the message carefully and if you agree, confirm your choice by clicking on the button **Manual Edit Mode** (Figure 107).

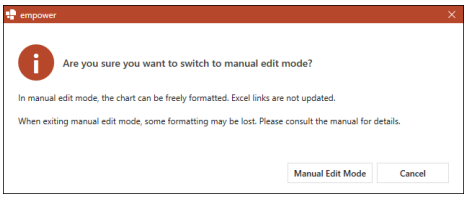


Figure 107. Dialog Box for Manual Edit Mode

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 108).

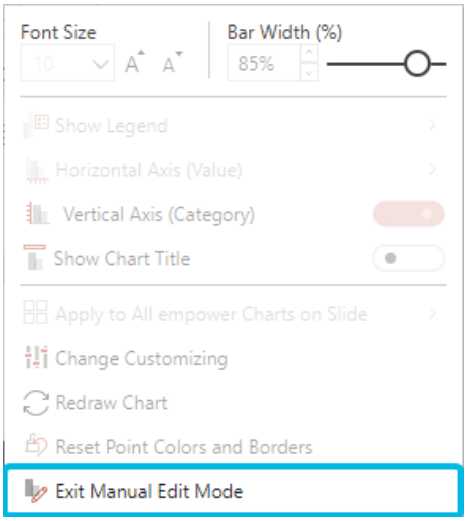


Figure 108. Option **Exit manual edit mode**

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

3.4. 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 109**).

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

Figure 109. Disable Preloading

To enable preloading again, select the chart and then click on the **eye** symbol in the action bar (**Figure 110**).

Figure 110. 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**.

3.5. 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 111**).

Figure 111. Open Full Excel Window

Use Clipboard Options

Via the group Clipboard, you can cut and copy values from cells in the Excel table (**Figure 112**).

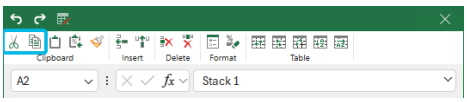


Figure 112. Buttons **Cut** and **Copy**

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 113**).

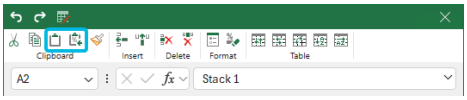


Figure 113. Pasting Options

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 114**).

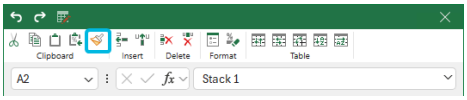


Figure 114. Button **Transfer Format**

Insert Rows and Columns

To insert a new row, click on the button **Insert Row** (**Figure 115**).
The row will be added above the currently selected row.

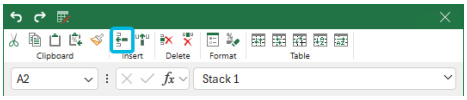


Figure 115. Button **Insert Row**

To insert a new column, click on the button **Insert Column** (Figure 116).

The column will be inserted before the currently selected column.

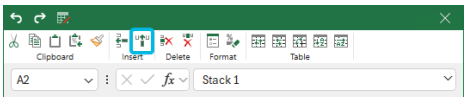


Figure 116. Button **Insert Column**

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 117).

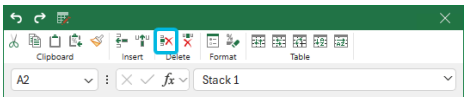


Figure 117. Button **Delete Row**

To delete a column, click on the button **Delete Column** (Figure 118).

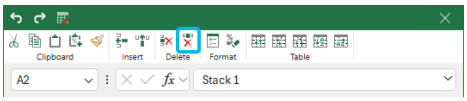


Figure 118. Button **Delete Column**

Use Format Options

To open further formatting options, click on the button **Format** (Figure 119).

A dialog box opens. Here, you are provided with the Office built-in formatting options.

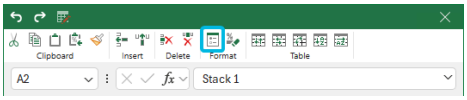


Figure 119. Button **Format**

To remove all formatting from the selected cells, click on the button **Clear Format** (Figure 120).

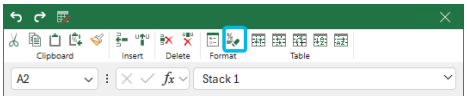


Figure 120. Button **Clear Format**

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 121).

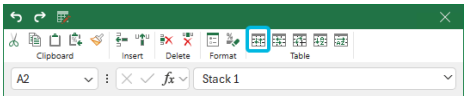


Figure 121. Button **Reverse Rows (with Formulas)**

To reverse the column order, click on the button **Reverse Columns (with Formulas)** (Figure 122).

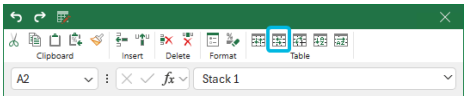


Figure 122. Button **Reverse Columns (with Formulas)**

To change rows to columns and vice-versa, click on the button **Transpose (Values Only)** (Figure 123).

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

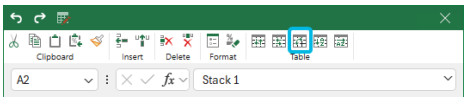


Figure 123. Button **Transpose (Values Only)**

To sort your rows according to their sum, click on the button **Sort Rows Descending According to Their Sum (Values Only)** (Figure 124).

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

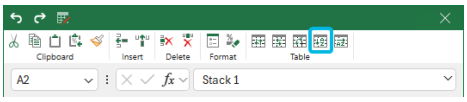


Figure 124. Button **Sort Rows Descending According to Their Sum (Values Only)**

To sort your columns according to their sum, click on the button **Sort Columns Descending According to Their Sum (Values Only)** (Figure 125).

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

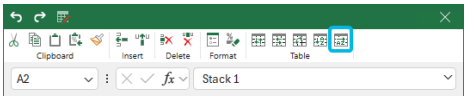


Figure 125. Button **Sort Columns Descending According to Their Sum (Values Only)**

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 126).

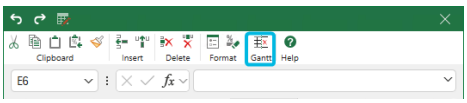


Figure 126. Button **Gantt**

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 127).

A dialog box opens.

Here, you will be provided with further instructions.

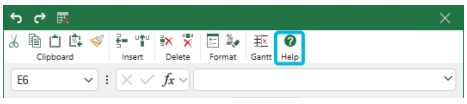


Figure 127. Button **Help**

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

3.6. 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 128**).

A drop-down menu opens.

Figure 128. Button **Data**

Then choose the option **Excel Link** (**Figure 129**).

A dialog box opens.

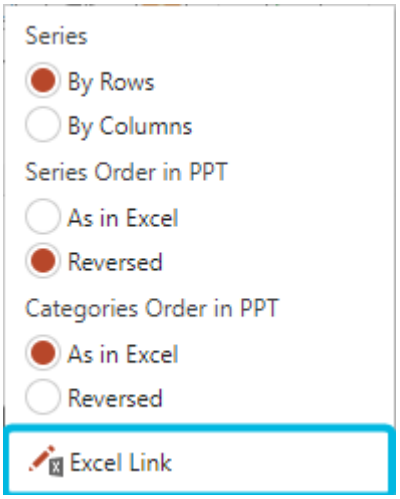


Figure 129. Option **Excel Link**

In this dialog box, you can choose an Excel file with content you want to link to your chart (**Figure 130**).

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

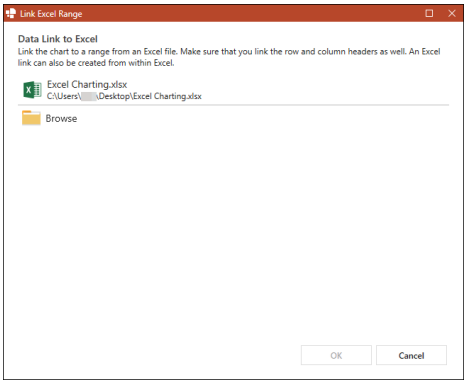


Figure 130. Dialog Box **Link Excel Range**

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 131).

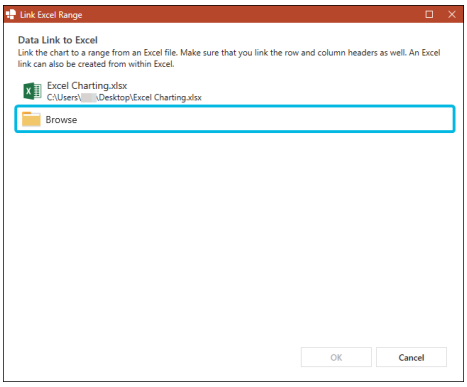


Figure 131. Button **Browse**

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 132).

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.

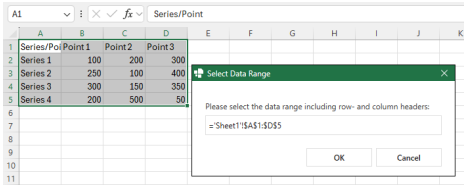


Figure 132. Select Excel Range

You cannot only select an entire range, but also connect partial areas with each other (Figure 133).

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**.

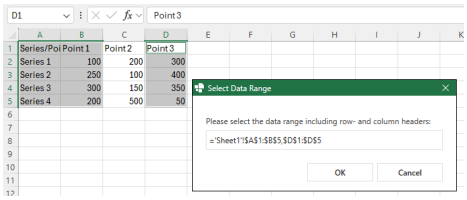


Figure 133. Select Partial Excel Range

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 134. Notification Bar for Pasted Excel Link

To edit the default settings, click on the button **Edit Settings** (Figure 134).

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 135).
The Excel link settings open.

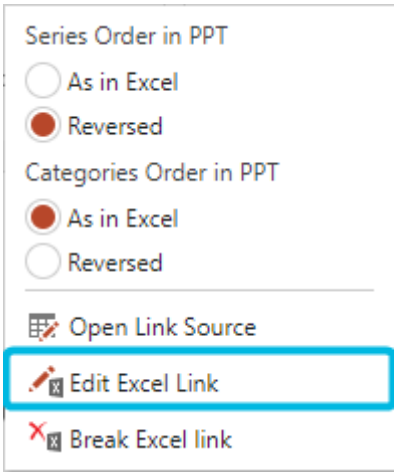


Figure 135. Option **Edit Excel Link**

To break the Excel link, click on the button **Data** in the action bar and then choose the option **Break Excel Link** (Figure 136).
A dialog box opens.

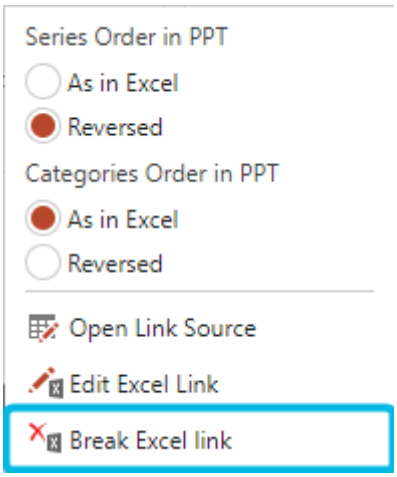


Figure 136. Option **Break Excel Link**

To confirm the process, click on the button **Yes** (Figure 137).

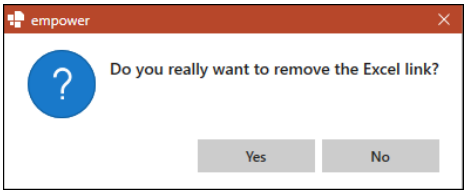


Figure 137. Dialog Box for Excel Link Removal

In addition, you can open the linked Excel file using the button **Open Link Source** (Figure 138).
The Excel file opens in a new window.

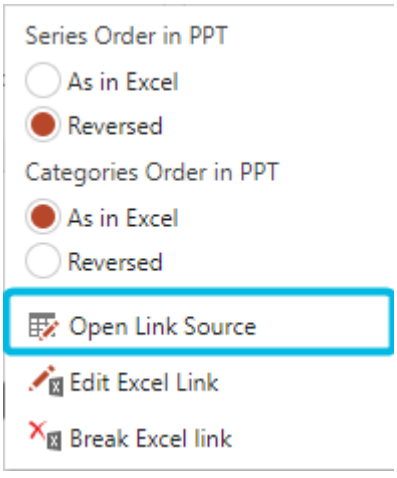


Figure 138. Option **Open Link Source**

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 139).

Figure 139. Button **Refresh**

If there are updates, a dialog box opens (Figure 140).
Here, confirm if you want to apply the changes.

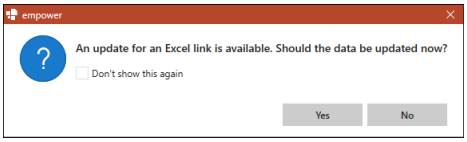


Figure 140. Update Notification

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.

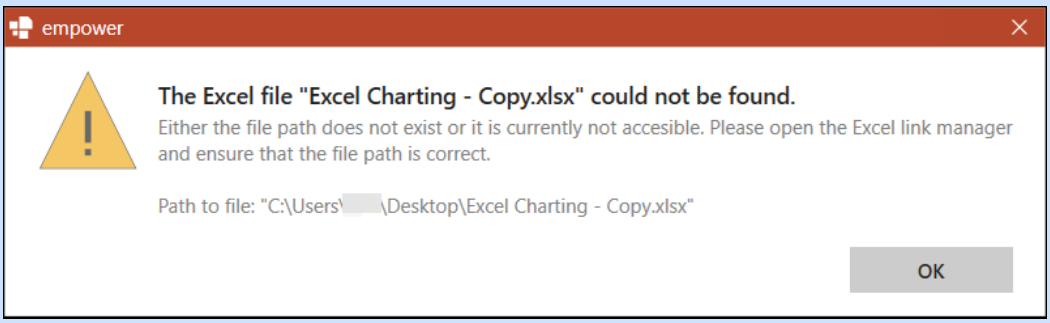


Figure 141. File Cannot Be Found

If you edit a Gantt chart which is linked to Excel, all changes such as added chart objects, added label texts and text changes are revoked after the next Excel link update. If you only edit the formatting inside a label, these changes are not revoked.

If you want to keep your changes, either make the changes in the linked Excel file or break the Excel link.

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 142).
   A drop-down menu opens.

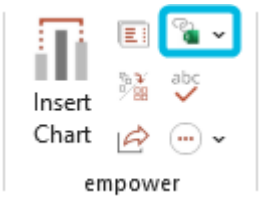


Figure 142. Button **Excel Link**

4. Choose the option **Create Excel Link (Table)** (Figure 143).
   A dialog box opens.

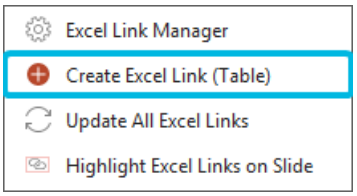


Figure 143. Option **Create Excel Link (Table)**

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 144).
Otherwise the table will not be linked.

Figure 144. 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 145).
   A dialog box opens.

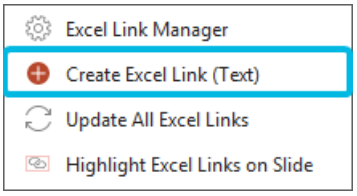


Figure 145. Option **Create Excel Link (Text)**

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 146).

Figure 146. 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 147).

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.

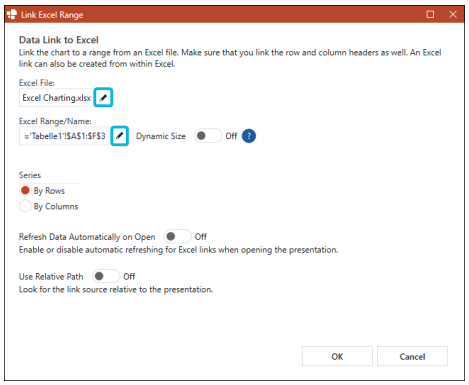


Figure 147. **Pen** Symbols in Excel Link Settings

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 148).

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

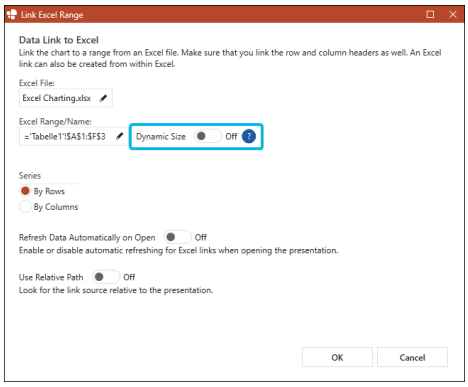


Figure 148. Enable Dynamic Size

To refresh your chart each time you open the presentation, switch the toggle button for **Refresh Data Automatically on Open** to *On* (Figure 149).

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

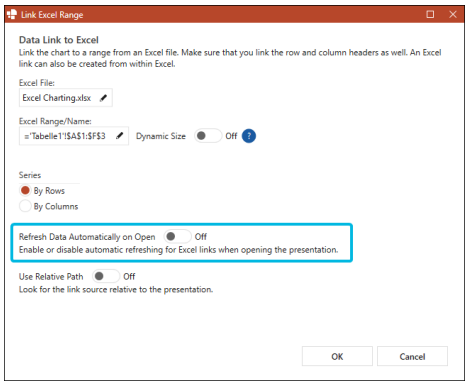


Figure 149. Enable Automatic Refresh

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

Then, switch the toggle button for **Use Relative Path** to *On* (Figure 150).

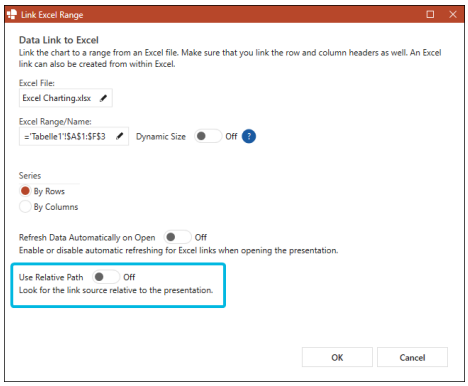


Figure 150. Enable Relative Path

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 151).

To use the columns in the Excel range as series, choose the option **By Columns** (Figure 151).

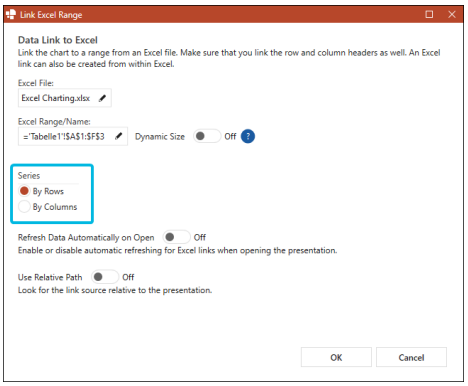


Figure 151. Series Options

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 152).

You cannot apply the Excel link unless it is valid.

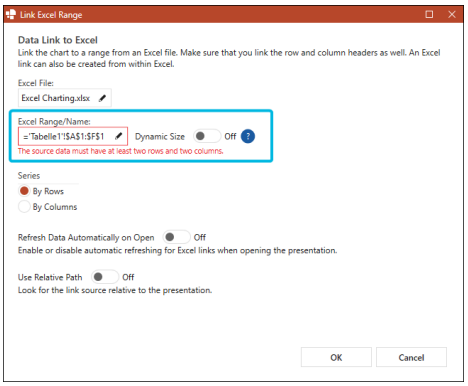


Figure 152. Invalid Data Range Note

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 153).

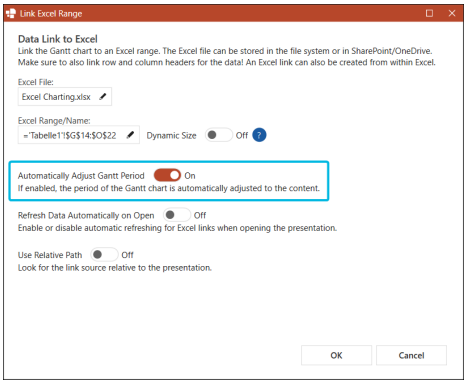


Figure 153. Enable Automatic Adjustments

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

A dialog box opens (Figure 154).

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

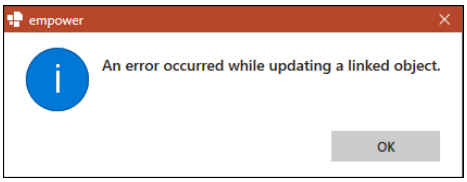


Figure 154. Error Message

Click on the button **Open Link Source** to examine and adjust the Excel range again (Figure 155).

Click on the button **Show Details** to open an error list (Figure 156).

Figure 155. Notification Bar for Invalid Gantt Excel Range – Button **Open Link Source**

Figure 156. 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 157).

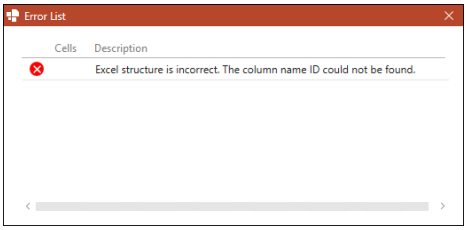


Figure 157. Error List

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 158).

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

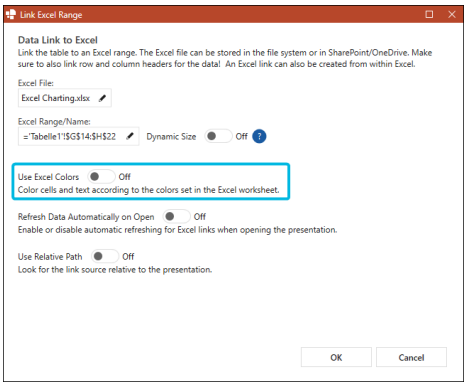


Figure 158. Enable Excel Colors

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 159).

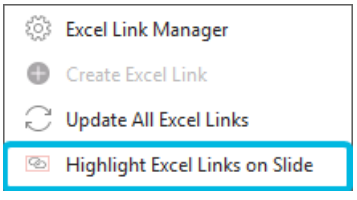


Figure 159. Option **Highlight Excel Links on Slide**

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 160).

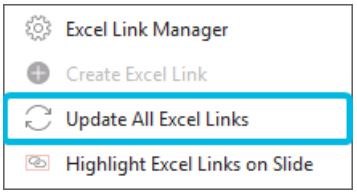


Figure 160. Option **Update all Excel Links**

If there are any updates, a dialog box opens (Figure 161).
Here, confirm if you want to apply the changes.

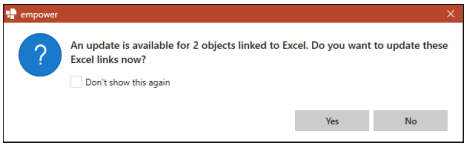


Figure 161. Update Notification for Entire Presentation

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 162).
   The last opened PowerPoint file opens.
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 163).
   A notification bar appears.
6. To edit the default settings, click on the button **Edit Settings** (Figure 134).
   The Excel link settings open.

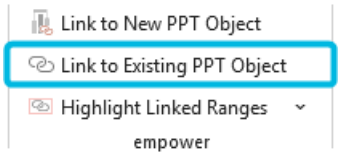


Figure 162. Button **Link to Existing PPT Object**

Figure 163. 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 164).

Figure 164. Button **Replace Link**

To abort the process, click on the button **Cancel** above an object (Figure 165).

Figure 165. 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 166).
   The chart type selection opens.
4. Choose the chart type you want to use (Figure 167).
   Alternatively, you can link the Excel range as an image.
   The last opened PowerPoint file opens.

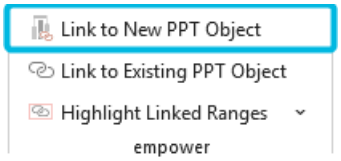


Figure 166. Button **Link to New PPT Object**

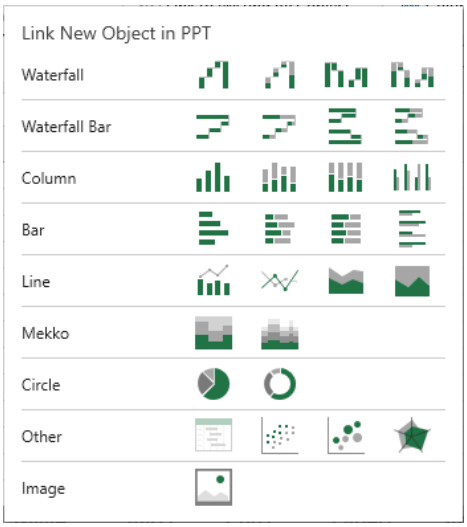


Figure 167. Chart Type Selection

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 134).
   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 168**).

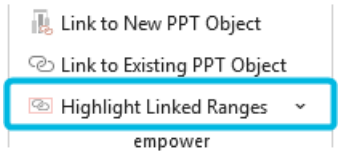


Figure 168. Button **Highlight Linked Ranges**

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 169**).

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

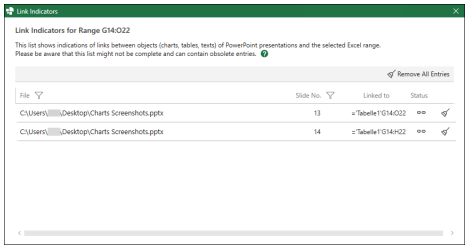


Figure 169. Excel Link Overview

To open the PowerPoint file with the linked chart, select the entry from the list and click on the button **Open** (**Figure 170**).

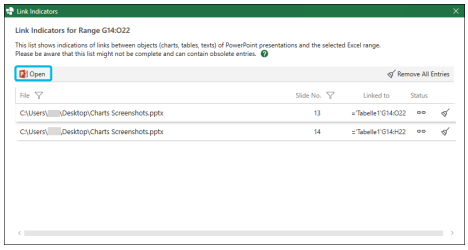


Figure 170. Button **Open**

If PowerPoint is already open, click on the button **Jump to Slide** (**Figure 171 (1)**).

In this case, you can also refresh all Excel links at once, using the button **Refresh** (**Figure 171 (2)**).

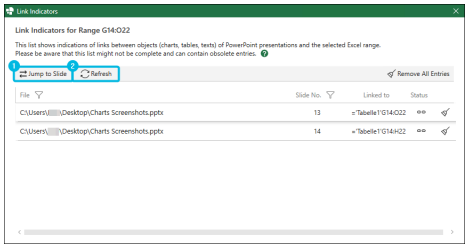


Figure 171. Buttons **Jump to Slide** and **Refresh**

To remove an entry from the list, click on the **broom** symbol (Figure 172).

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

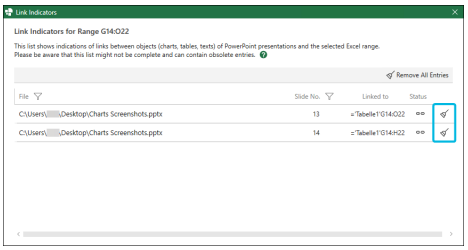


Figure 172. **Broom** Symbols for Single Entries

You can also remove all entries at once by clicking on the button **Remove All Entries** (Figure 173).

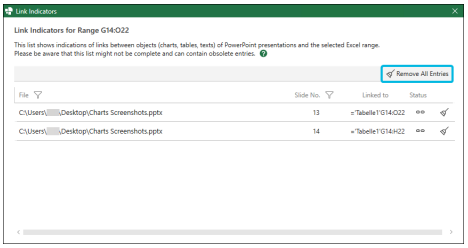


Figure 173. Button **Remove All Entries**

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 174).

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

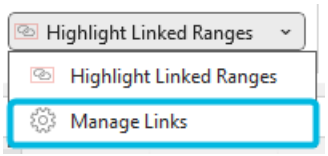


Figure 174. Option **Manage Links**

3.7. 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 175).

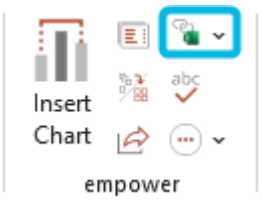


Figure 175. Button **Excel-Link**

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

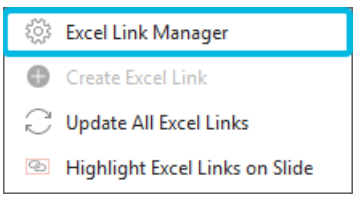


Figure 176. Option **Excel Link Manager**

In the list, you can select one or multiple Excel links (Figure 177 (1)).

If you click on one element, it will be highlighted in the presentation with an orange frame (Figure 177 (2)).

Alternatively, you can select the element from the list and click on the button **Highlight in PowerPoint** (Figure 177 (3)).

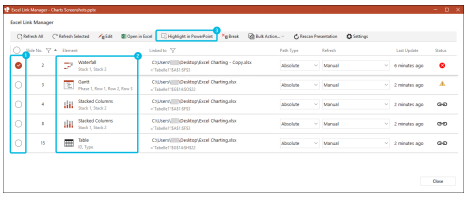


Figure 177. Selection and Highlighting Options

If you click on a link, the Excel file with the linked Excel range opens (Figure 178 (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 178 (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 178 (3)).

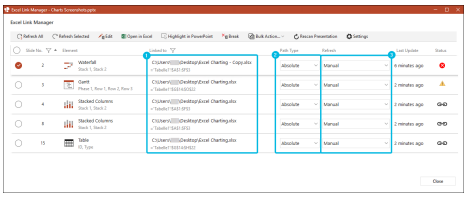


Figure 178. Path Settings And Refresh Options

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 179).

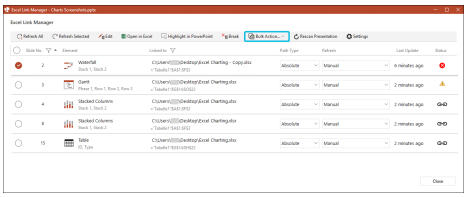


Figure 179. Button **Bulk Action...**

To use absolute paths for all selected Excel links in the list, choose the option **Use Absolute Path** (Figure 180 (1)).

To use relative paths for all selected Excel links in the list, choose the option **Use Relative Path** (Figure 180 (2)).

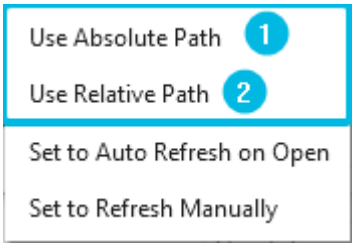


Figure 180. Path Options

To update all selected Excel links automatically when opening the presentation, choose the option **Set to Auto Refresh on Open** (Figure 181 (1)).

To disable the automatic update, choose the option **Set to Refresh Manually** (Figure 181 (2)).

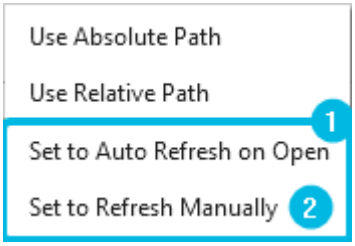


Figure 181. Automatic Refresh Options

On the right-hand side of the window, the link status and the last update time stamp is displayed (Figure 182).

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.

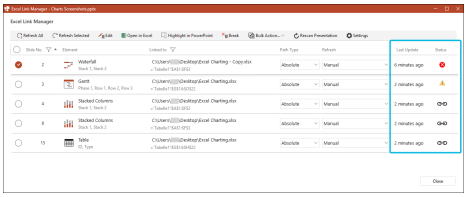


Figure 182. Status Display for Valid and Broken Links

For linked online files and files with an unknown status, separate status symbols are displayed (Figure 183).

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.

Hover over the symbols to show further information.

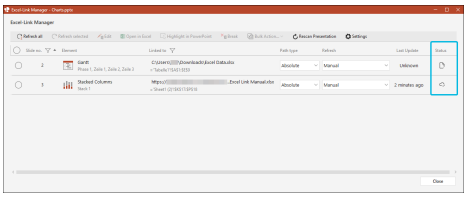


Figure 183. Status Display for Online Links and Unknown Status

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 184).

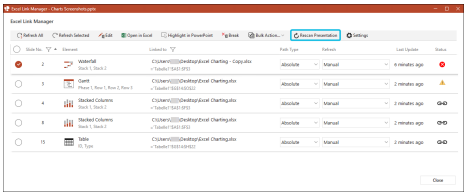


Figure 184. Button **Rescan Presentation**

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 185).

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

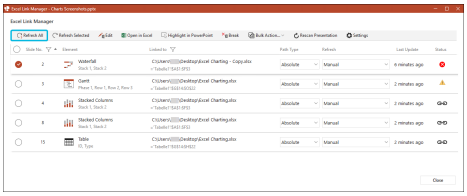


Figure 185. Button **Refresh All**

To refresh only one or certain Excel links, select them from the list and click on the button **Refresh Selected** (Figure 186).

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

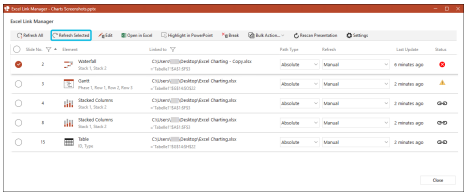


Figure 186. Button **Refresh Selected**

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 187).

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.

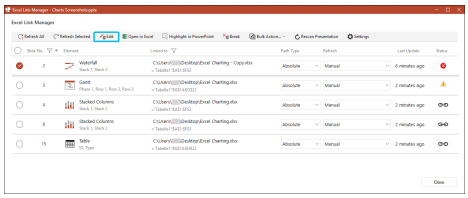


Figure 187. Button **Edit**

To edit the Excel range that is linked to an element, select the element and click on the button **Open in Excel** (Figure 188).

The Excel file opens and the linked range is preselected.

Here, you can make changes to the linked data.

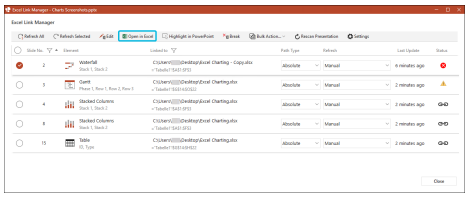


Figure 188. Button **Open in Excel**

To remove one or more Excel link, select them from the list and click on the button **Break** (Figure 189).

A dialog box opens.

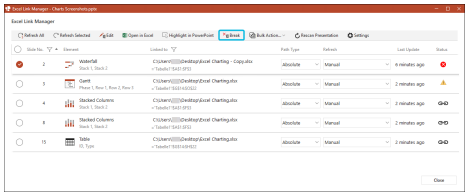


Figure 189. Button **Break**

To confirm the process, click on the button **Yes** (Figure 190).

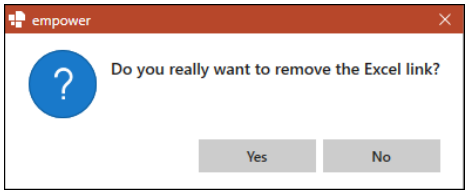


Figure 190. Excel Link Removal Dialog Box

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 191).

A dialog box opens.

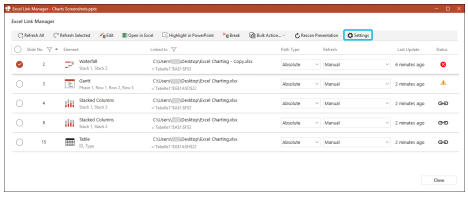


Figure 191. Button **Settings**

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 192).

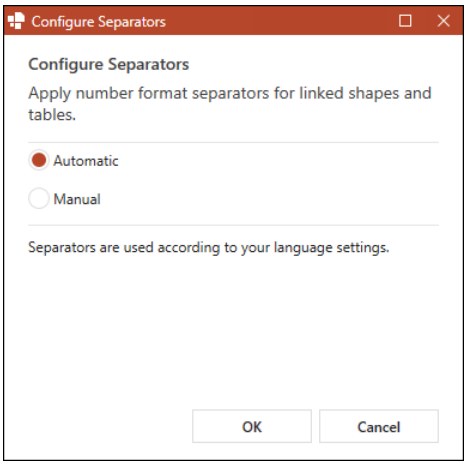


Figure 192. Option **Automatic**

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

Your options are now displayed (Figure 193).

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**.

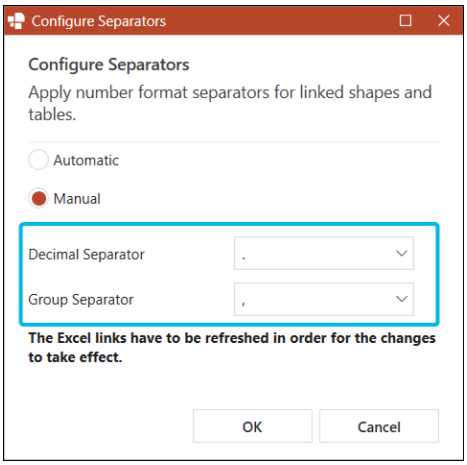


Figure 193. Set Separators Manually

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

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

3.8. Convert Charts

You can convert charts that have either been created with the PowerPoint built-in feature or with the software product think-cell®[1] into empower® Charts.

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

[1]think-cell® is a registered trademark of think-cell Software GmbH.

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 194).
   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 195).

A progress spinner appears. Your chart is converted into the corresponding empower® Chart.
You can now use all empower® Features to edit your chart.

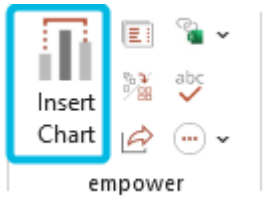


Figure 194. Button **Insert Chart**

Figure 195. Chart Type Selection for Conversion

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 196). The chart type selection opens and you can choose which chart type you want to convert the selected chart to.

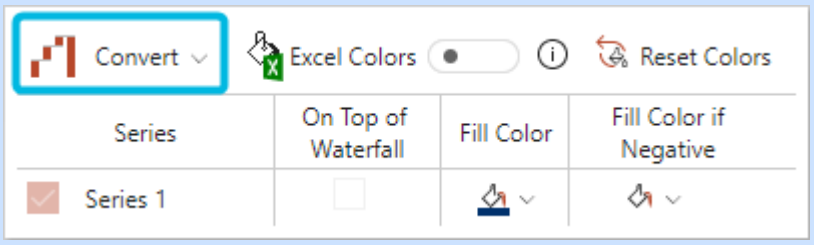


Figure 196. Button **Convert** for Single Chart

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 197).

Figure 197. Button **More**

Then, choose the option **Convert All Charts on Slide (Beta)** (Figure 198).

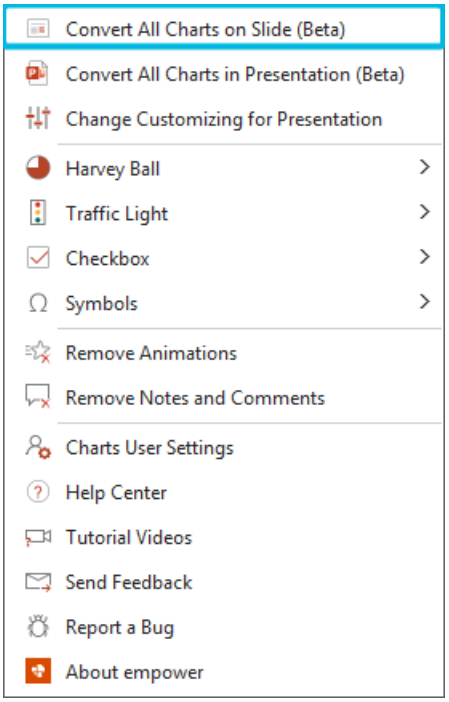


Figure 198. Option **Convert all charts on slide (Beta)**

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 199).

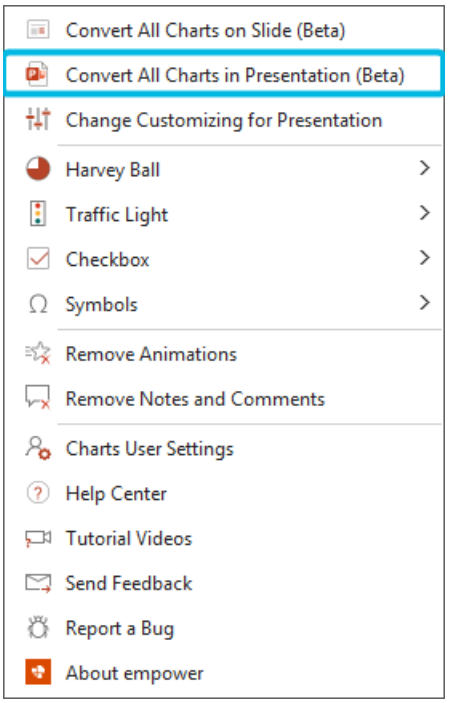


Figure 199. Option **Convert all charts in presentation (Beta)**

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.

3.9. 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 200**).

Figure 200. 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 201).

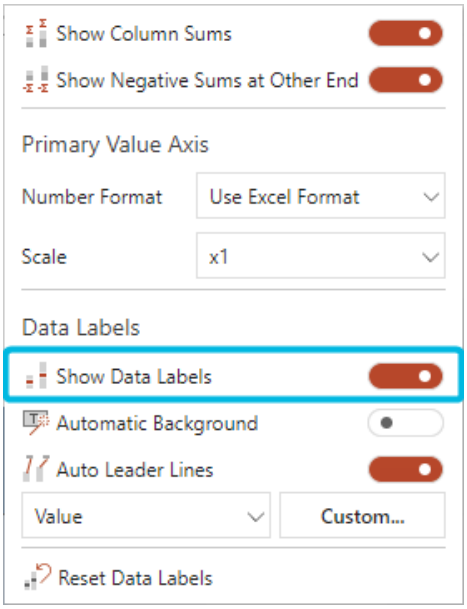


Figure 201. Option **Show Data Labels**

By default, all data labels have an automatic background.

To disable this automatic background, switch the toggle button for **Automatic Background** to *Off* (Figure 202).

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

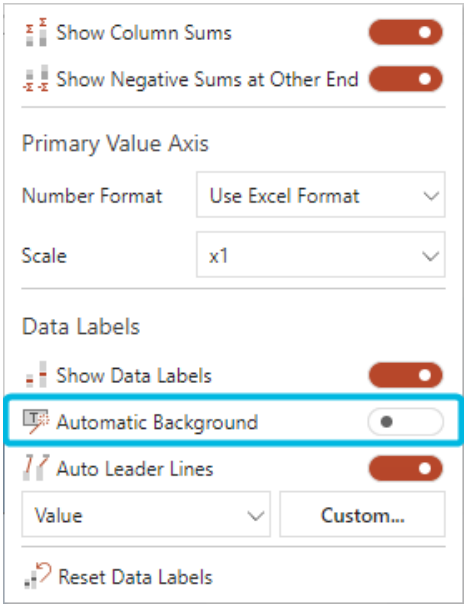


Figure 202. Option **Automatic Background**

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 203).

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 203. Leader Lines in Chart

To disable these automatic leader lines, switch the toggle button for **Auto Leader Lines** to *Off* (Figure 204).

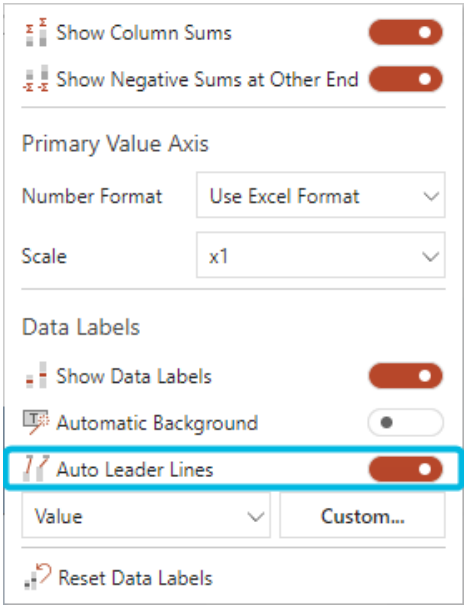


Figure 204. Option **Auto Leader Lines**

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 205).

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

For further information regarding custom labels, see Custom Labels.

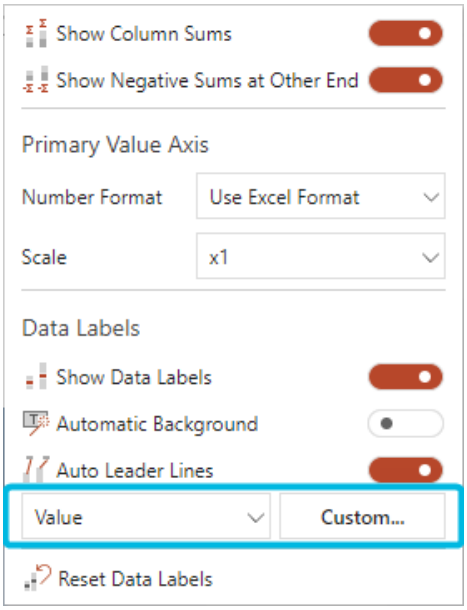


Figure 205. Define Label Format

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 206).

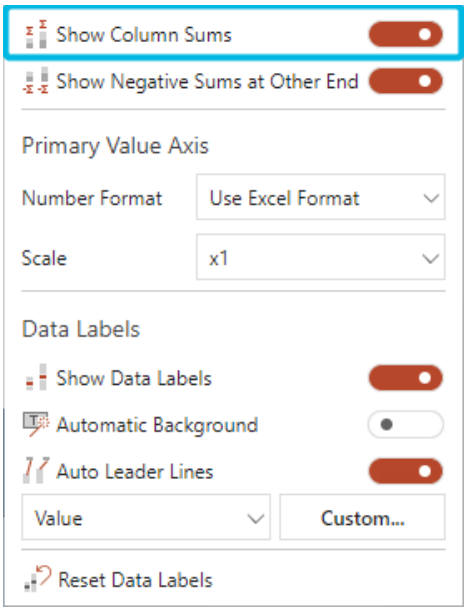


Figure 206. Option **Show Column Sums**

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 207).

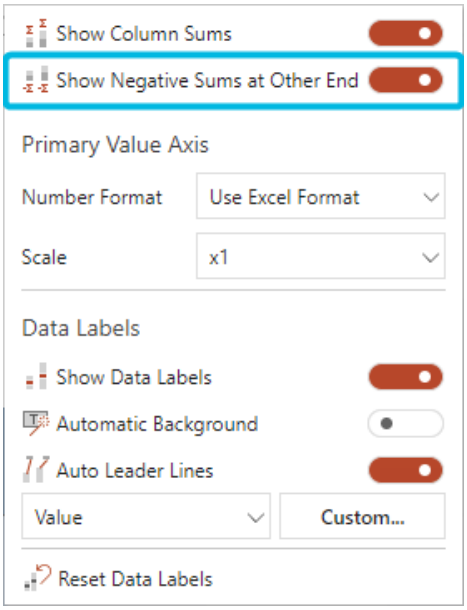


Figure 207. Option **Show Negative Column Sums at Other End**

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 208).

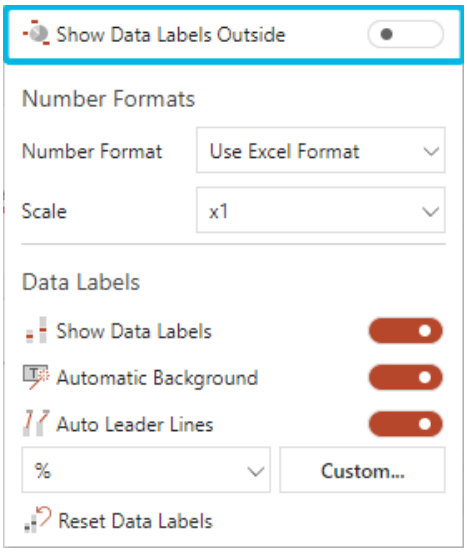


Figure 208. Option **Show Data Labels Outside**

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 209).

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

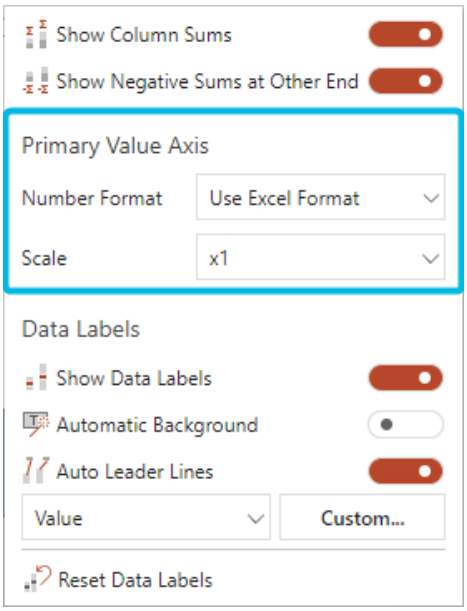


Figure 209. Axis Settings

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

A dialog box opens (Figure 210).

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.

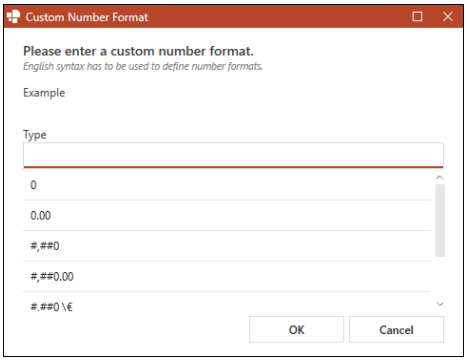


Figure 210. Dialog Box for Custom Number Format

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 211).
A dialog box opens.

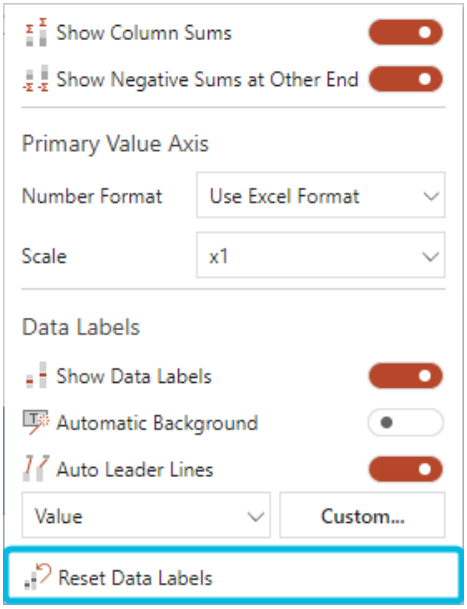


Figure 211. Option **Reset Data Labels**

In this dialog box, you can choose which properties of the data labels should be reset (Figure 212).
By default, the option **Everything** is selected.
To deselect an option, untick its checkbox.
To select an option, tick its checkbox.
To confirm your selection, click on the button **OK**.

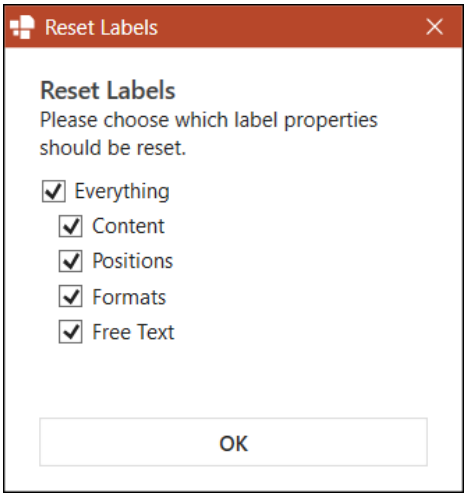


Figure 212. Reset Data Labels

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 213).
The label is added to the object.
To remove the label, click on the same button (Figure 214).

Figure 213. Button **Label** – Enable

Figure 214. Button **Label** – Disable

To add label to a data chart object, select the object and click on the button **Show Label** (Figure 215).

Figure 215. Button **Show Label**

To remove the label, click on the same button.

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

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

To select 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.

Alternatively, select a label and then press **Ctrl** + **A**. All labels in the same series will be selected.

If you press **Ctrl** + **A** a second time, all labels in all series will be selected.

If you press **Ctrl** + **A** a third time, all labels including sum and category labels will be selected.

To select multiple labels from different series, hold down **Ctrl** and select all labels you want to edit.

To select multiple labels in a specific area of the chart, click on the first label. Then press **Shift** and click on the last label. All labels within the rectangular span between the two selected labels will be selected.

After your selection, a menu opens.

Here, you can format the label according to your needs (Figure 216).

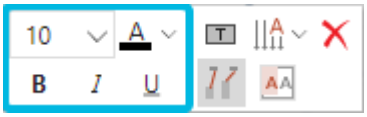


Figure 216. Formatting Options for Labels

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 Data Label Background** (Figure 217).

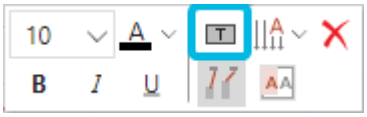


Figure 217. Button **Show Data Label Background**

The background will always be colored in the object's or data point's fill color (Figure 218).

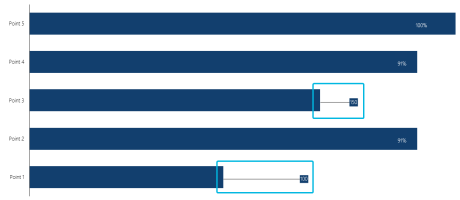


Figure 218. Labels with Background

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, double-click into the label's text field.

For further information regarding partial text formatting and free text, see **Format Text Partially**.

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 219).

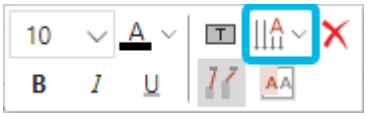


Figure 219. Button **Change Text Direction**

Then, choose an option.

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 220 **(1)**).

If you want to use a custom label, click on the button **Custom** (Figure 220 **(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 220 **(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 220 **(4)**).

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

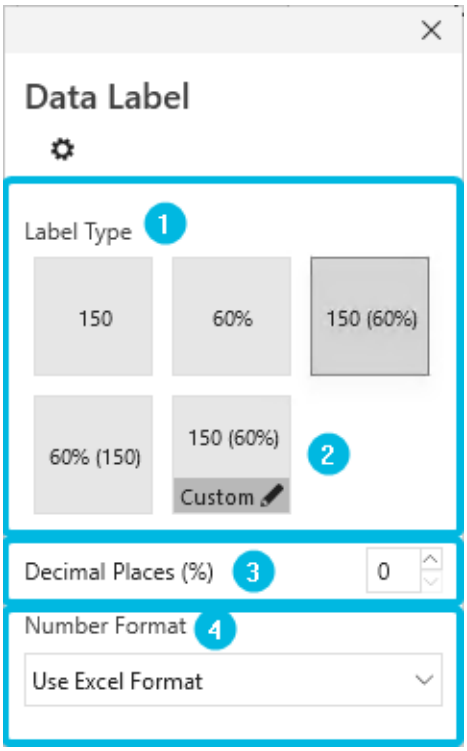


Figure 220. Data Label Menu

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

A dialog box opens (Figure 221).

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.

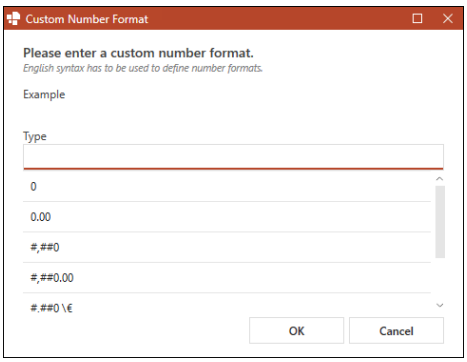


Figure 221. Dialog Box for Custom Number Format

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 222**).

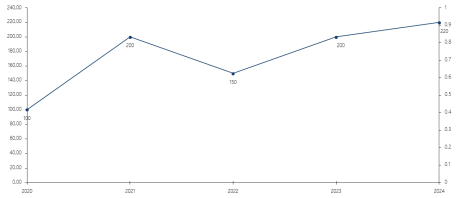


Figure 222. Line Chart with Labels below Line

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 223**).

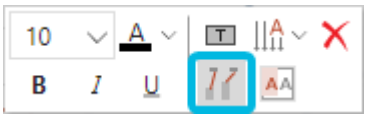


Figure 223. Button **Automatic Leader Line**

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, coordinates 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 224).

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

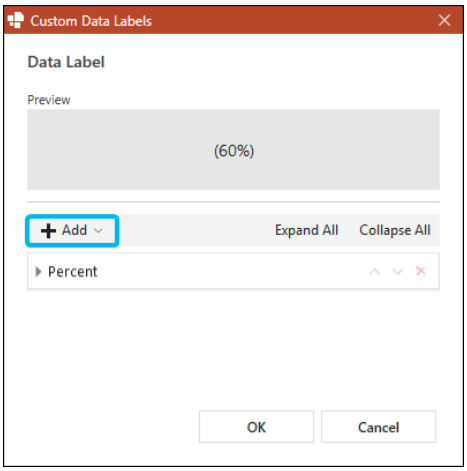


Figure 224. Button **Add**

To display all details for all text elements, click on the button **Expand All** (Figure 225 **(1)**).

To hide the details for all text elements, click on the button **Collapse All** (Figure 225 **(2)**).

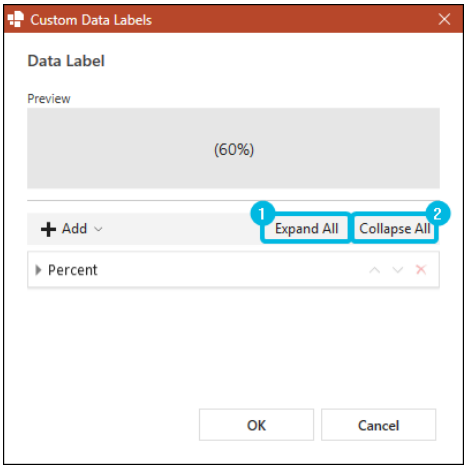


Figure 225. Expand and Collapse Settings

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 226).

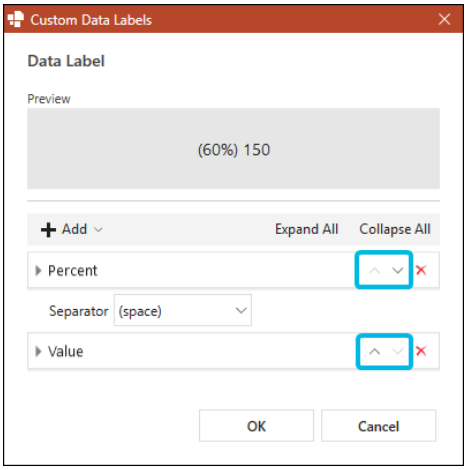


Figure 226. Rearrange Element Order

For values, you can decide if you want to use absolute values or not (**Figure 227**).

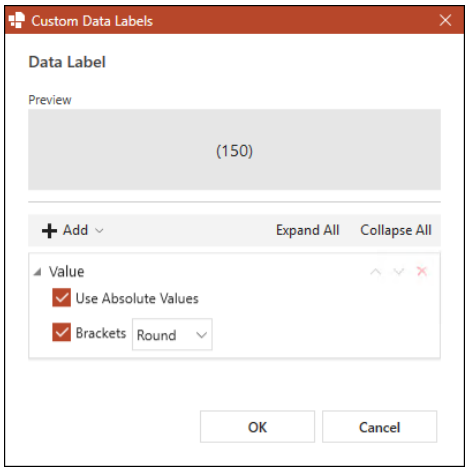


Figure 227. Settings for Value Element

For coordinates, you can also decide if you want to use absolute values or not (**Figure 228**).

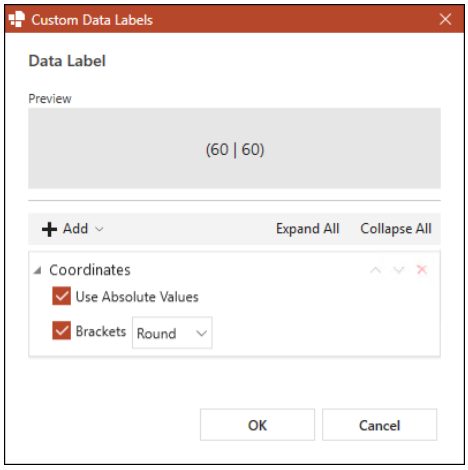


Figure 228. Settings for Coordinates Element

For percentages, you can decide how many decimal places you want to display (**Figure 229**).

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.

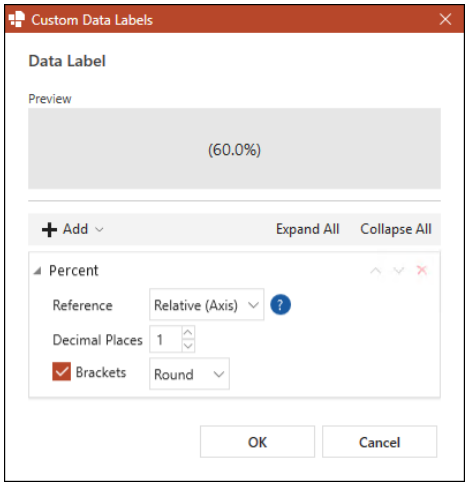


Figure 229. Settings for Percentage Element

If choose the option **Series**, the series name as defined in the mini Excel will be displayed (**Figure 230**).

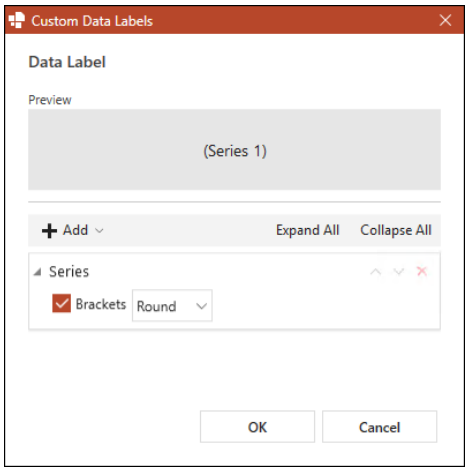


Figure 230. Settings for Series Element

If you choose the option **Category**, the category name as defined in the mini Excel will be displayed (**Figure 231**).

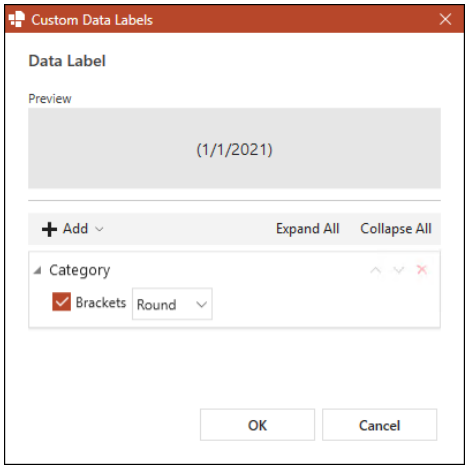


Figure 231. Settings for Category Element

If you choose the option **Excel Label**, the label as defined in the mini Excel will be displayed (**Figure 232**).

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.

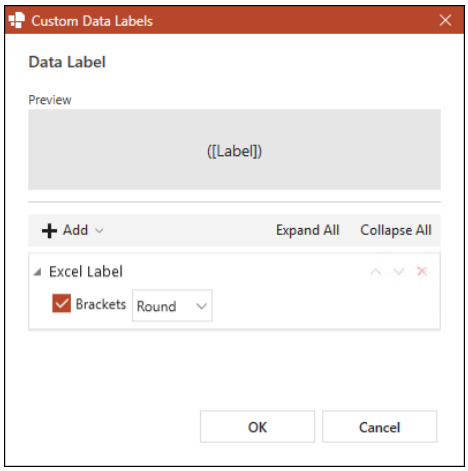


Figure 232. Settings for Excel Label Element

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 233).

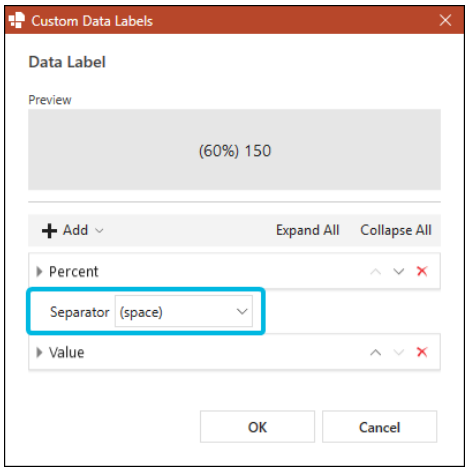


Figure 233. Define Separator

To use a custom separator, choose the option **Custom...** (Figure 234).

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

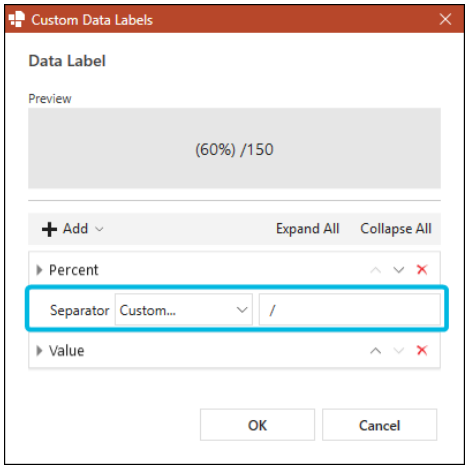


Figure 234. Define Custom Separator

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 235 **(1)**).

To delete one of the text elements from your text format, click on the **cross** symbol (Figure 235 **(2)**).

If you have finished, click on the button **OK** (Figure 235 **(3)**).

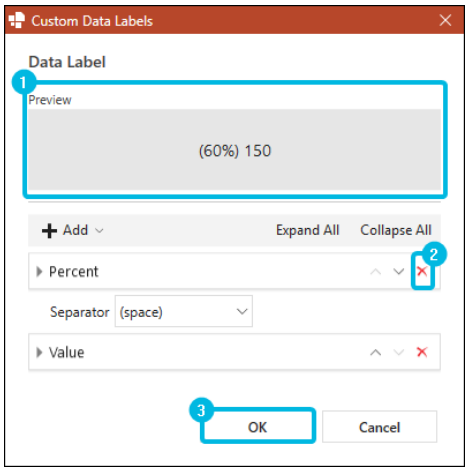


Figure 235. Finalize Custom Text Format

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.

For further information regarding partial text formatting and free text in labels, see **Format Text Partially**.

Format Text Partially

If you want to have more complex labels, you can format those labels partially or add pre- and postfixes.

Doing so, you can color parts of a label, add text to a label, change the font size for parts of the label and format parts of a label in bold, italics etc.

In addition, you can apply hyperlinks on labels or parts of labels in Gantt charts.

The automatically generated label texts, e.g. dates or values, can only be formatted as a whole.

If required, they can be deleted completely.

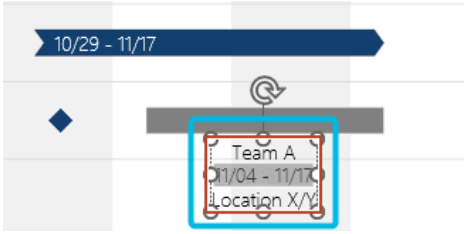


Figure 236. Automatic Label Part

To enter free formatting mode, either double-click on the label or select the label and click on the button **Modify Label Freely** in the menu.

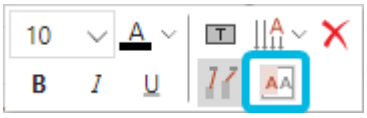


Figure 237. Button **Modify Label Freely**

To add text to a label, navigate to the respective position inside the label and type in your text.

To insert line breaks, press **Enter**.

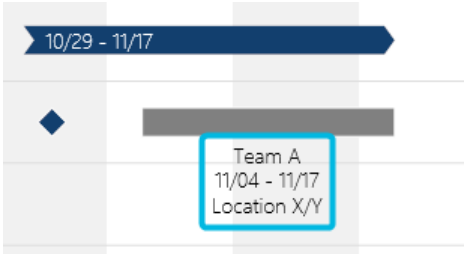


Figure 238. Label with Free Text

To format parts of the label, select the part you want to format and use the PowerPoint built-in features to format the text.

You can use as many different formatting options inside a label as you want.

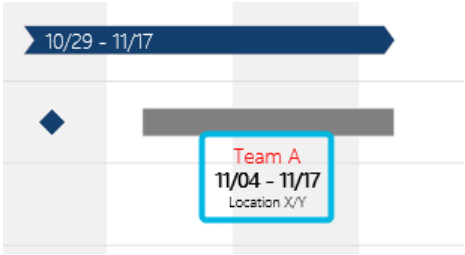


Figure 239. Label with Partial Formatting

For labels in Gantt charts, you can also apply hyperlinks in free formatting mode.

To apply a hyperlink on the label or part of the label, select the text and right-click on it.

Then, choose the option **Link**. A dialog box opens.

You can either add a link to a website or to another file or slide.

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

You can also add multiple hyperlinks to a single label.

If you now hover over the link, a tooltip showing the link information appears.

To follow the link, press **Ctrl** and click on the link.

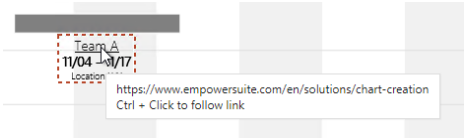


Figure 240. Label with Hyperlink

To change a label's position or text alignment settings, leave free formatting mode and use the empower® Features in the menu.

If you make changes using PowerPoint built-in features, those changes might be revoked after leaving free formatting mode.

If you edit a Gantt chart which is linked to Excel, all changes such as added chart objects, added label texts and text changes are revoked after the next Excel link update. If you only edit the formatting inside a label, these changes are not revoked.

If you want to keep your changes, either make the changes in the linked Excel file or break the Excel link.

The time axis labels in Gantt charts cannot be formatted freely.

Hyperlinks cannot be used with data charts.

Your textual changes inside the labels are also reflected in the mini Excel. Formatting changes are not displayed in the mini Excel.

If you have the mini Excel open, you cannot use free formatting mode.

3.10. Use Custom Colors

When editing the color of chart objects, you can choose from the customizing colors that have been defined by your company.

In addition, you can add custom colors if the available colors do not match your needs.

If you have already added custom colors, you can find them under *Custom Colors* in your color picker (**Figure 241**).

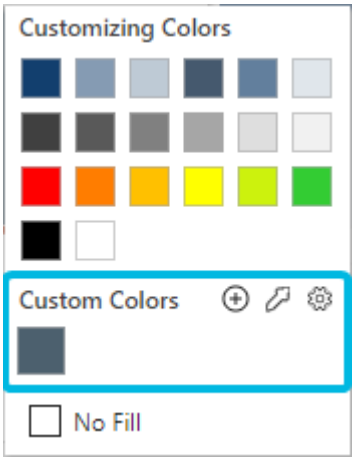


Figure 241. Custom Colors

Custom colors are independent of the customizings. If you change your customizing via the user settings or for a single chart, this does not affect your custom colors.

Manage Custom Colors

To view and manage your custom colors, click on the on the **gear** symbol next to *Custom Colors* (**Figure 242**).

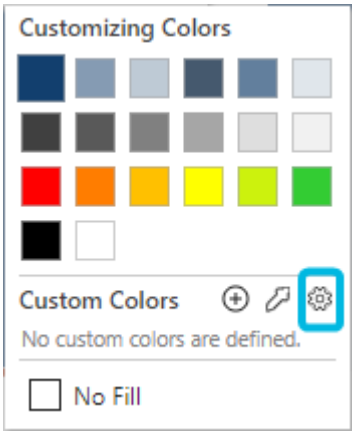


Figure 242. **Gear** Symbol for Custom Colors

On the left-hand side of the dialog box, you can view all custom colors (**Figure 243**).

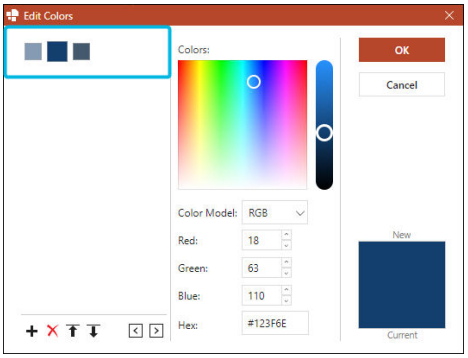


Figure 243. Available Custom Colors

On the right-hand side, the selected color and its respective values are displayed (**Figure 244**).

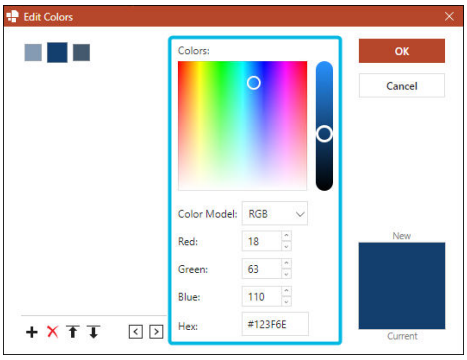


Figure 244. Color Display

If you have added multiple colors, you can change the display order of the colors using the **arrow** symbols on the bottom of the dialog box (**Figure 245**).

The display order is then reflected in the color picker.

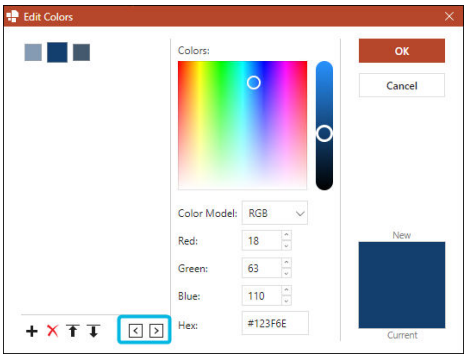


Figure 245. Rearrange Colors

Add and Delete Colors

To add a custom color to your color picker, follow the following steps:

1. Click on the **plus** symbol next to *Custom Colors* (**Figure 246**).
   A dialog box opens.

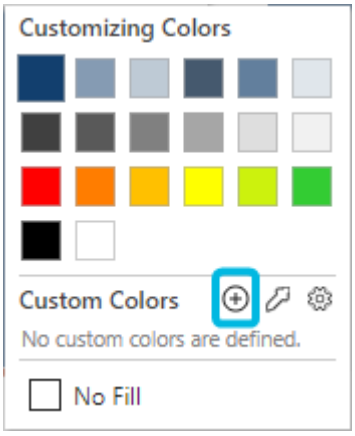


Figure 246. **Plus** Symbol for Custom Colors

2. Either pick a new color from the color scheme (Figure 247 **(1)**) or enter the color values to define the custom color.
   a. To enter specific values, first choose a color model you want to use (Figure 247 **(2)**).
   b. Then, enter the values into the input fields (Figure 247 **(3)**).
   Alternatively, you can enter the HEX value directly.
3. If you have finished, click on the button **OK** to save your changes (Figure 247 **(4)**).
   The new color is added to the color picker.

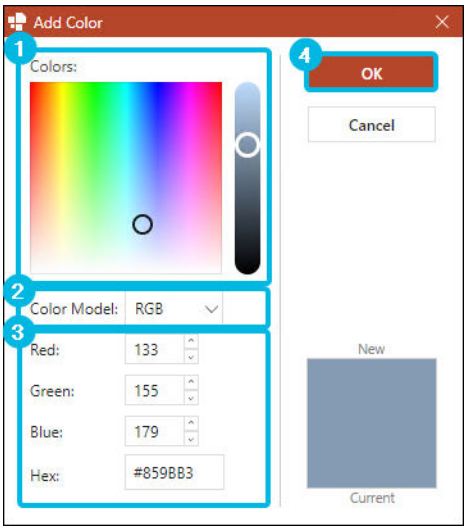


Figure 247. Add Color

To add multiple custom colors at once, follow the following steps:

1. Click on the **gear** symbol next to *Custom Colors*.
   A dialog box opens.
2. Click on the **plus** symbol at the bottom of the dialog box (Figure 248).
   The currently selected color will be added as a copy.
   If you have not selected any of the colors, the color of the selected element is preselected.
3. Make all required changes as described above.
4. If you have finished, click on the button **OK** to save your changes.

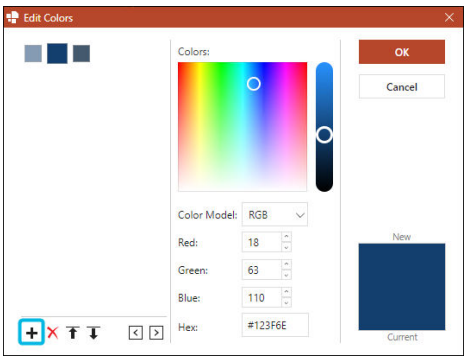


Figure 248. Add More Colors

If you have selected multiple elements, the color of the majority of elements is preselected in the color scheme. If there is no majority, no color is preselected.

If you pick a color from the color scheme, the values are calculated automatically.

To delete a color, open the dialog box via the **gear** symbol and select the color from the list in the dialog box.
Then, click on the **cross** symbol (Figure 249).

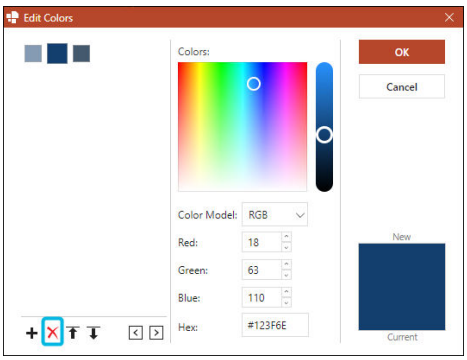


Figure 249. **Cross** Symbol for Custom Colors

Use the Eyedropper

If you want to reuse a color that is present in your current presentation or another opened presentation, you can use the eyedropper to add this color to your custom colors and apply the color to the currently selected chart object.

To do so, follow the following steps:

1. Open the color picker for the chart object you want to apply the color to.
2. Click on the **eyedropper** symbol next to *Custom Colors* (**Figure 250**).

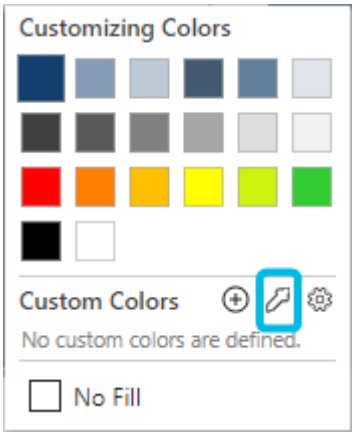


Figure 250. **Eyedropper** Symbol for Custom Colors

3. Navigate to the color you want to use.
   Your mouse cursor is displayed as an eyedropper and the colors are displayed next to it (**Figure 251**).
   The color can also be located in another open PowerPoint presentation.

Figure 251. Eyedropper with Color Display

4. Click on this color.
   You will be navigated back to the selected chart object and a dialog box opens.
   All values for the selected color are entered automatically.
5. If everything is displayed as required, click on the button **OK** (**Figure 252**).
   If you want to change anything, you can make these changes directly in the dialog box.

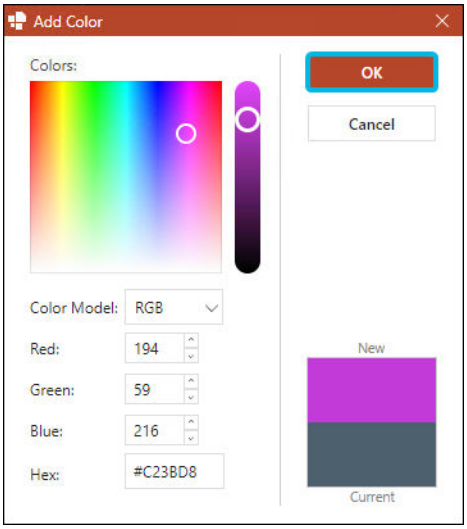


Figure 252. Button **OK** for Eyedropper Color

The color is now added to your custom colors and it is automatically applied to your currently selected chart object.

To leave the eyedropper mode without choosing a color, press **ESC**.

If you add a color via the eyedropper which is already part of your custom colors, the color is added as a duplicate.

Edit a Custom Color

To edit an existing custom color, follow the following steps:

1. Click on the **gear** symbol next to *Custom Colors*.
   A dialog box opens.
2. In this dialog box, select the color you want to edit from the list on the left-hand side of the dialog box.
3. On the right-hand side of the dialog box, either pick a new color from the color scheme or change the values to define the new color.
   a. To enter specific values, first choose a color model you want to use.
   b. Then, enter the values into the input fields.
   Alternatively, you can enter the HEX value directly.
4. If you have finished, click on the button **OK** to save your changes.

If you pick a color from the color scheme, the values are calculated automatically.

If you edit a color, the changes are not automatically applied on objects the color has been used on.

After editing you color, you need to change the object colors manually.

Import and Export Custom Colors

Custom colors can be shared with colleagues.

This means that you can receive a selection of custom colors from a colleague or share your selection of custom colors with another colleague.

This can be helpful to keep consistency between charts created within a company or within a single department which needs colors that differ from the corporate design.

To export your custom colors, follow the following steps:

1. Click on the **gear** symbol.
   A dialog box opens.

2. On the bottom of this dialog box, click on the **export** symbol (Figure 253).
   You file explorer opens.
3. Navigate to the location where you want to save the export.
4. Save the file to this location.
   You can name the file as you like.

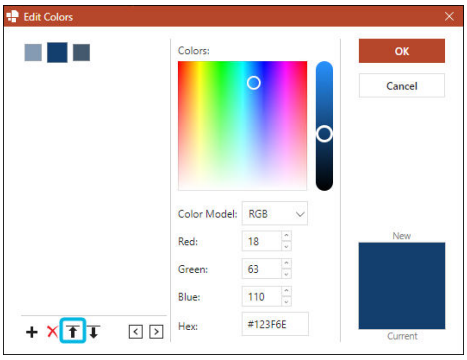


Figure 253. Button **Export Colors**

The custom colors are saved in a .json file.

You can now share this .json file with your colleagues to provide them with your custom colors.

If someone shares their custom colors with you, you also receive a .json file.

To import this file and add the custom colors, follow the following steps:

1. Click on the **gear** symbol.
   A dialog box opens.
2. On the bottom of this dialog box, click on the **import** symbol (Figure 254).
   You file explorer opens.
3. Navigate to the storage location of the .json file you have received.
4. Open this file.
   The custom colors are added to your list of custom colors.

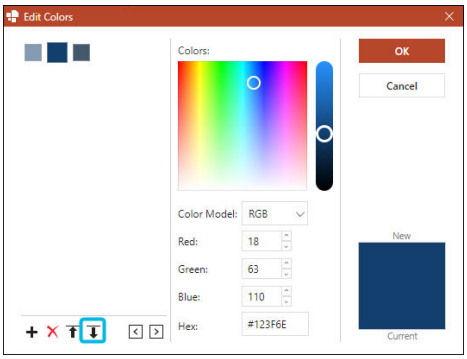


Figure 254. Button **Import Colors**

In case the .json file contains a duplicate of a color that is already part of your custom colors, a dialog box opens (Figure 255).

In this dialog box, you can decide if you want to replace the currently existing colors or save the new colors as duplicates.

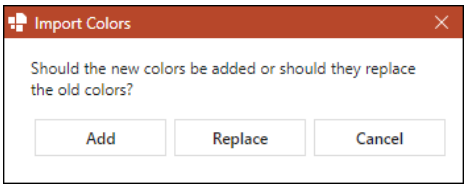


Figure 255. Dialog Box for Existing Colors

4. Data Charts

With empower® Chart Creation, 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 256).

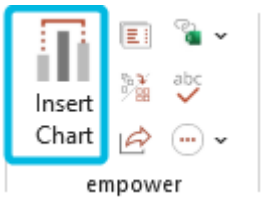


Figure 256. Button **Insert Chart**

Then, choose one of the chart types (Figure 257).

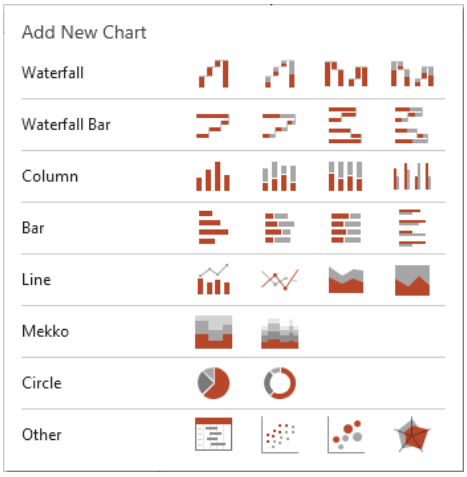


Figure 257. Chart Type Selection

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 258, Figure 259).

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

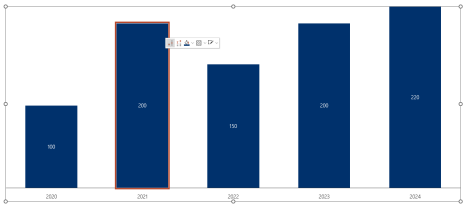


Figure 258. Data Point

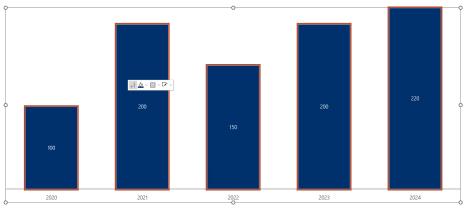


Figure 259. Data Series

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 260).

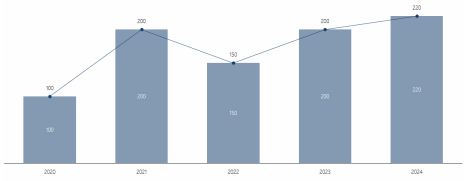


Figure 260. Mixed Chart

To insert a mixed chart, open the chart type selection and select *Mixed* under *Lines* (Figure 261).

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.

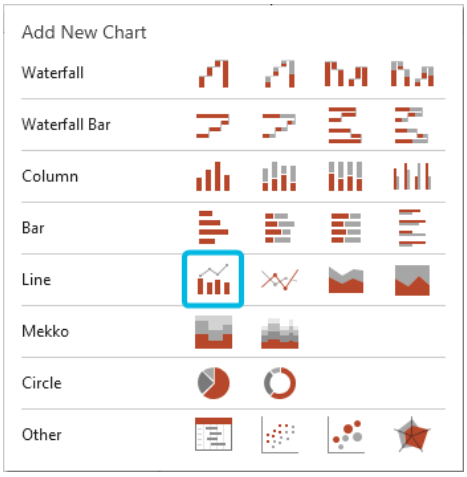


Figure 261. Mixed Chart in Chart Type Selection

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

4.1. 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 262).

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 262. 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 263). Then click on the button **OK**.

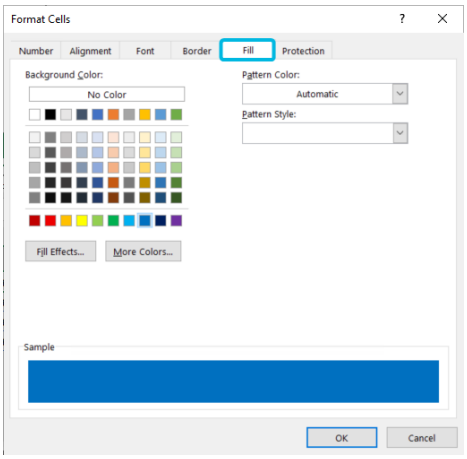


Figure 263. Color Options

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 264).

Here, switch the toggle button for **Excel Colors** to *On* (Figure 265).

Figure 264. Button **Series**

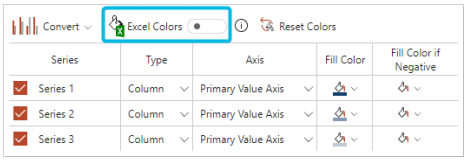


Figure 265. Toggle Button for **Excel Colors**

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 266**).

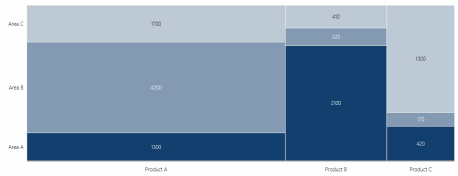


Figure 266. Marimekko Chart

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 267**).

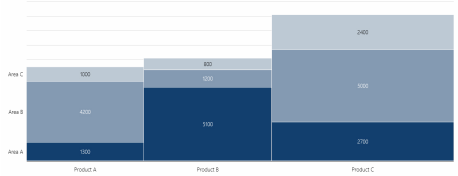


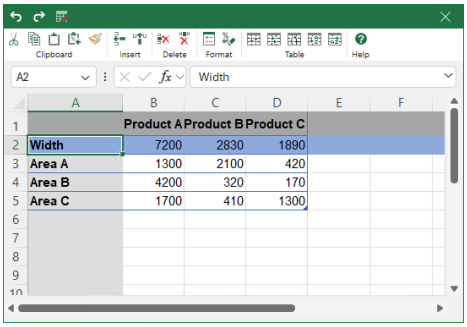
Figure 267. Column Mekko Chart

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 268**).

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 268. 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 269**).

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.

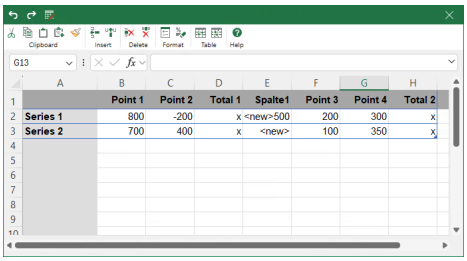
The column itself does not contain a formula. However, the sums are calculated automatically and displayed in the chart accordingly.

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 269**).



	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 269. Waterfall Chart Mini Excel

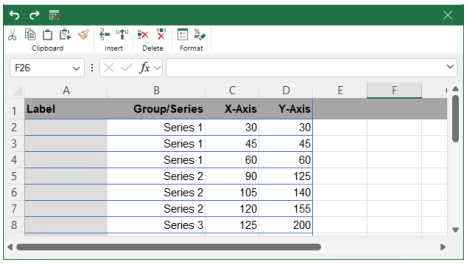
Mini Excel for Bubble and Scatter Charts

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 270**).

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 270. Scatter Chart Mini Excel

Mini Excel for Butterfly Charts

Butterfly charts can be created from stacked column charts (**Figure 271**).

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

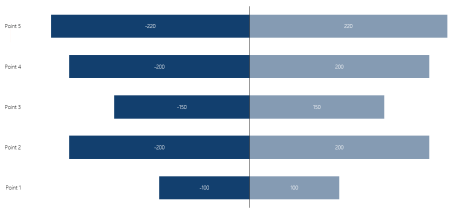


Figure 271. Butterfly Chart

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 270).

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

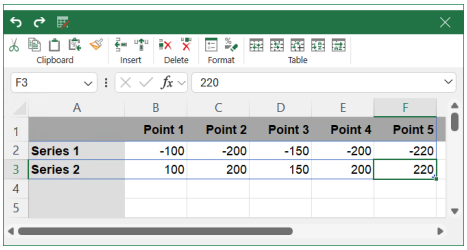


Figure 272. Butterfly Chart Mini Excel

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

4.2. 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 273).

Figure 273. 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 274).

A menu opens.

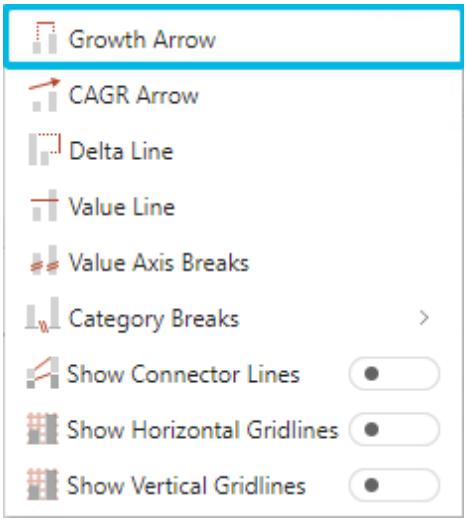


Figure 274. Option **Growth Arrow**

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 275).

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

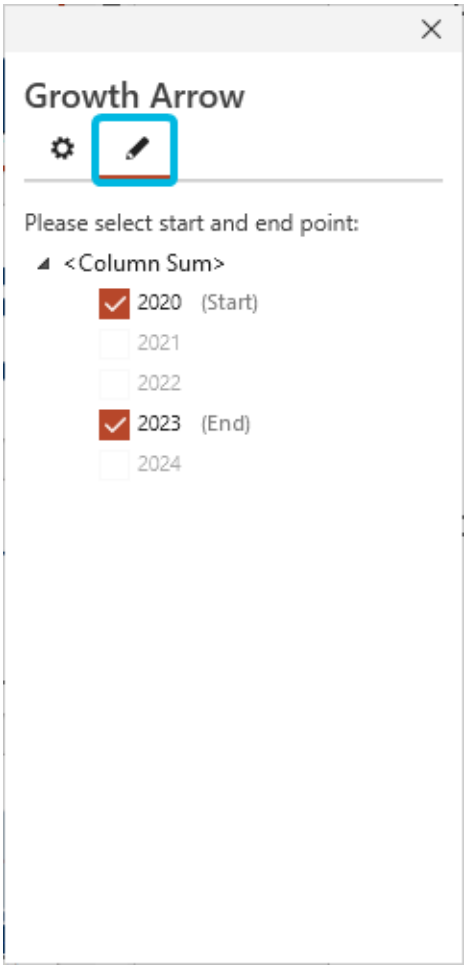


Figure 275. Define Start And End Point for Growth Arrow

The growth arrow is inserted into your chart (Figure 276).

You can add as many growth arrows as you need.

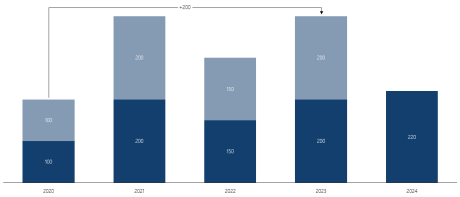


Figure 276. Growth Arrow in Chart

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 277).

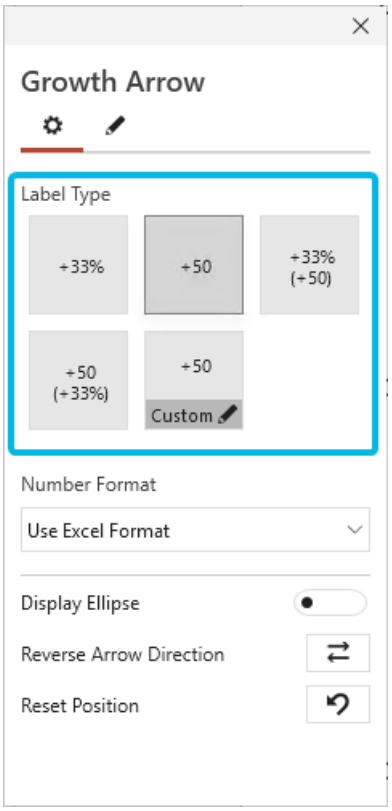


Figure 277. Define Label Type for Growth Arrow

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 278).

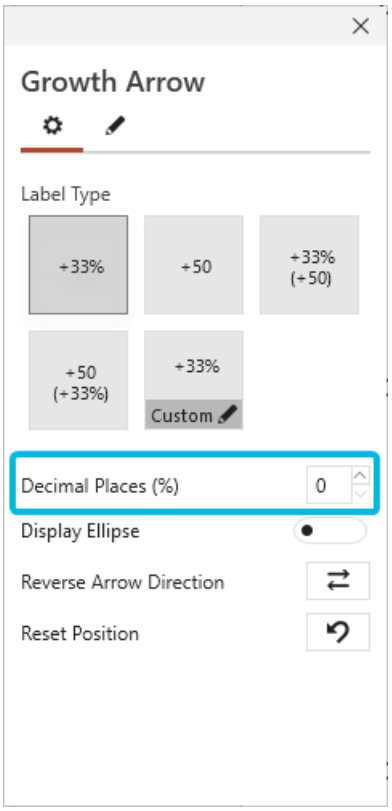


Figure 278. Set Decimal Spaces for Growth Arrow Label

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 279).

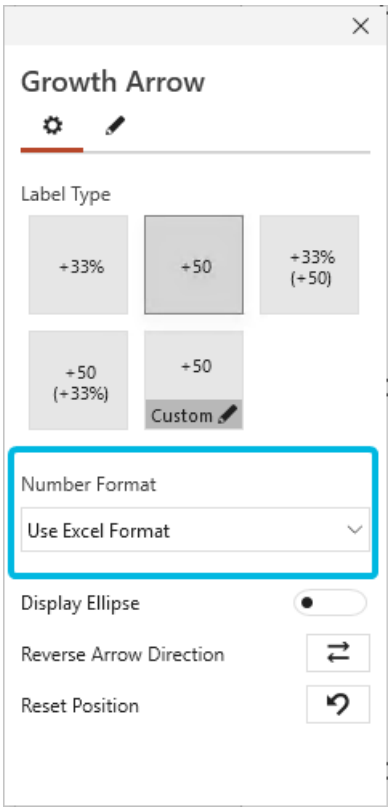


Figure 279. Set Number Format for Growth Arrow Label

If you want to display an ellipse, switch the toggle button for **Display Ellipse** to *On* (Figure 280).

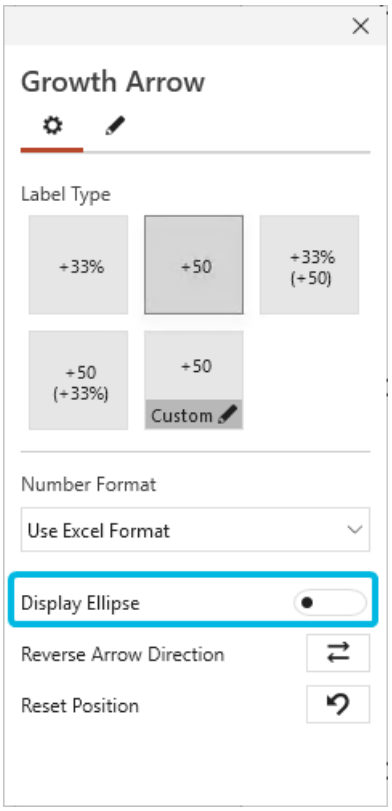


Figure 280. Display Ellipse for Growth Arrow

An ellipse is displayed in the growth arrow (Figure 281).
This ellipse can also be colored.

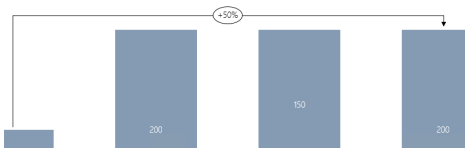


Figure 281. Growth Arrow with Ellipse

To reverse the direction of the growth arrow, click on the button next to *Reverse Arrow Direction* (Figure 282).

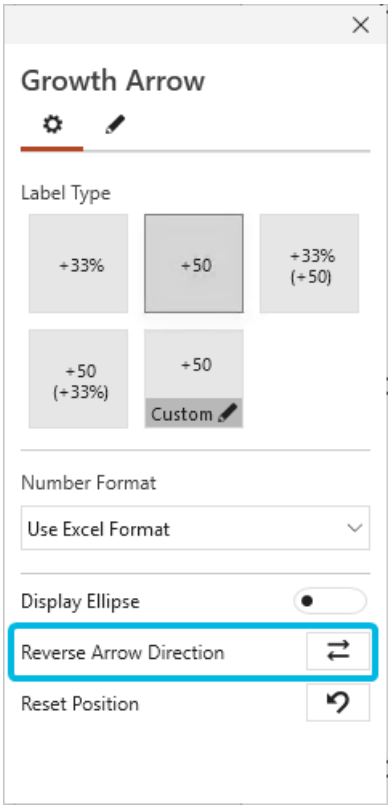


Figure 282. Reverse Arrow Direction for Growth Arrow

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 283).

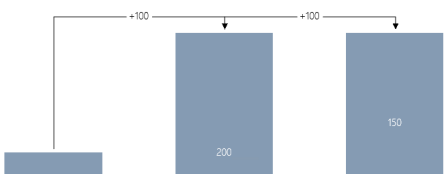


Figure 283. Merged Growth Arrows

If you want to reset this change, click on the button next to *Reset Position* in the open menu (**Figure 284**).

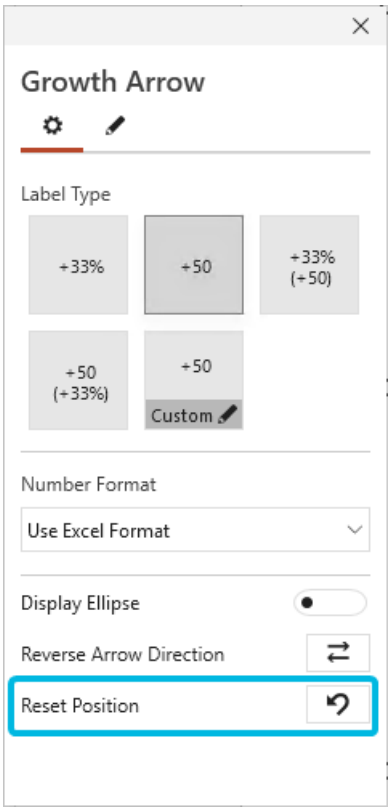


Figure 284. Reset Growth Arrow Position

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 285**).

A menu opens.

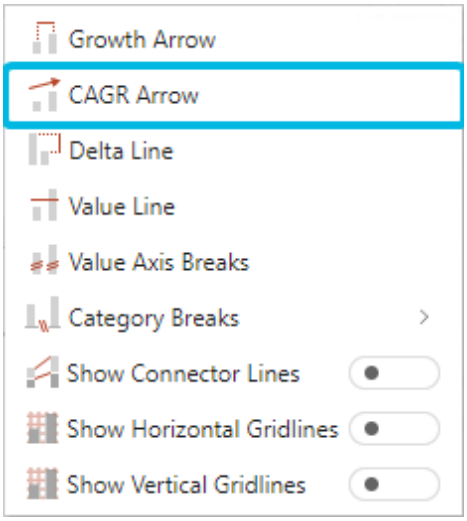


Figure 285. Option **CAGR Arrow**

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 286).

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

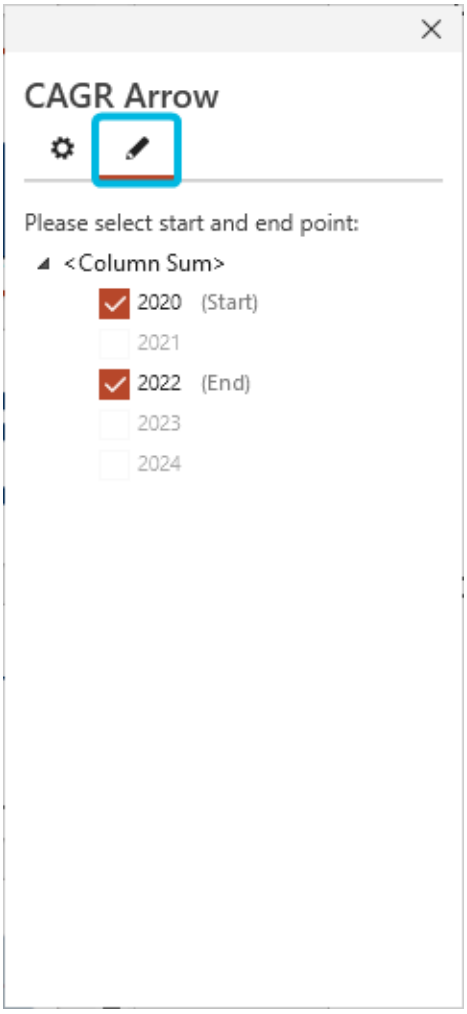


Figure 286. Define Start and End Point for CAGR Arrow

The CAGR arrow is inserted into your chart (Figure 287).

You can add as many CAGR arrows as you need.

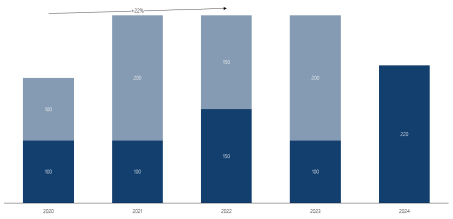


Figure 287. CAGR Arrow in Chart

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 288).

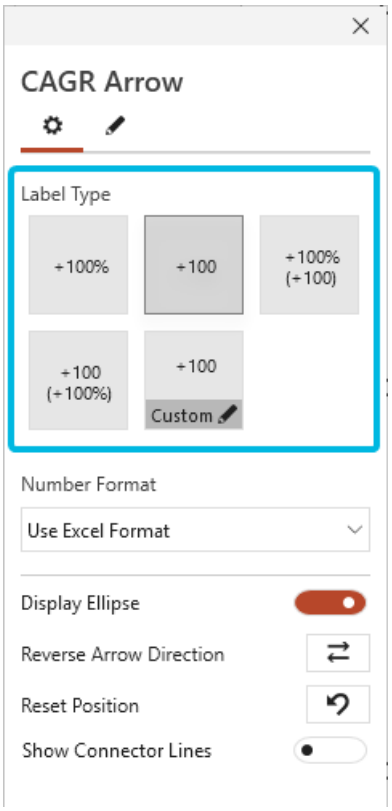


Figure 288. Define Label Type for CAGR Arrow

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 289).

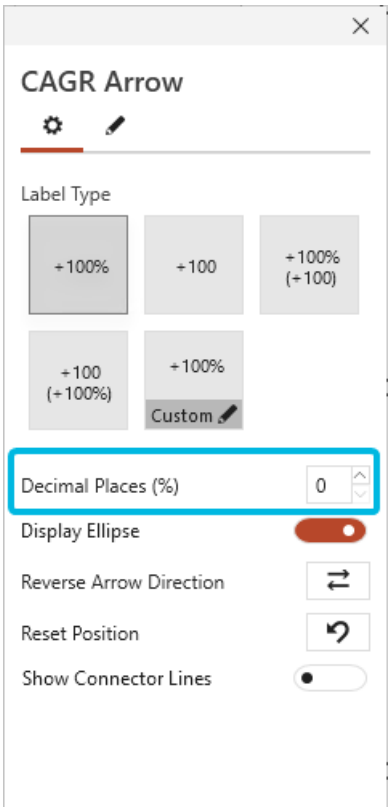


Figure 289. Set Decimal Spaces for CAGR Arrow Label

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 290).

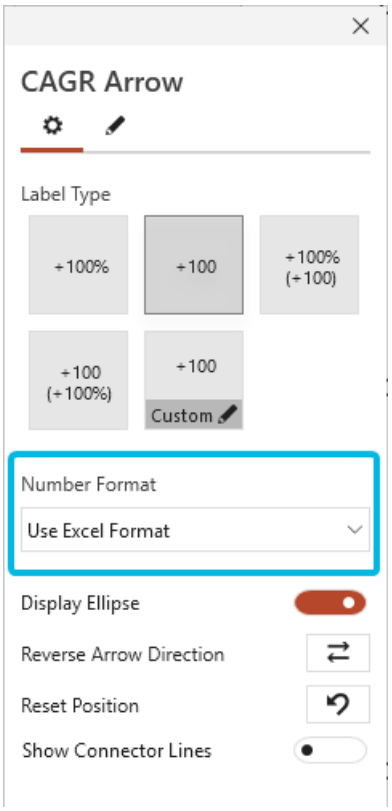


Figure 290. Set Number Format for CAGR Arrow Label

If you want to display an ellipse, switch the toggle button for **Display Ellipse** to *On* (Figure 291).

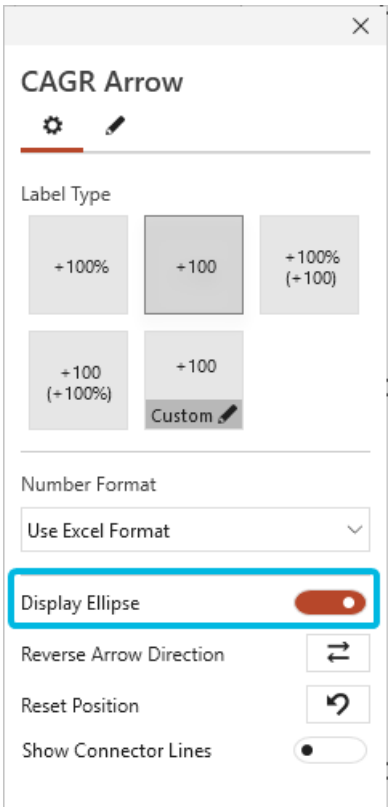


Figure 291. Display Ellipse for CAGR Arrow

An ellipse is displayed in the CAGR arrow (Figure 292).
This ellipse can also be colored.

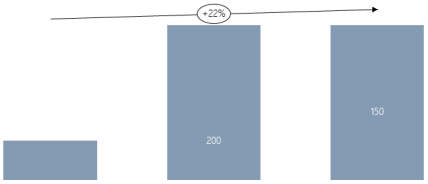


Figure 292. CAGR Arrow with Ellipse

To reverse the direction of the CAGR arrow, click on the button next to *Reverse Arrow Direction* (Figure 293).

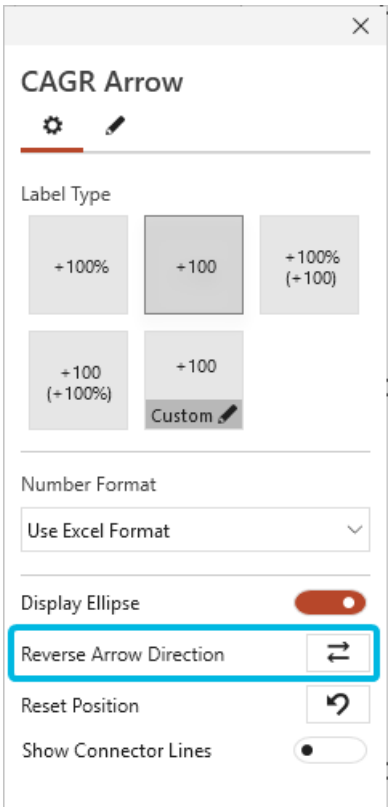


Figure 293. Reverse Arrow Direction for CAGR Arrow

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 294**).

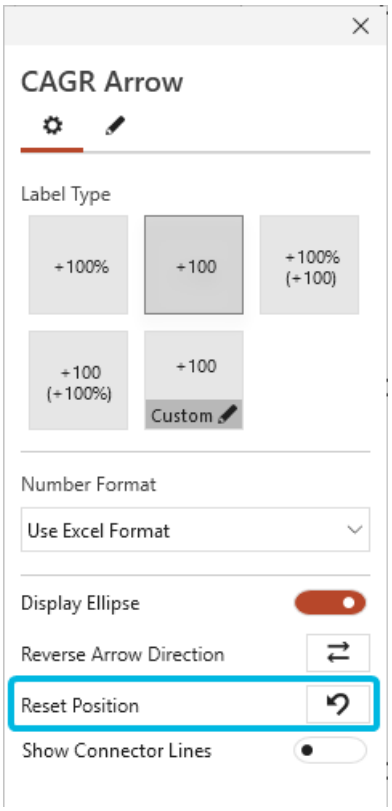


Figure 294. Reset CAGR Arrow Position

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 295**).

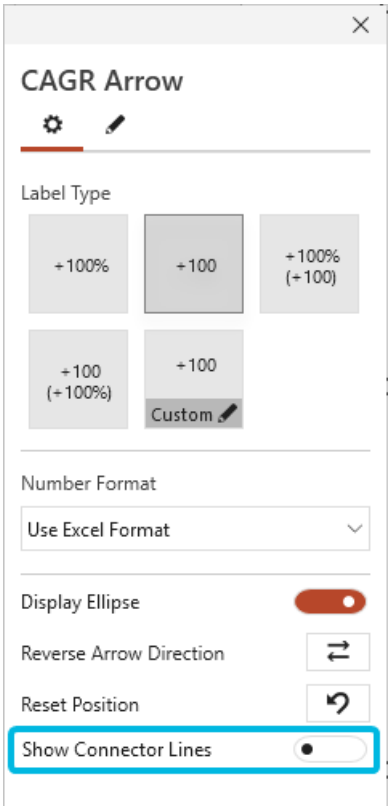


Figure 295. Show Connector Lines for CAGR Arrow

Connector lines are then inserted between the CAGR arrow and its data points (Figure 296).

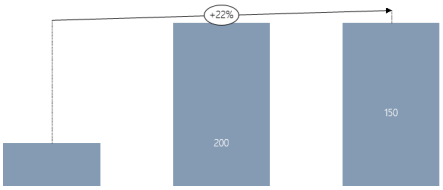


Figure 296. CAGR Arrow with Connector Lines

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 297).

A menu opens.

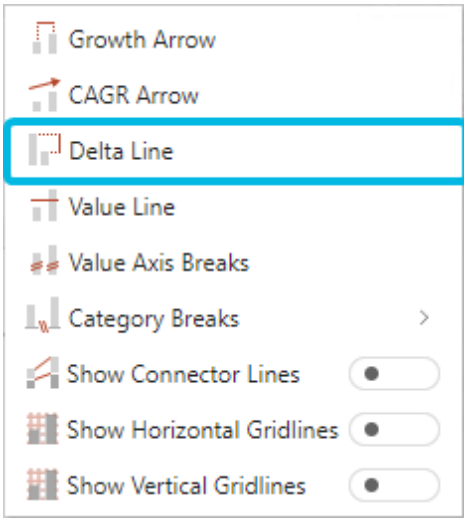


Figure 297. Option **Delta Line**

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 298).

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

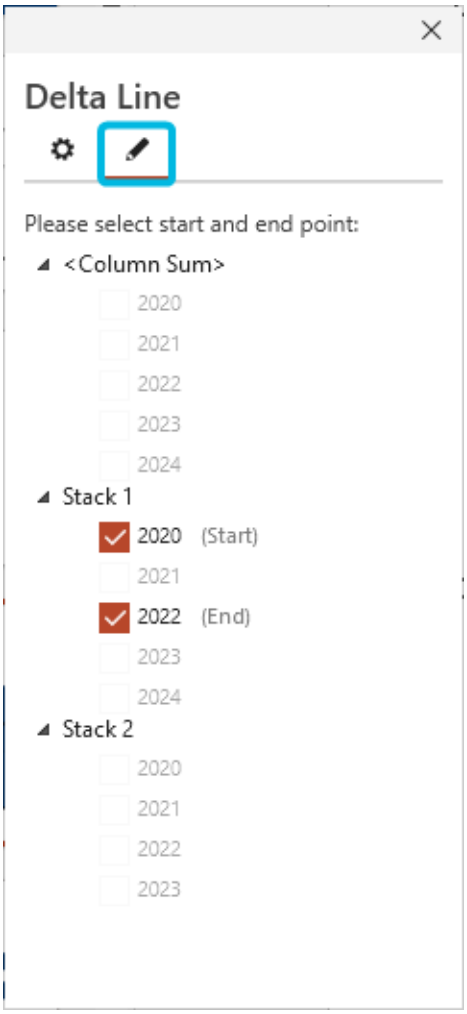


Figure 298. Define Start And End Point for Delta Line

The delta line is inserted into your chart (Figure 299).

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.

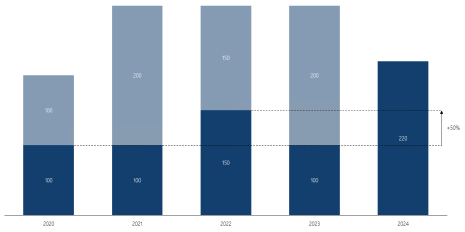


Figure 299. Delta Line in Chart

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 300).

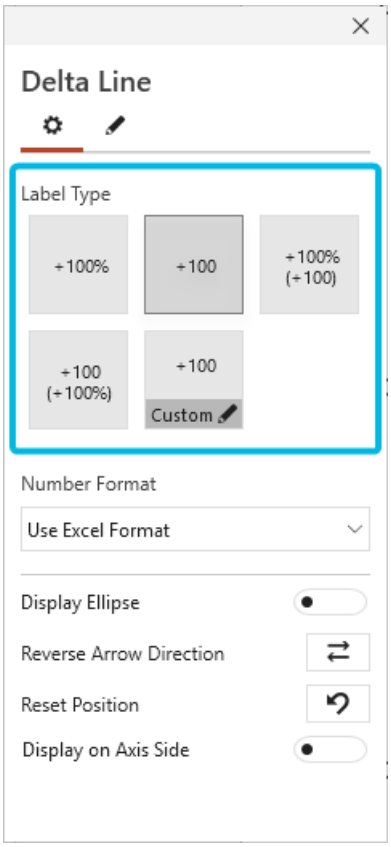


Figure 300. Define Label Type for Delta Line

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 301).

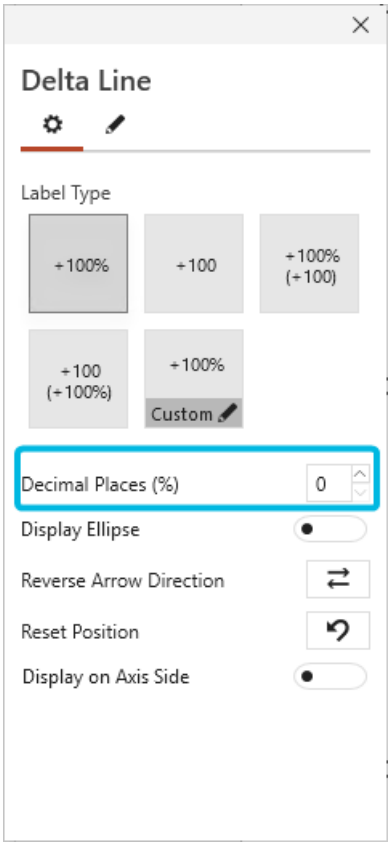


Figure 301. Set Decimal Spaces for Delta Line Label

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 302).

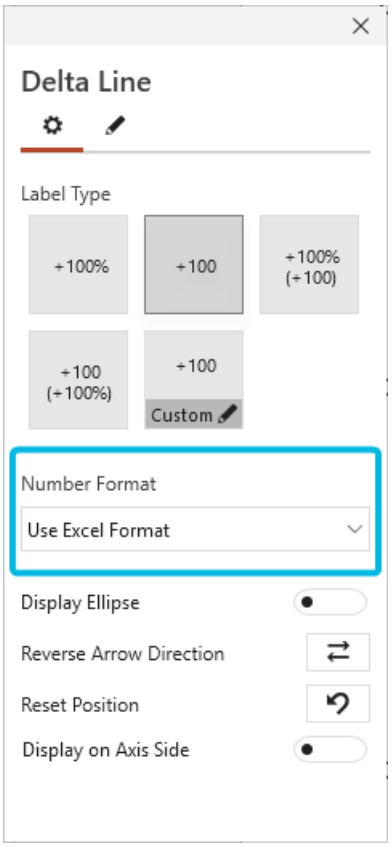


Figure 302. Set Number Format for Delta Line Label

If you want to display an ellipse, switch the toggle button for **Display Ellipse** to *On* (Figure 303).

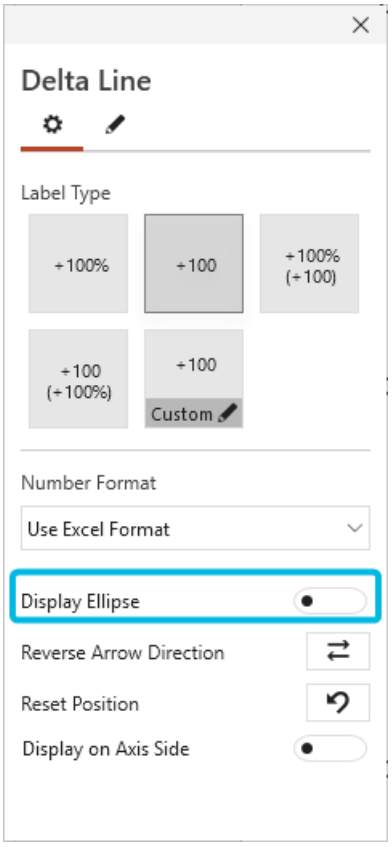


Figure 303. Display Ellipse for Delta Line

An ellipse is displayed in the delta line (**Figure 304**).
This ellipse can also be colored.

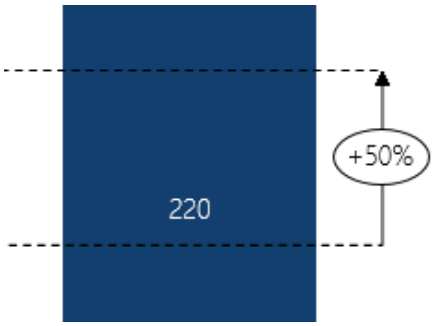


Figure 304. Delta Line with Ellipse

To reverse the direction of the delta line, click on the button next to *Reverse Arrow Direction* (**Figure 305**).

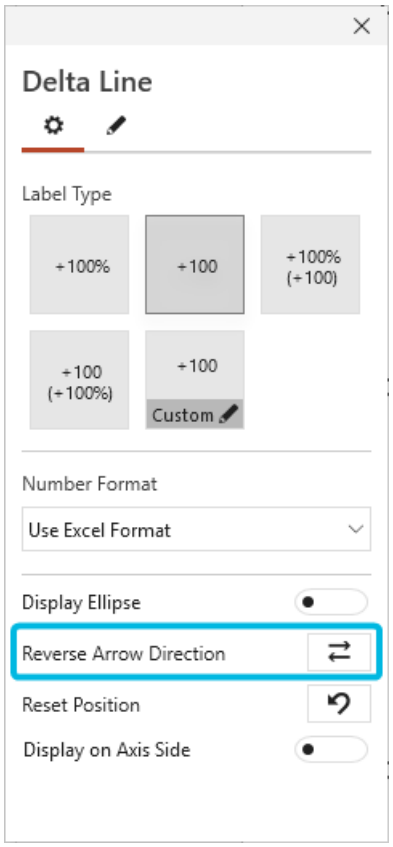


Figure 305. Reverse Arrow Direction for Delta Line

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 306**).

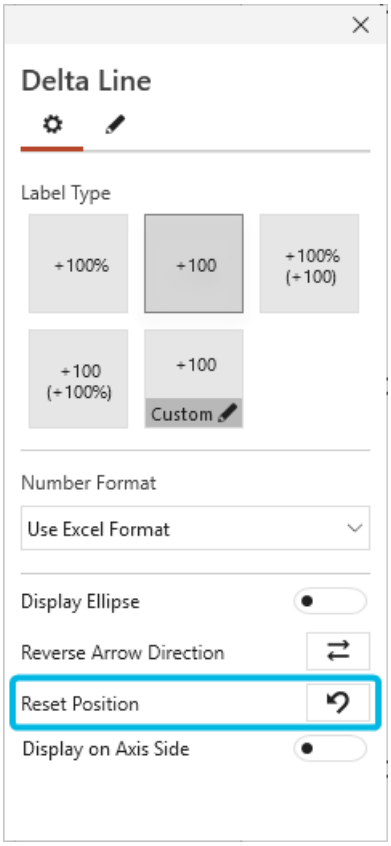


Figure 306. Reset Delta Line Position

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 307**).

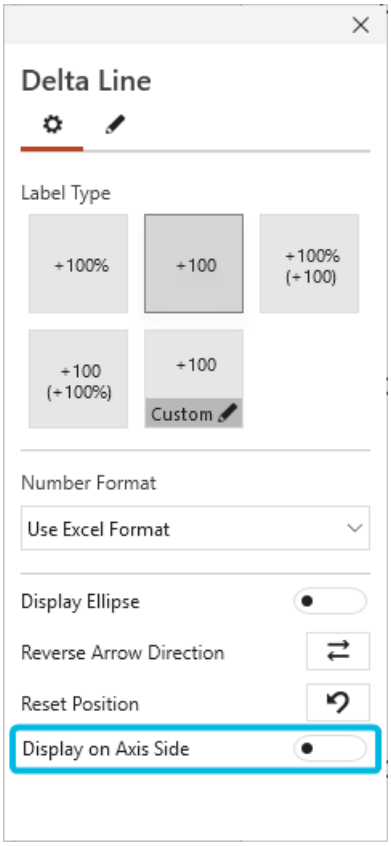


Figure 307. Display Delta Line Value on Axis Side

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 308**).

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

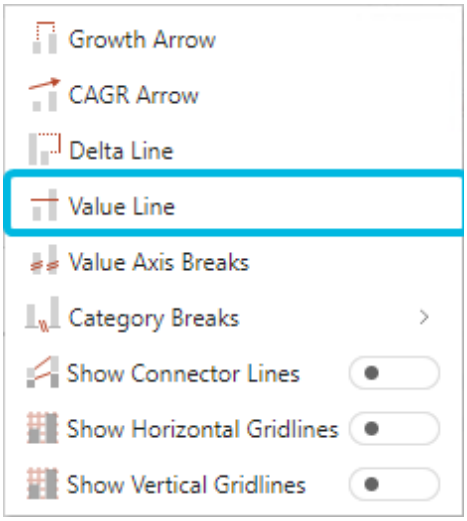


Figure 308. Option **Value Line**

Here, you can specify the value that the value line should mark (**Figure 309**).

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.

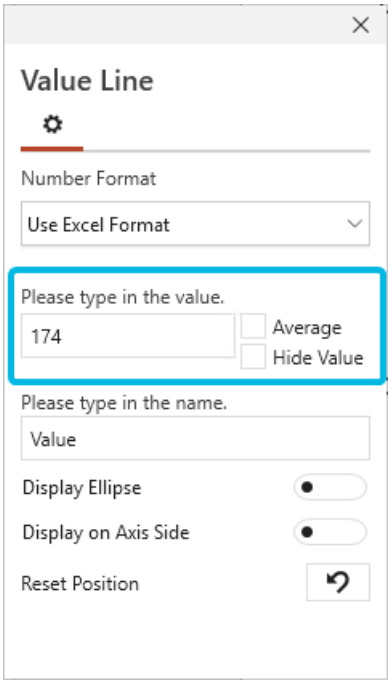


Figure 309. Value Settings for Value Line

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 310).

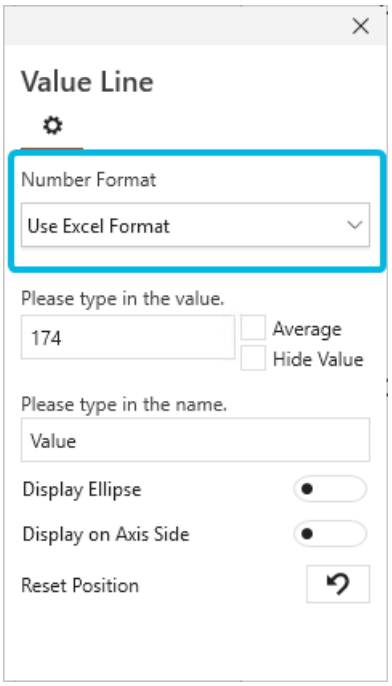


Figure 310. Set Number Format for Value Line Label

In addition, you can type in a custom label for the value line (Figure 311).

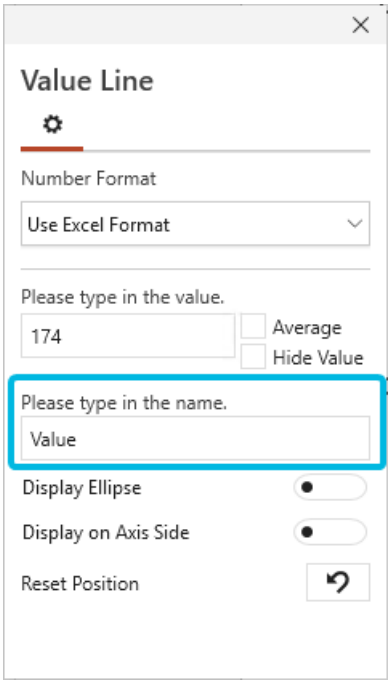


Figure 311. Define Custom Label

If you want to display an ellipse, switch the toggle button for **Display Ellipse** to *On* (Figure 312).

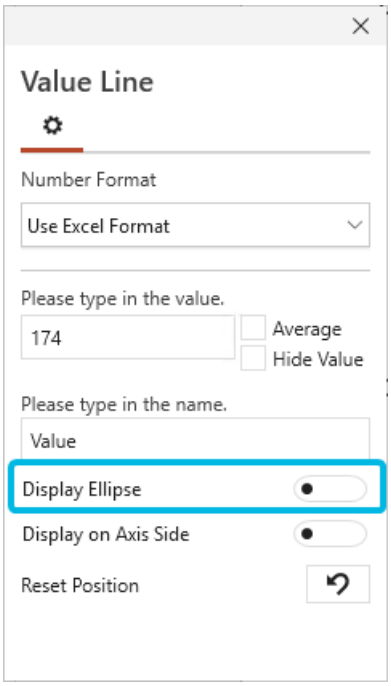


Figure 312. Display Ellipse for Value Line

An ellipse is displayed in the value line (Figure 313).
This ellipse can also be colored.

Figure 313. 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 314).

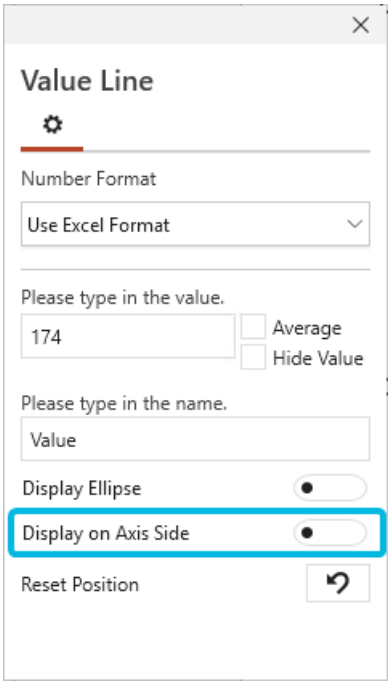


Figure 314. Display Value Line Value on Axis Side

If you want to reset the position of the label, click on the button next to *Reset Position* in the open menu (Figure 315).

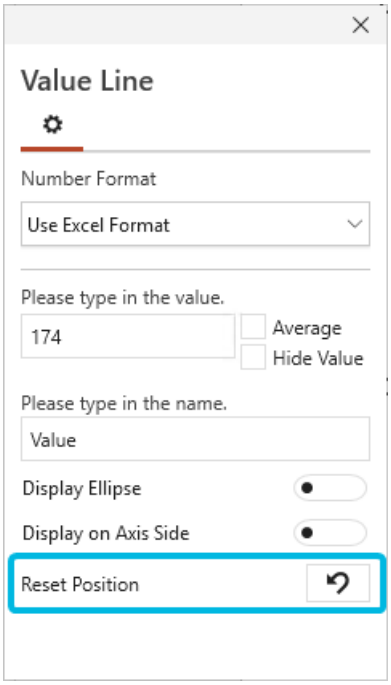


Figure 315. Reset Value Line Label Position

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 Free Lines and Trend Lines

In scatter and bubble charts, you can add free lines.

A free line can be used to mark individual areas in your chart.

To add a free line, choose the option **Free Line** (Figure 316).

A menu opens.

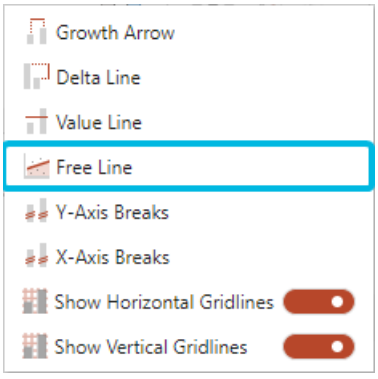


Figure 316. Option **Free Line**

In this menu, you can choose if you want to draw a free line or use a trend line (Figure 317).

The free line is selected by default.

Figure 317. Choose Line Type

To draw a free line, click into the chart to define the start point for the line and then click again to define the end point.

Alternatively, click on the **pen** symbol in the menu and then enter the coordinates for start and end point into the input fields (Figure 318).

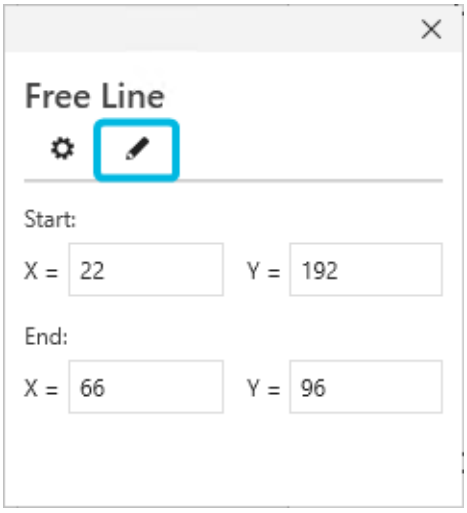


Figure 318. Define Start And End Point for Free Line

By default, the free line sticks to the coordinate system (Figure 319).

To draw the line angle-guided, press **Shift** while drawing the line.

Doing so, you can also draw vertical or horizontal lines.

To draw a line without sticking to the coordinate system, press **Ctrl** while drawing the line.

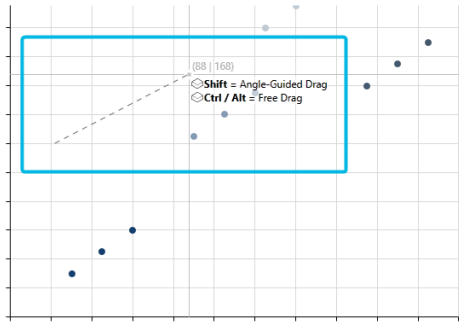


Figure 319. Draw a Free Line

To insert a trend line, choose the option **Trend Line**.

Now, you can define which series the trend line should refer to. To do so, choose the respective option from the drop-down menu (Figure 320 **(1)**).

Then, you can define if you want the trend line to refer to all data or only the average of the x or y axis. To do so, choose the respective option from the drop-down menu (Figure 320 **(2)**).

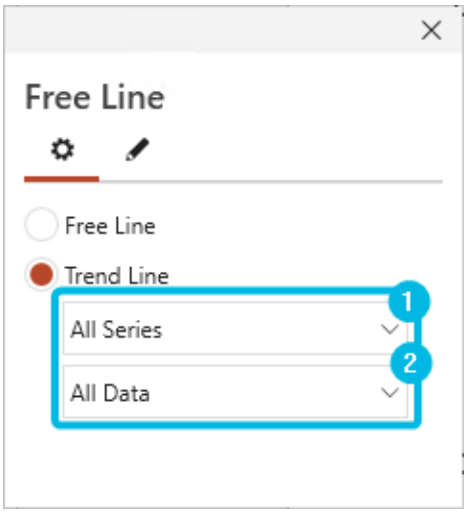


Figure 320. Define Reference for Trend Line

To change the position of a free line, click on the middle of the line and move it via Drag & Drop.

If you move a line outside of the chart, the line jumps back to a position where the full line can be displayed.

The line keeps its length and gradient.

To move the start or end point of the line, hold the start or end point and adapt the size via Drag & Drop (Figure 321).

Doing so, you can shrink and enlarge the line or change its gradient.

To move the line or its start and end point freely, press **Ctrl** while moving the line or the start and end point.

To move the line or the start and end point angle-guided, press **Shift** while moving the line or the start and end point.

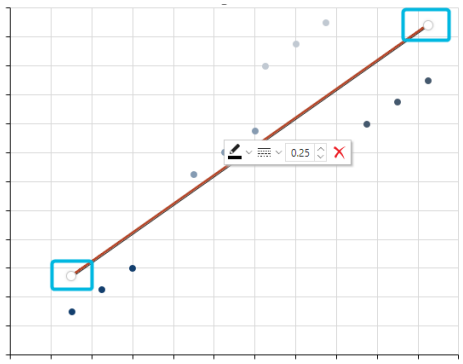


Figure 321. Start and End Point for Trend Line

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

If you move a trend line, it automatically transforms into a free line.

For further information regarding editing options for free 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 322).

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.

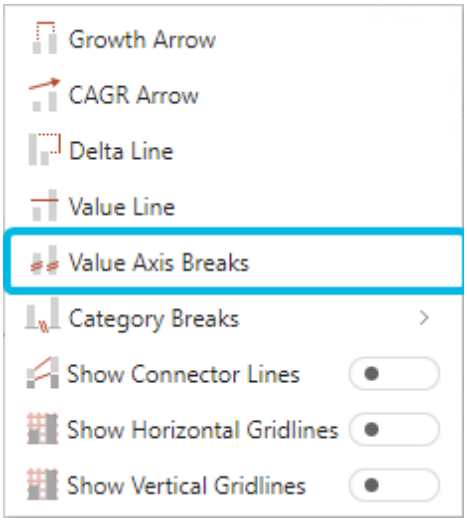


Figure 322. Option **Value Axis Breaks**

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 323).

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

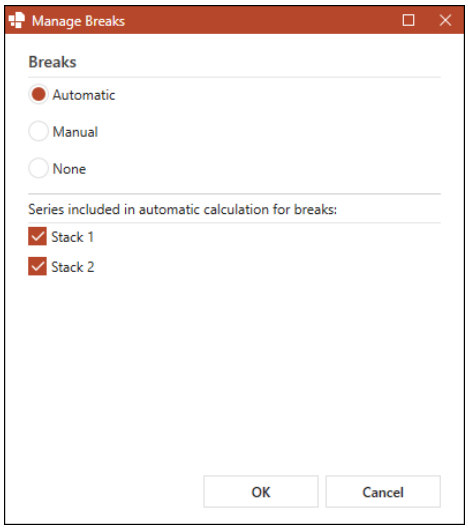


Figure 323. Automatic Value Axis Breaks

If the automatic calculation result does not contain breaks, a notification bar is displayed (Figure 324).

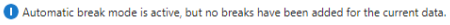


Figure 324. Notification Bar – No Breaks

If you have chosen to insert breaks manually, click on the **plus** symbol to add a new break (Figure 325 **(1)**).

Then, type in the start and end value for your break (Figure 325 **(2)**).

To delete a break, select it from the list and then click on the **cross** symbol (Figure 325 **(3)**).

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

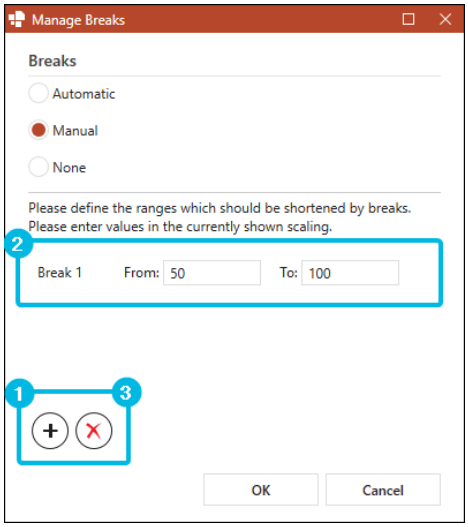


Figure 325. Manual Value Axis Breaks

The defined breaks will be inserted into your chart (Figure 326).

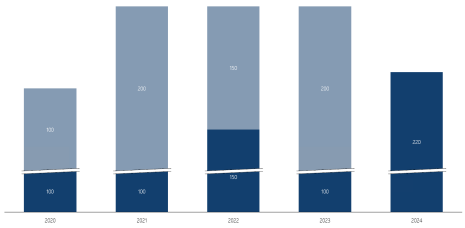


Figure 326. Value Axis Breaks in Chart

To insert breaks on the category axis, choose the option **Category Breaks** (Figure 327).

A menu opens.

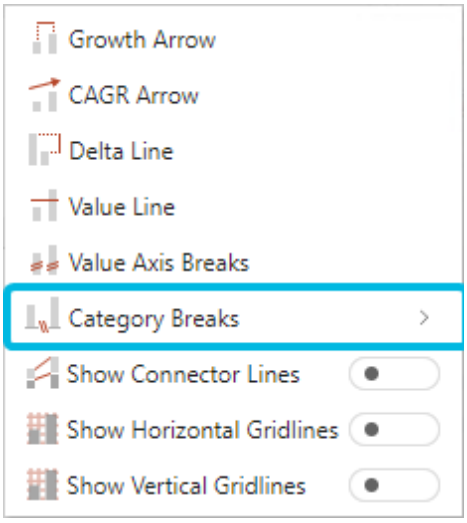


Figure 327. Option **Category Breaks**

Here, tick the checkboxes for the categories for which you want to insert a break (Figure 328).

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

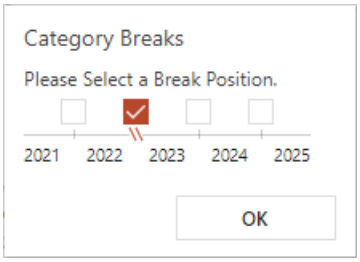


Figure 328. Category Breaks Menu

The defined breaks will be inserted into your chart (Figure 329).

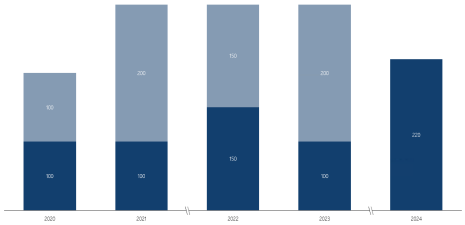


Figure 329. Category Breaks in Chart

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 330) but can also be drawn freely. They can also be deleted if required.

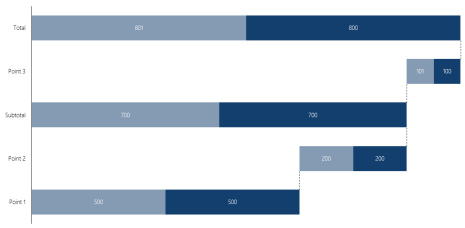


Figure 330. Automatic Connector Lines in Waterfall Chart

To insert new connector lines in a waterfall chart, choose the option **Connector Lines** (Figure 331).

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.

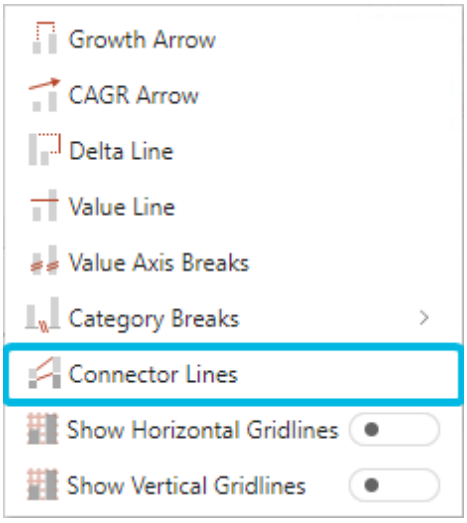


Figure 331. Option **Connector Lines** for Waterfall Charts

To show all connector lines in bar and column charts, switch the toggle button for **Show Connector Lines** to *On* (Figure 332).

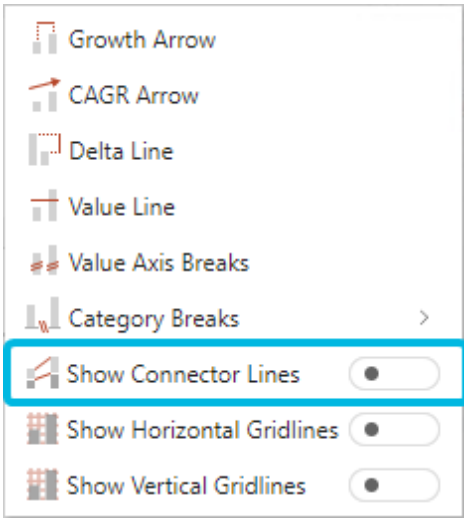


Figure 332. Option **Show Connector Lines**

Connector lines are inserted between the data points (Figure 333). 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.

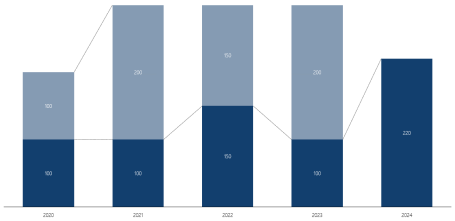


Figure 333. Connector Lines in Chart

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 334).

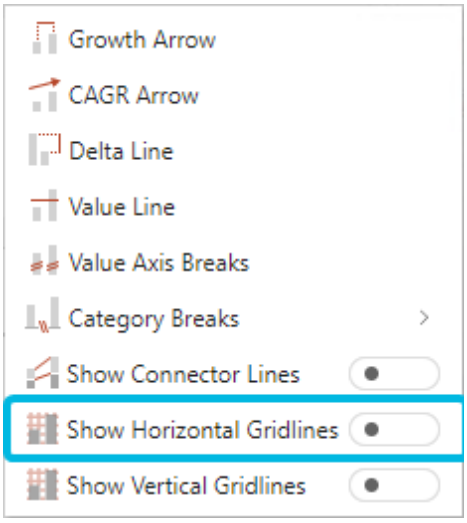


Figure 334. Option **Show Horizontal Gridlines**

To enable vertical gridlines, switch the toggle button for **Show Vertical Gridlines** to *On* (Figure 335).

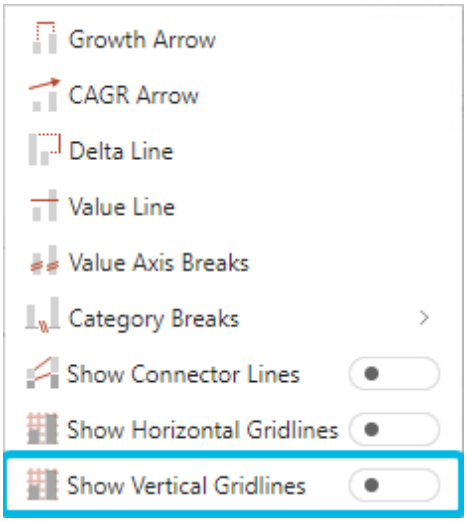


Figure 335. Option **Show Vertical Gridlines**

The gridlines are inserted into your chart (Figure 336).

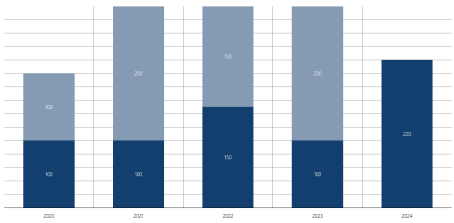


Figure 336. Horizontal and Vertical Gridlines in Chart

Editing 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 reenabled, 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**.

4.3. Edit Data Series Settings

Under the button **Series** in the action bar, you can make further changes to your data series (Figure 337).

Figure 337. 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 338).

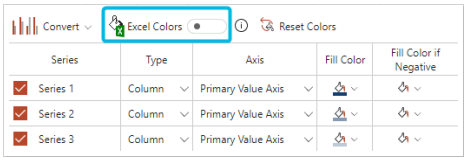


Figure 338. Toggle Button for **Excel Colors**

The colors will be transferred to your chart.

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

To reset the colors and not use Excel colors anymore, click on the button **Reset Colors** (Figure 339).

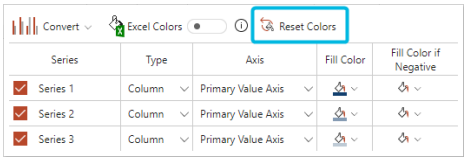


Figure 339. Button **Reset Colors**

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 340).

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.

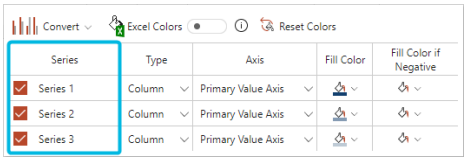


Figure 340. Enable and Disable Series

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 341).

A color picker opens.

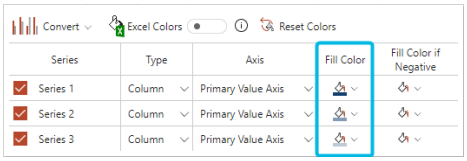


Figure 341. Set Fill Color

Here, choose the color you want to use (Figure 342).

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

The series will be colored in the respective color.

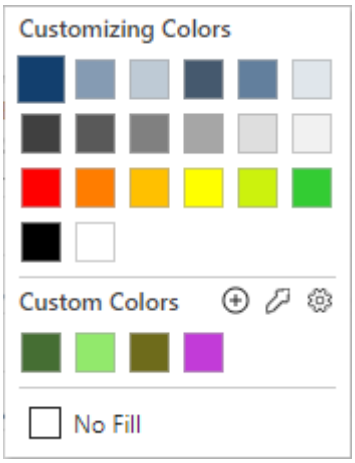


Figure 342. Color Picker

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 343).

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**.

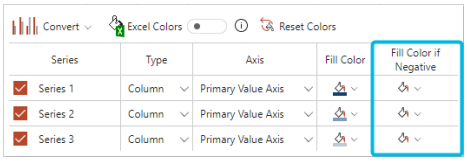


Figure 343. Set Negative Fill Color

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**.

For further information regarding custom colors, see **Use Custom Colors**.

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 344**).

The changes will be applied to the chart.

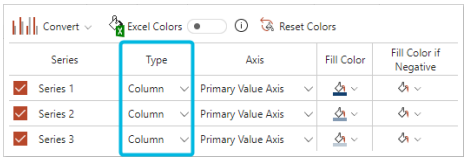


Figure 344. Define Series Type

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 345**).

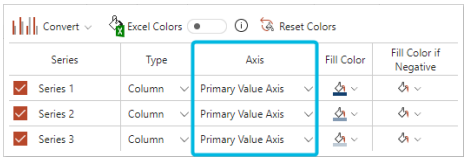


Figure 345. Choose Axis

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

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 346**).

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

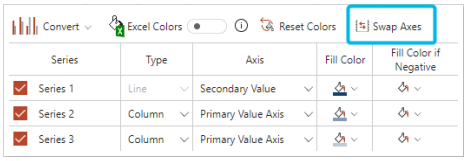


Figure 346. Button **Swap Axes**

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 347).

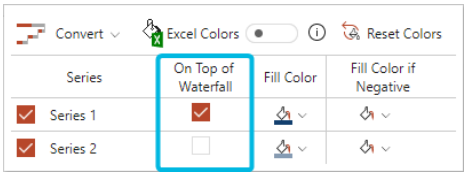


Figure 347. Move Series on Top of Waterfall

4.4. Edit Data Chart Properties

Under the button **Properties** in the action bar, you can make further changes to your data chart (Figure 348).

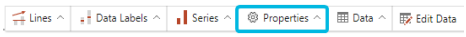


Figure 348. Button **Properties**

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.

To define a new font size, enter a value into the input field under *Font Size* (Figure 349).

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

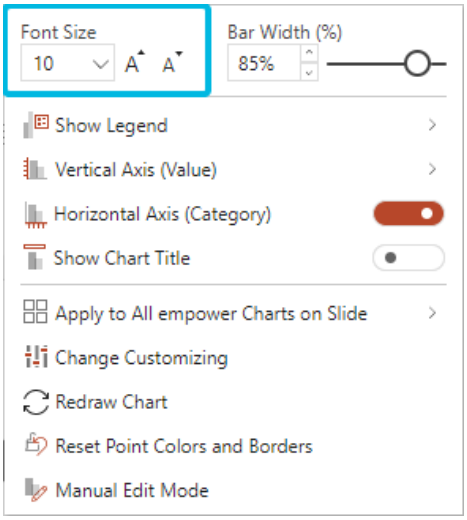


Figure 349. Font Size Setting

To set a new bar width, type in a percentage into the input field under *Bar Width (%)* (Figure 350).

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

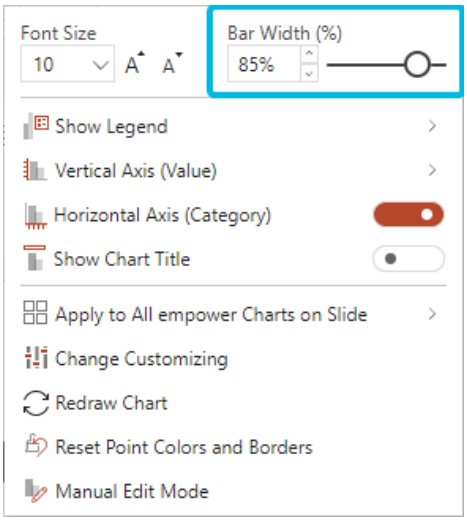


Figure 350. Bar Width Setting

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 351).

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.

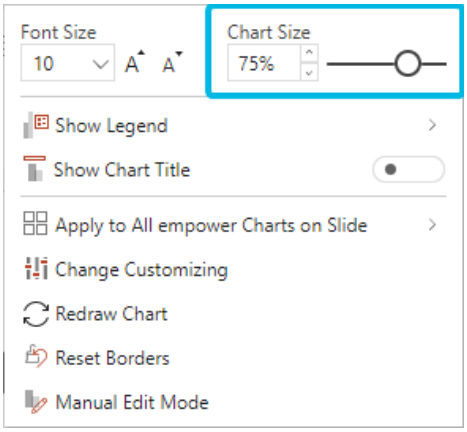


Figure 351. Chart Size Setting

In doughnut charts, you can also set the doughnut width (Figure 352).

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.

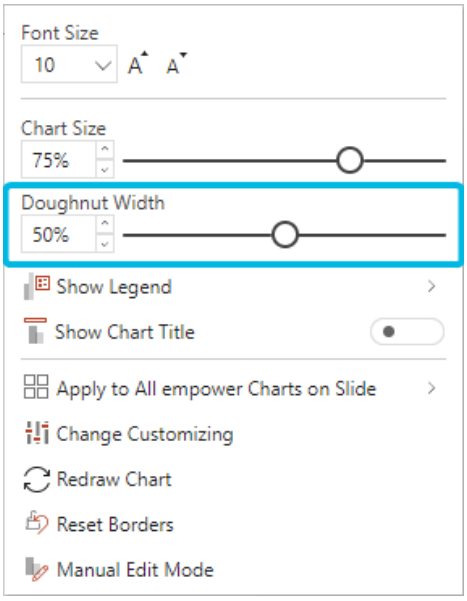


Figure 352. Doughnut Width Setting

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 353).

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

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

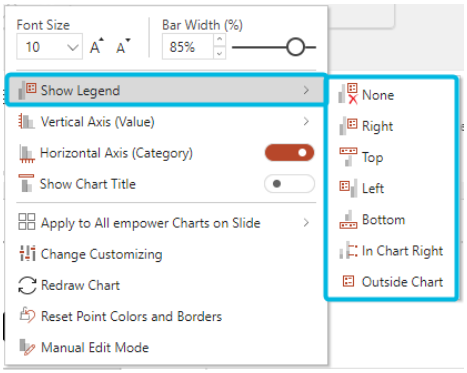


Figure 353. Legend Options

To display a vertical axis for the value, choose the option **Vertical Axis (Value)** and then switch the toggle button for **Show Value Axis** to *On* (Figure 354 **(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 354 **(2)**).

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

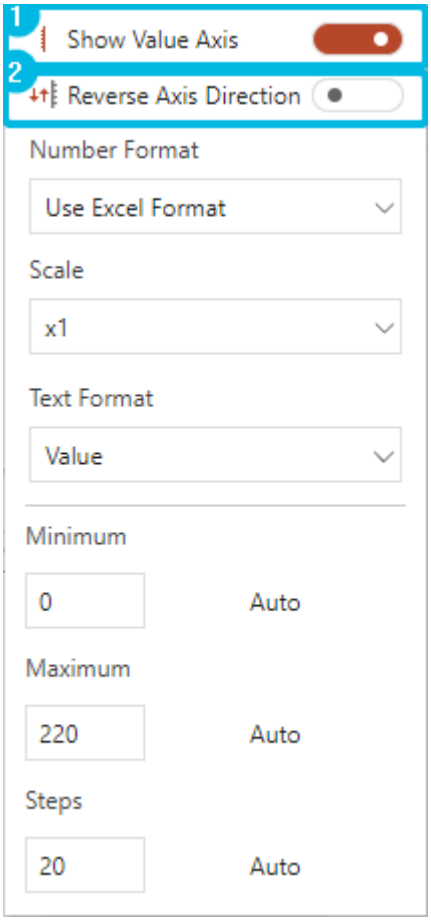


Figure 354. Enable And Reverse Vertical Axis

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 355).

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

A dialog box opens.

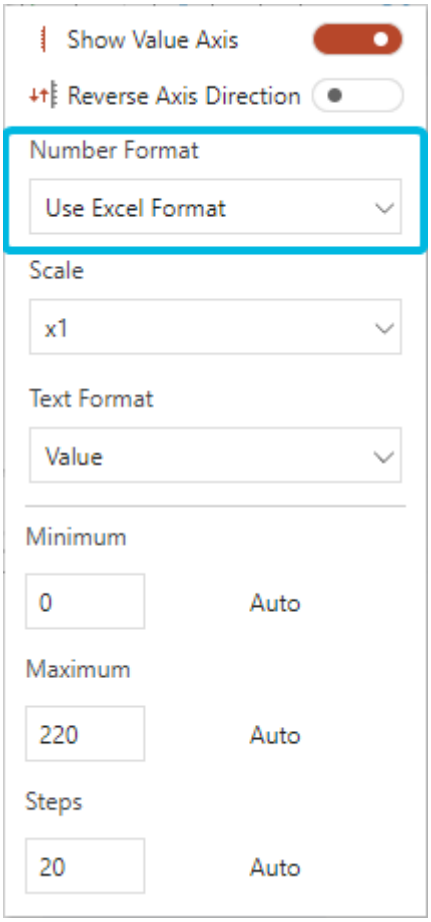


Figure 355. Number Format

In this dialog box, either choose a format from the list or type in a custom format you want to use (Figure 356).

A preview is displayed above the input field.

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

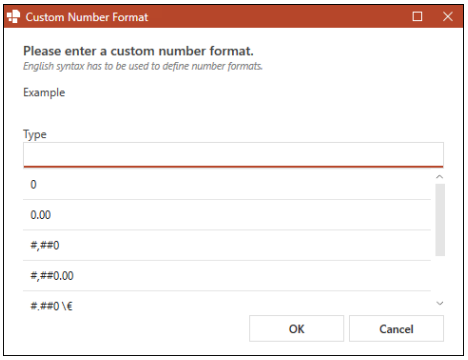


Figure 356. Custom Number Format

To set a scale, expand the drop-down menu under *Scale* and choose a value (**Figure 357**).

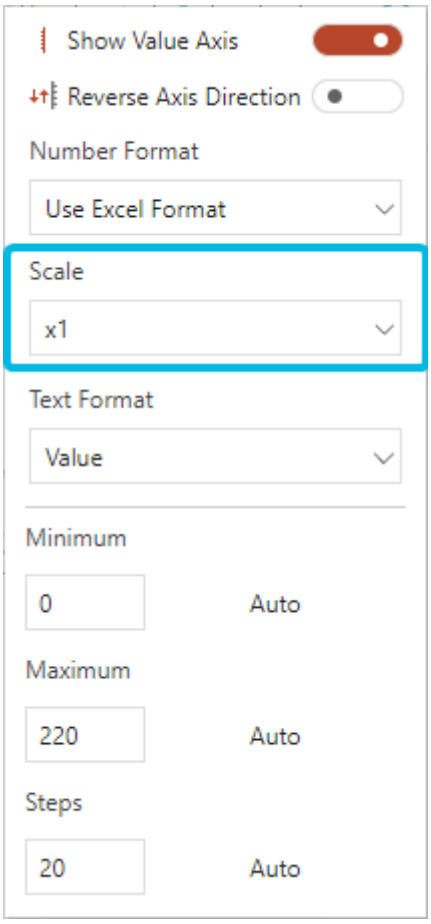


Figure 357. Scale

To set a text format, expand the drop-down menu under *Text Format* and choose a format (Figure 358).

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

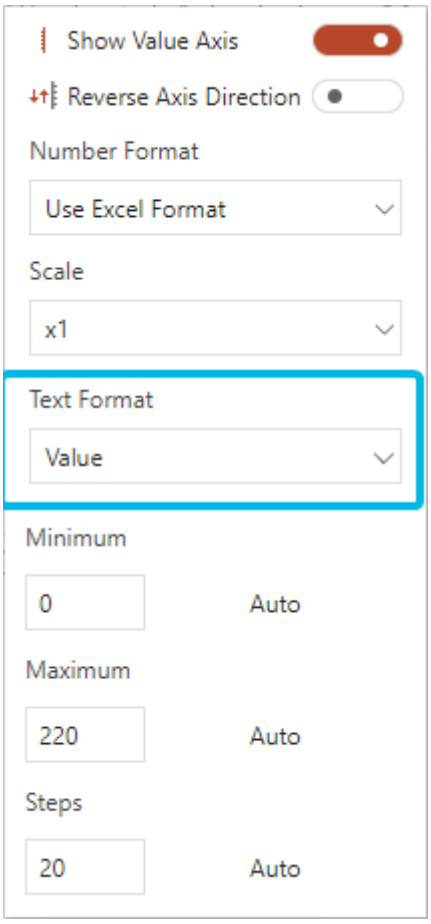


Figure 358. Text Format

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 359).

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.

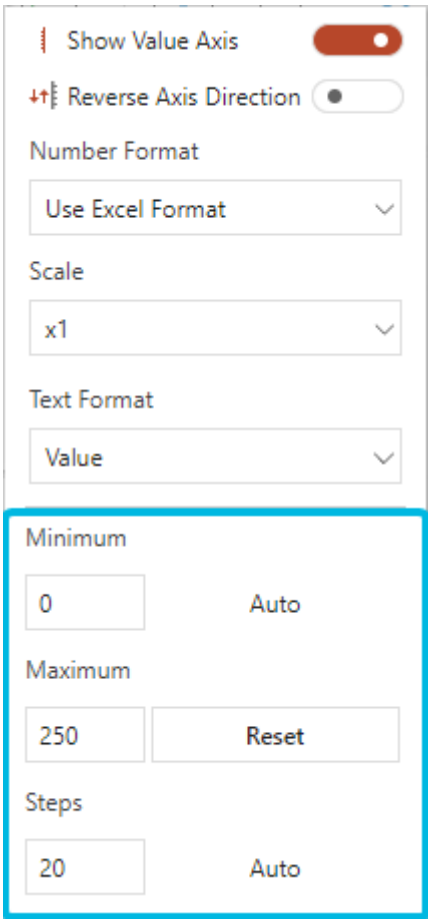


Figure 359. Define Values And Step Size

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 Axis (Value)** (Figure 360) and then switch the toggle button for **Show Value Axis** to *On*.

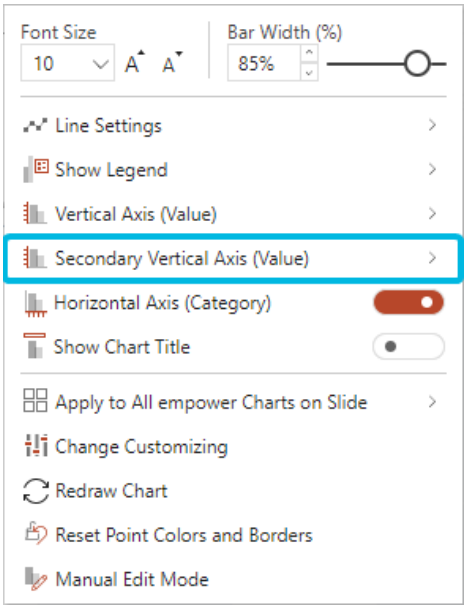


Figure 360. Enable Secondary Vertical Axis

To enable the horizontal axis for the categories, switch the toggle button for **Horizontal Axis (Category)** to *On* (Figure 361).

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

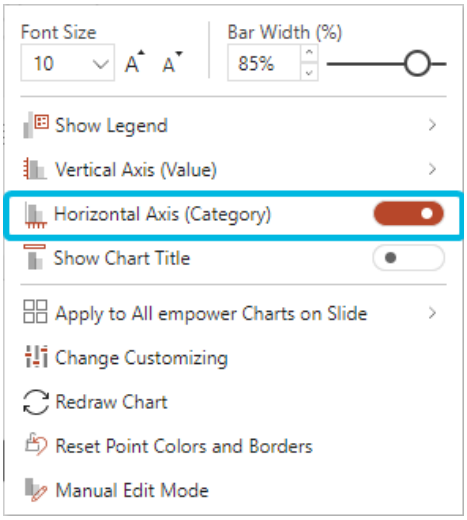


Figure 361. Enable Horizontal Axis for Category

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 362).

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

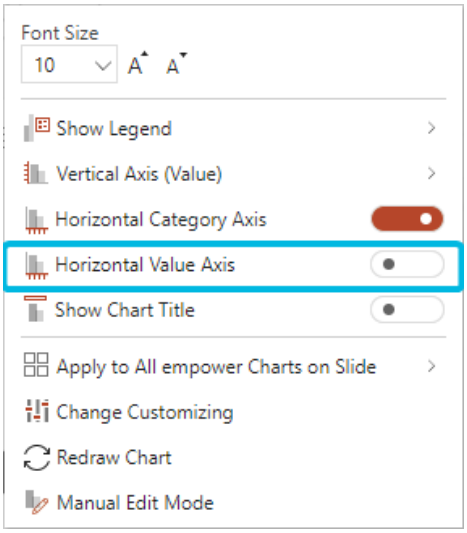


Figure 362. Enable Horizontal Axis for Value

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 363).

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.

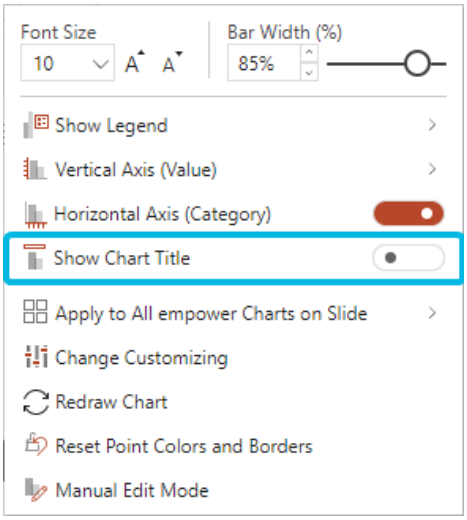


Figure 363. Enable Chart Title

To remove the chart title, you can also select it and click on the button **Remove** (Figure 364).

Figure 364. 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 365).

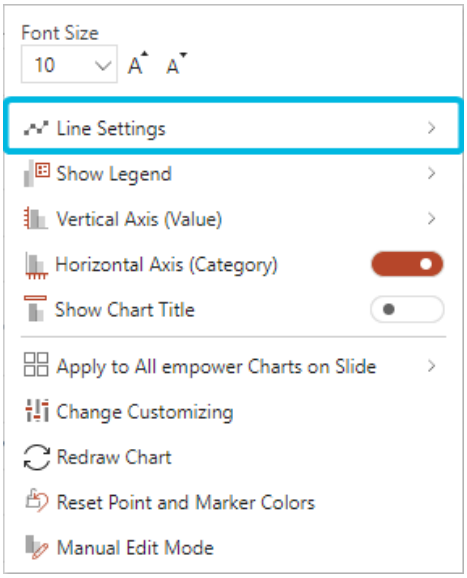


Figure 365. Line Settings

To interpolate missing values, switch the toggle button for **Interpolate Missing Values** to *On* (Figure 366).

To use smooth line, switch the toggle button for **Smooth Line** to *On* (Figure 366).

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

To use markers, switch the toggle button for **Markers** to *On* (Figure 366).

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

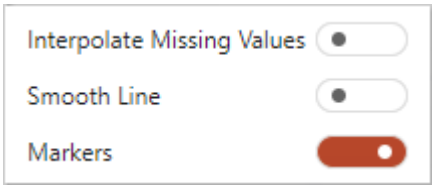


Figure 366. Line Settings Options

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 367).

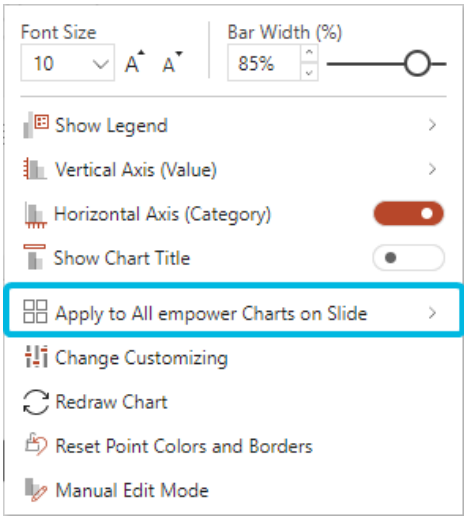


Figure 367. Apply Global Changes

Here, you can decide if you want to apply the current font size to all charts on the current slide (Figure 368).

In addition, you can apply the scale and size for axes to all charts on the current slide (Figure 368).

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

The matching to height orientates 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.

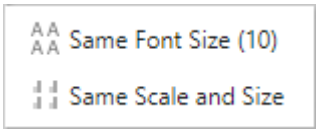


Figure 368. Options for Global Changes

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 369).
A dialog box opens.

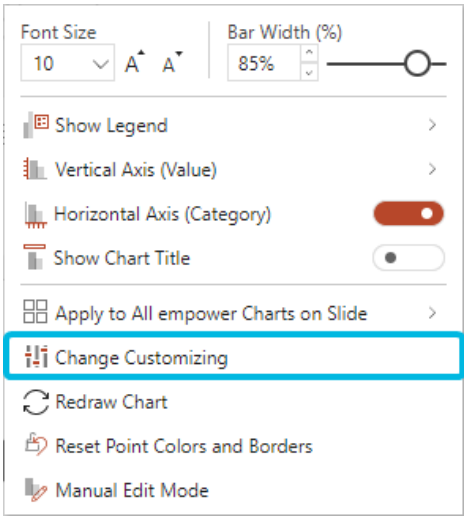


Figure 369. Option **Change Customizing**

Expand the drop-down menu and choose the customizing you want to use for this chart (Figure 370).
Then, click on the button **OK**.

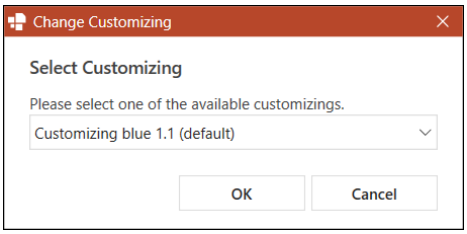


Figure 370. Choose Customizing

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 371).
Display issues should then be corrected automatically.

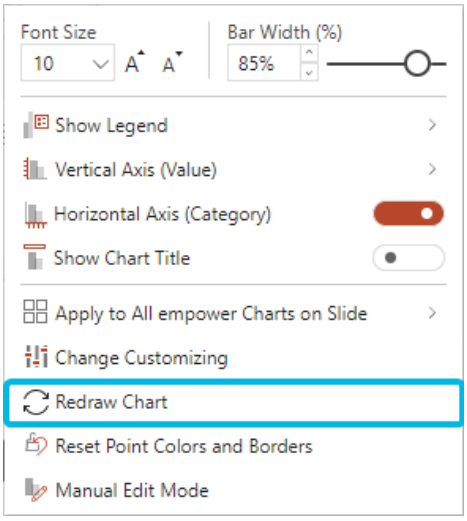


Figure 371. Option **Redraw Chart**

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 372).

For some charts, you can only reset the borders.

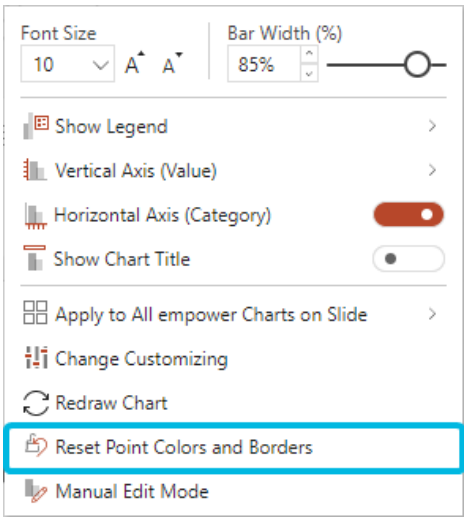


Figure 372. Reset Point Formatting

In addition to the settings mentioned above, you can enter the manual edit mode.

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 manual edit mode, see **Manual Edit Mode**.

4.5. Edit Data Settings in Data Charts

Under the button **Data** in the action bar, you can make further changes to your data chart (Figure 373).

Figure 373. 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 374**).

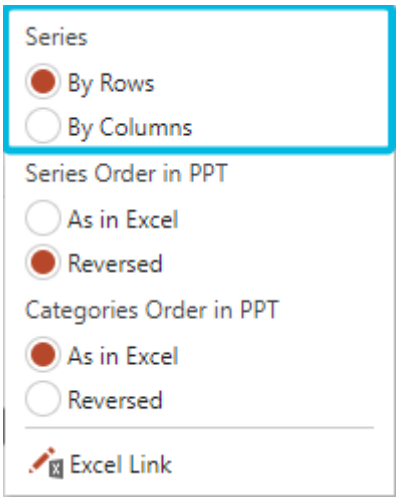


Figure 374. Options for Series

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 375**).

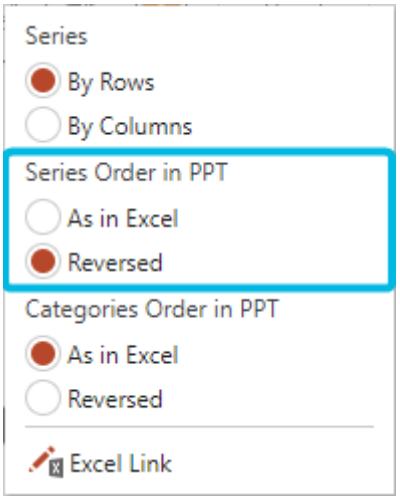


Figure 375. Options for Series Order

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 376**).

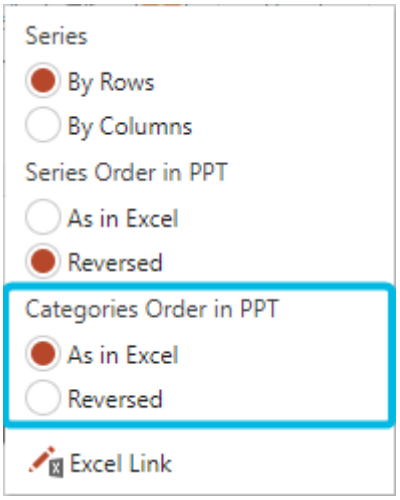


Figure 376. Options for Category Order

For circle charts, you can decide if the categories are sorted clockwise or counter clockwise (**Figure 377**).

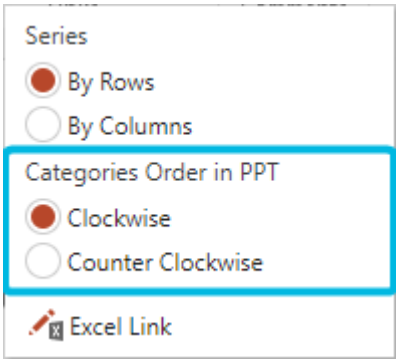


Figure 377. Options for Category Order in Circle Charts

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 378**).

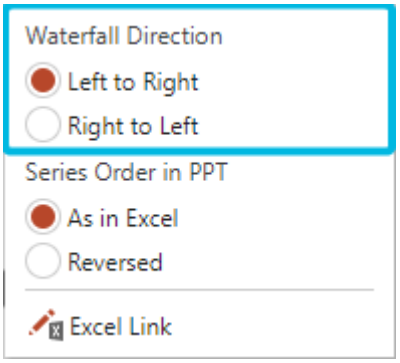


Figure 378. Options for Waterfall Direction (Waterfall Chart)

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 379**).

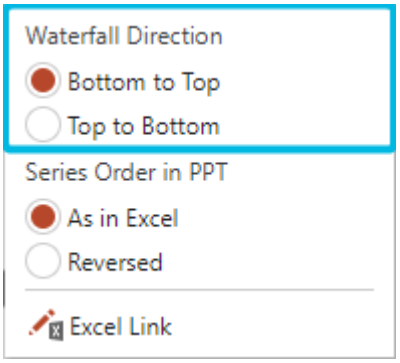


Figure 379. Options for Waterfall Direction (Waterfall Bar Chart)

4.6. 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 380).

Figure 380. 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 381).

Figure 381. 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 382).

Then, select a color or choose the option **No Fill** if you do not want to apply a fill color.

Figure 382. Button **Colors** for Data Points

To change the pattern of the data point, select the data point and click on the button **Pattern** (Figure 383).

Then, choose a pattern for the data point.

Figure 383. 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 Line Style** (Figure 384).

Figure 384. Button **Edit Line Style** 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 385).

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**.

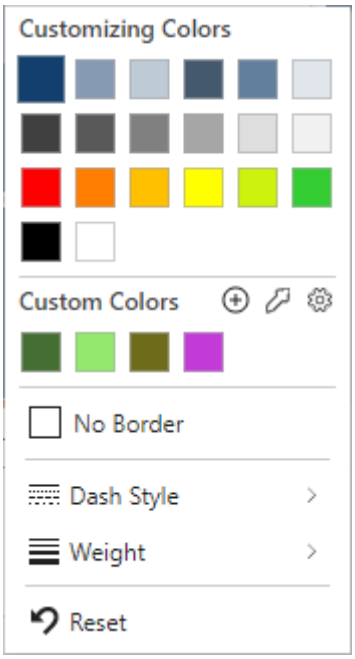


Figure 385. Options for Borders

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 386).

Figure 386. 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 387).

Figure 387. Button **Colors** for Marker Points

To change the marker's shape, click on the button **Marker Style** and choose a new shape (Figure 388).

If you do not want to display any markers, choose the option **None**.

Figure 388. 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 389).

Figure 389. 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 390).

Figure 390. 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 391).

Here, choose a style.

Figure 391. 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 392).

Figure 392. 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 393).

To do so, drag and drop the symbol until you have reached your preferred position.

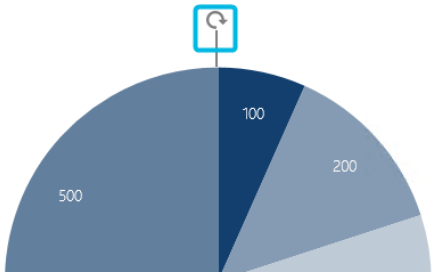


Figure 393. Rotate Pie Chart

In addition, you can pull out a data point to highlight it (Figure 394).

To do so, select the data point and pull it out of the chart.

Its data label is moved accordingly.

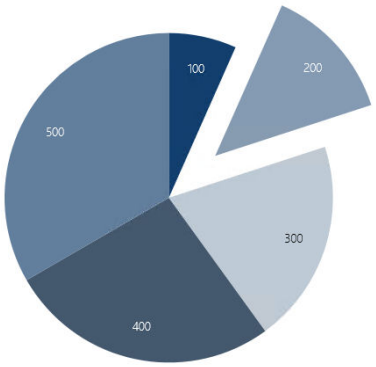


Figure 394. Pull Out Data Point

For data series, you have the same options as for the respective data points (Figure 395).

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 395. 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 396).

Figure 396. 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.

For further information regarding custom colors, see Use Custom Colors.

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 397).

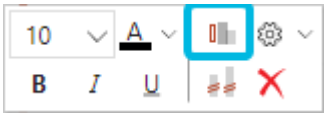


Figure 397. Button **Show Axis Titles**

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 398).

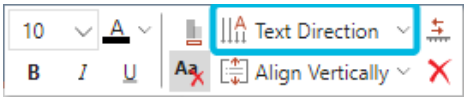


Figure 398. Button **Text Direction**

To change the alignment, click on the button **Align Vertically** and choose your preferred option (Figure 399).

In vertical category axes, you can choose the alignment option directly in the menu (Figure 400).

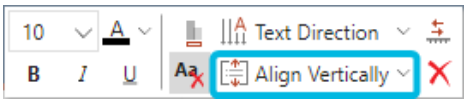


Figure 399. Button **Align Vertically** for Horizontal Axes

Figure 400. 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 401).

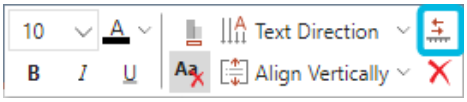


Figure 401. Button **Categories Order Reversed**

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 402).

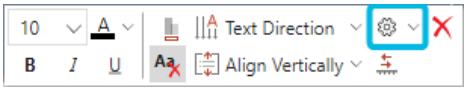


Figure 402. Button **Settings** for Mekko Charts

Here, you can decide if you want to display the name, the values or the percentages as labels (Figure 403).

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.

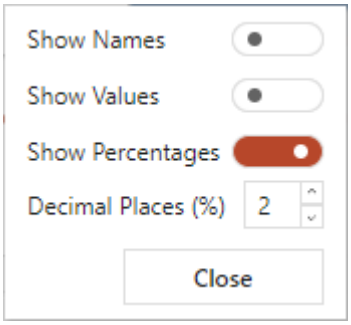


Figure 403. Mekko Chart Options for Category Axes

To delete an axis, select it and then click on the button **Remove** (Figure 404).

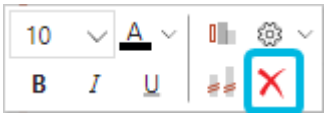


Figure 404. Button **Remove** for Axes

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**.

For further information regarding custom colors, see **Use Custom Colors**.

Use Date Axes

To use an axis as a date axis, open the mini Excel via the button **Edit Data** (Figure 405).

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 406).

Close the mini Excel.

Figure 405. Button **Edit Data**

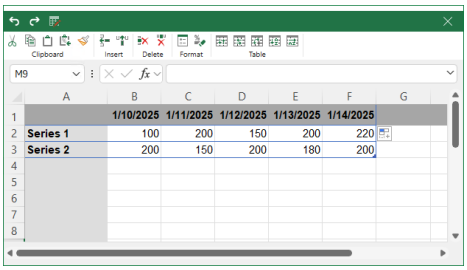


Figure 406. Date Values in Mini Excel

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 407).

To disable the date axis, switch the toggle button for **Date Axis Enabled** to *Off*.

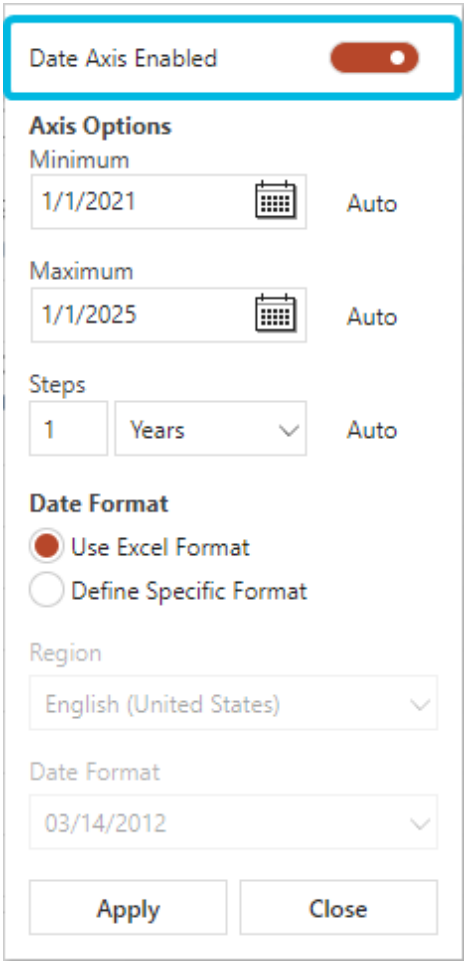


Figure 407. Toggle Button for **Date Axis Enabled**

Under *Axis Options*, you can define the minimum and maximum date (Figure 408).

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**.

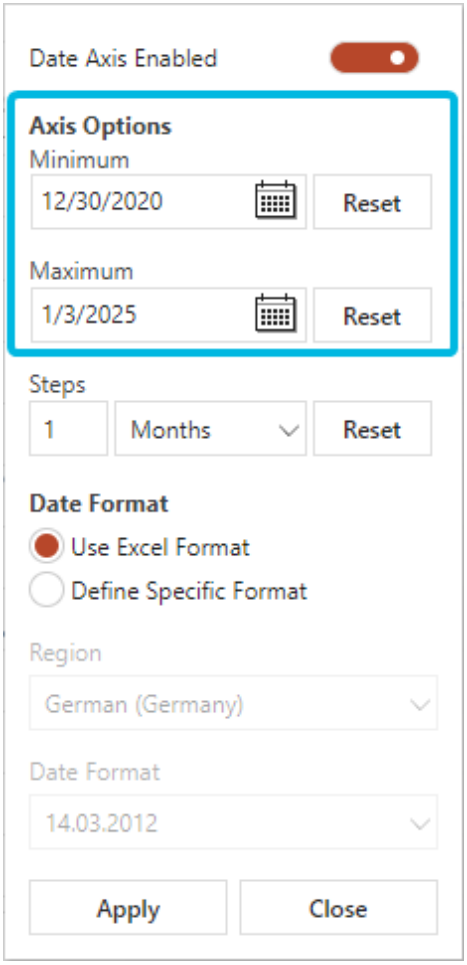


Figure 408. Set Dates

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 409).

To go back to the automatically calculated value, click on the button **Reset**.

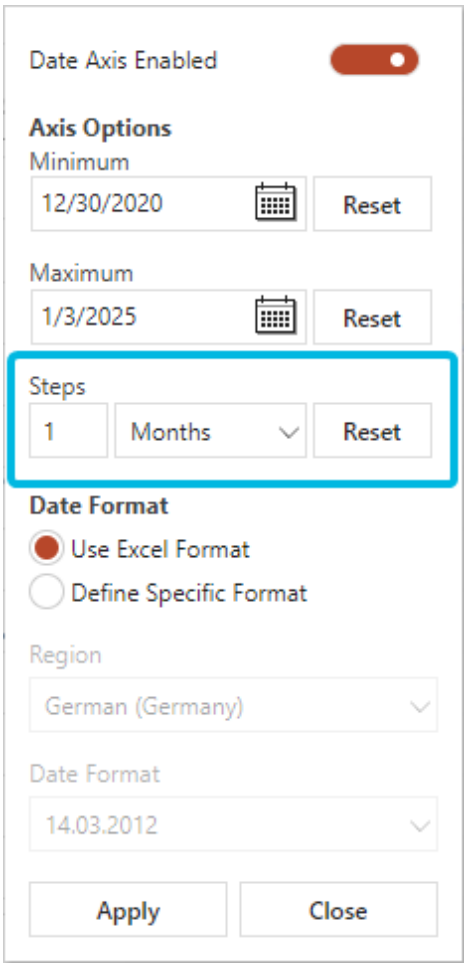


Figure 409. Set Steps

As a date format, you can either use the format from your mini Excel or define a custom date format (Figure 410).

To use the date format from Excel, choose the option **Use Excel Format**.

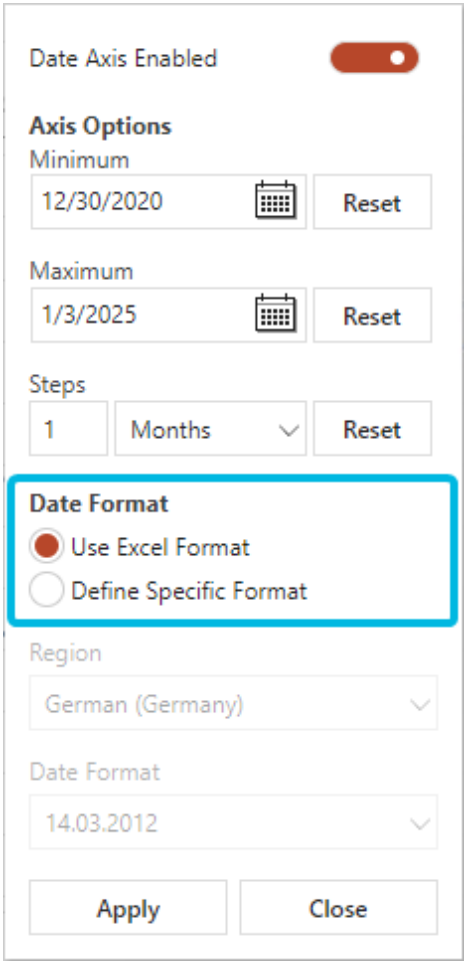


Figure 410. Date Format Options

To define your own format, choose the option **Define Specific Format** (Figure 411 **(1)**).

Then, choose the region your dates refer to from the drop-down menu under *Region* (Figure 411 **(2)**).

In the drop-down menu under *Date Format*, choose the date format you want to use (Figure 411 **(3)**).

If you want to use a custom format, choose the option **Custom Date Format**.

A dialog box opens.

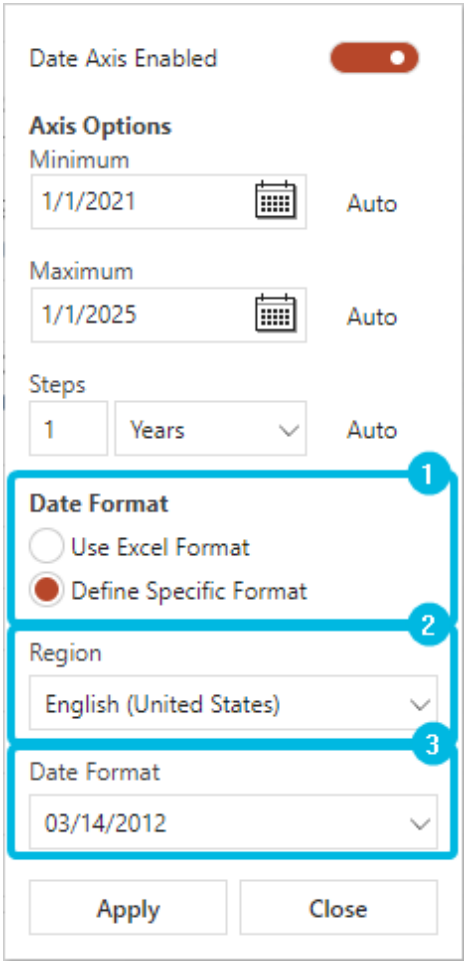


Figure 411. Use Custom Date Settings

Here, either choose a format from the list or enter a new one into the input field (Figure 412).

A preview is displayed above the input field.

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

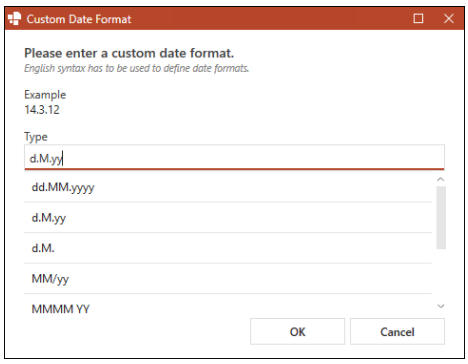


Figure 412. Dialog Box **Custom Date Format**

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 413).

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 413. Example – Title in Two Lines

To edit the chart title formatting, select it.

A menu opens (Figure 414).

In this menu, you can define the font size, font color, formatting and text alignment.

Figure 414. Menu for Chart Title

To change the chart title text freely, click on the button **Modify Label Freely** (Figure 415).

You then enter free text formatting mode automatically.

Figure 415. Button **Modify Label Freely** 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 416).

Figure 416. Button **Remove** for Chart Title

For further information regarding the property menu in the action bar, see **Edit Data Chart Properties**.

For further information regarding the partial text formatting mode, see **Custom Labels**.

For further information regarding custom colors, see **Format Text Partially**.

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 417).

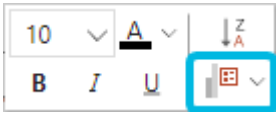


Figure 417. Button **Legend Position**

If you want to revert the order of the legend entries, select the legend and click on the button **Revert Legend Entry Order** (Figure 418).

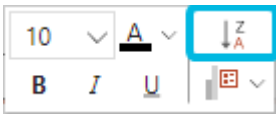


Figure 418. Button **Revert Legend Entry Order**

In the same menu, you can also change the font size and color as well as the formatting globally for all legend texts (Figure 419).

If you change the font size of legend texts, the legend icon size adapts accordingly.

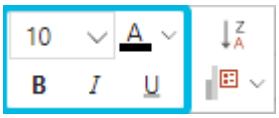


Figure 419. Formatting Options for Legend Labels

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 420).

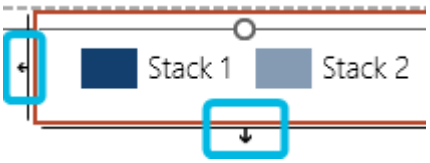


Figure 420. Enlarge Or Shrink Legend

In addition, you can access all data series settings via the legend icon (Figure 421).

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.

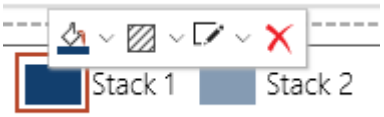


Figure 421. Data Series Settings in Legend

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**.

For further information regarding custom colors, see **Use Custom Colors**.

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 422).

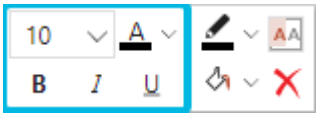


Figure 422. Formatting Options for Arrow and Line Labels

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.

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 423).

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**.

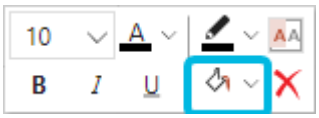


Figure 423. Button **Colors** for Ellipse

To change the color of a line or an arrow, select it and click on the button **Colors** with the **pen** symbol (Figure 424).

Here, choose a color.

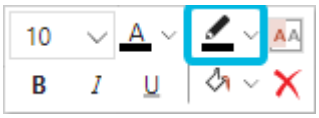


Figure 424. Button **Colors** for Lines and Arrows

For value lines, you can also change the dash style and line weight (Figure 425).

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**.

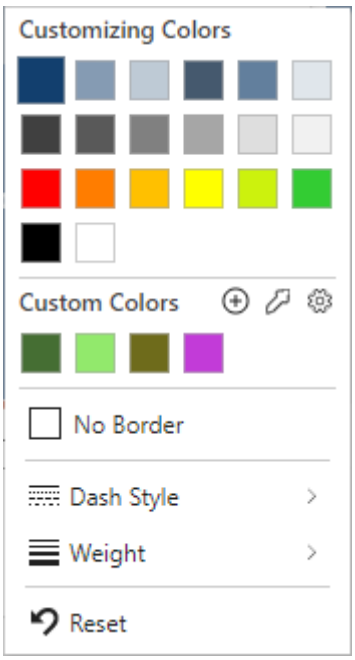


Figure 425. Options for Value Lines

To change the label of an arrow or line freely, click on the button **Modify Label Freely** (Figure 426).

You then enter free text formatting mode automatically.

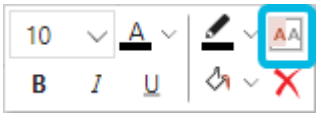


Figure 426. Button **Modify Label Freely** for Arrows and Lines

To delete a line or an arrow, select it and click on the button **Delete** (Figure 427).

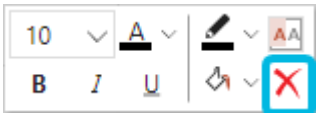


Figure 427. Button **Delete** for Arrows and Lines

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**.

For further information regarding custom colors, see **Use Custom Colors**.

5. 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 428).

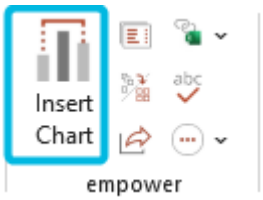


Figure 428. Button **Insert Chart**

Then, click on the option **Gantt** under *Other* (Figure 429).

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.

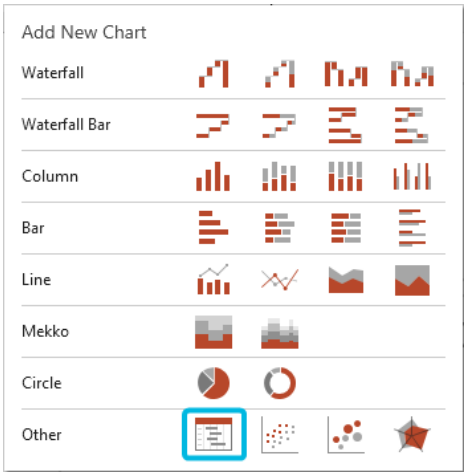


Figure 429. Option **Gantt**

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 430).

On the right-hand side, you can adjust the default settings for your Gantt chart.

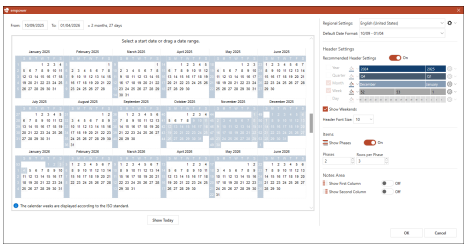


Figure 430. Gantt Chart Settings

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 431**).

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.

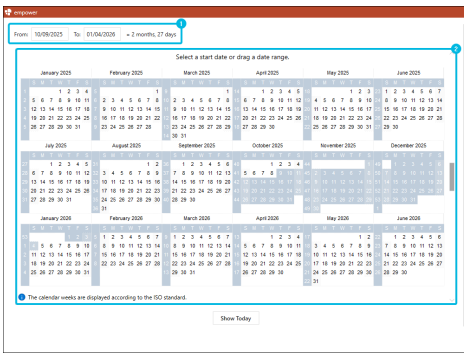


Figure 431. Set Time Span

To jump back to the current date, click on the button **Show Today** (**Figure 432**).

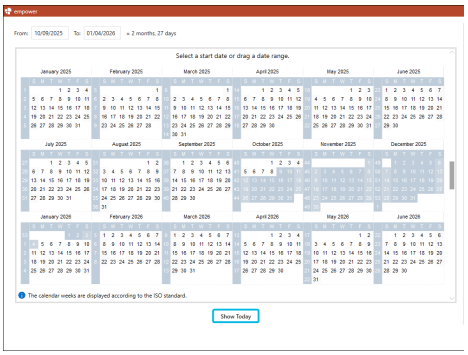


Figure 432. Button **Show Today**

The current date is not automatically selected when you click on the button **Show 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 433 (1)**).

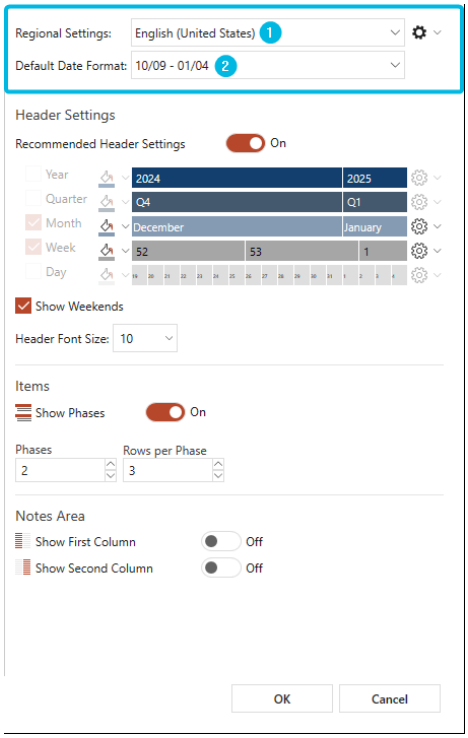


Figure 433. Regional Settings and Date Format

2. To change the week start and weekend settings, click on the **gear** symbol (**Figure 434**).
   Here, you can decide which days should be displayed as the first day of the week and as weekends.

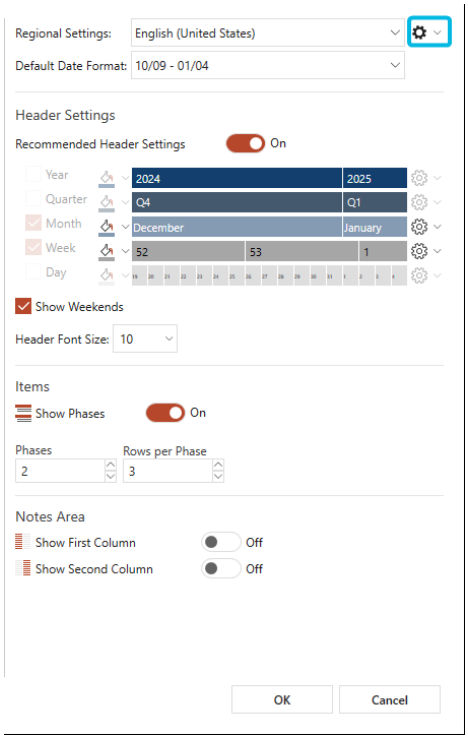


Figure 434. **Gear** Symbol for Regional Settings

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 433 (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 435).

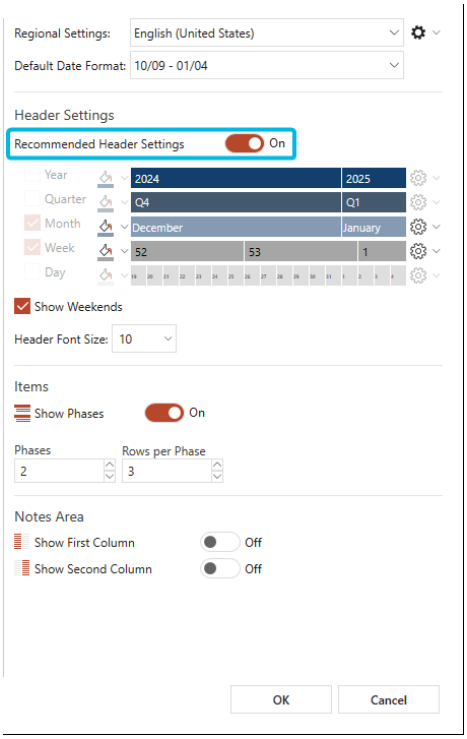


Figure 435. Toggle Button for **Recommended Header Settings**

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 436).

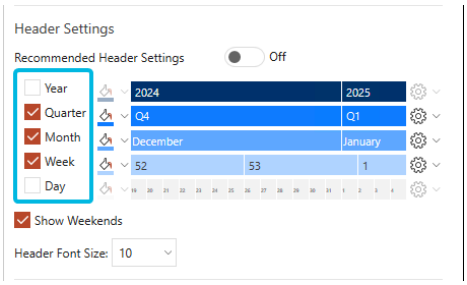


Figure 436. Choose Time Units

2. Click on the **painting bucket** symbol next to a unit and choose a color (Figure 437).
   This color will be used as fill color for the unit's bars in the Gantt chart.

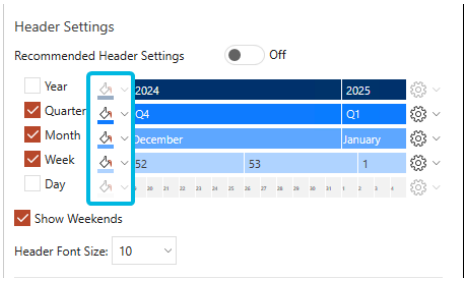


Figure 437. Choose Colors

3. If you enabled the unit *Year*, click on the **gear** symbol next to it (Figure 438).
   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**.

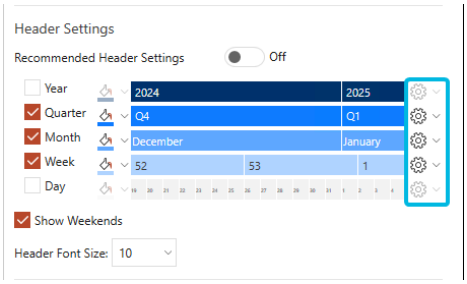


Figure 438. **Gear** Symbols for Time Units

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 439).

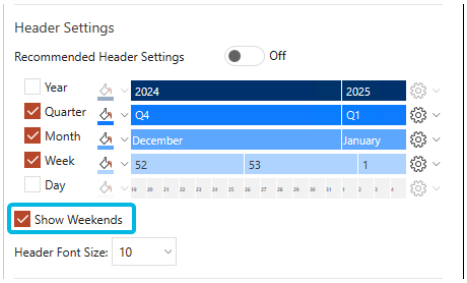


Figure 439. Checkbox for **Show Weekends**

9. Define the header font size by expanding the drop-down menu for **Header Font Size** and choosing the size (Figure 440).

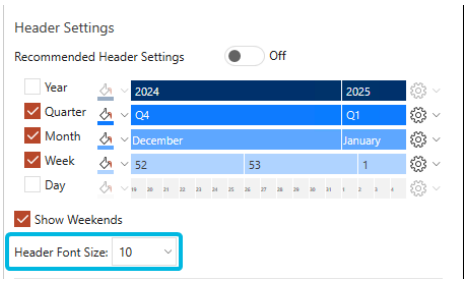


Figure 440. Choose Header Font Size

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 441).

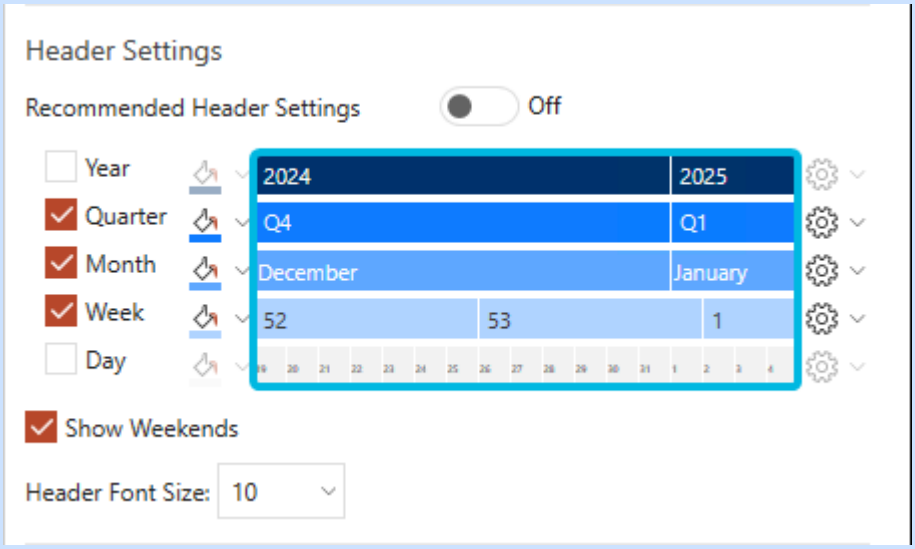


Figure 441. Header Preview

For further information regarding custom colors, see **Use Custom Colors**.

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 442 (1)**).
2. Under *Phases*, define the number of phases to be displayed (**Figure 442 (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 442 (2)**).
   Either type in a number or use the **arrow** symbols to increase or decrease the value.

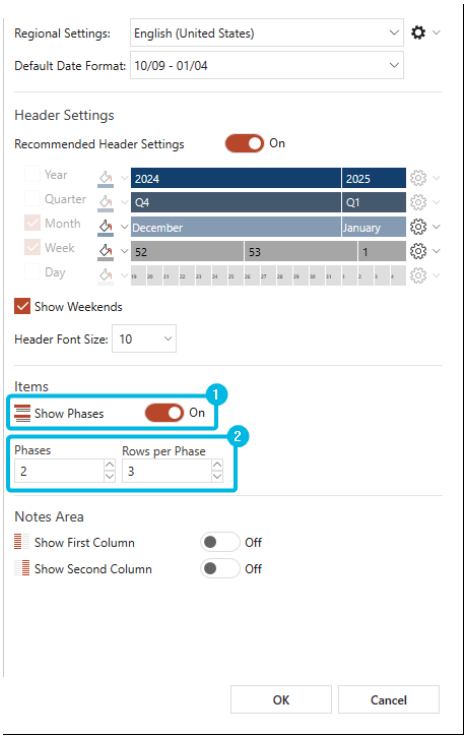


Figure 442. Define Rows and Phases

Under *Notes Area*, decide if you want to display the first and the second column, both or none.

To do so, switch the toggle button to *On* or *Off* (**Figure 443**).

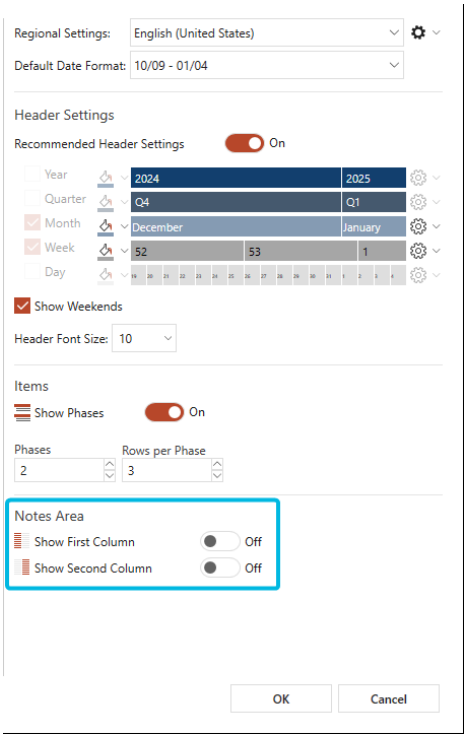


Figure 443. Enable and Disable Notes Areas

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**.

5.1. 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 444**).

In addition, you can change the fill color of the time axis level.

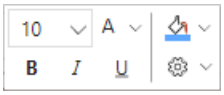


Figure 444. Formatting Options

You can also adjust further settings by clicking on the **gear** symbol (**Figure 445**).

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.

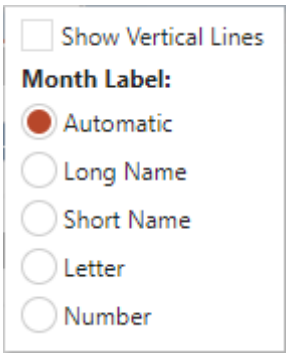


Figure 445. Menu for Time Unit

If you want to display more time units and axis levels, click on the date in the action bar (**Figure 446**).

Figure 446. Date in Action Bar

Here, you can enable further time axis levels and begin to format them as required.

For further information regarding custom colors, see **Use Custom Colors**.

5.2. 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 447**).
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 447**).

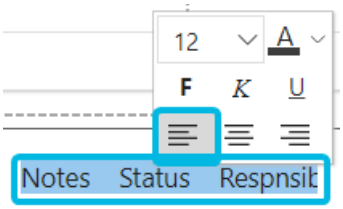


Figure 447. Title Row Formatting

5. In the following rows, enter the content for the columns, separating them by the same amount of tab stops (**Figure 448**).

Notes	Status	Responsible	Notes
Note	DONE	Admin	
Note	In Progress	User	

Figure 448. 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.

5.3. 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 449**).

Figure 449. 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 450).

Click on the **plus** symbol to add a phase or a row.

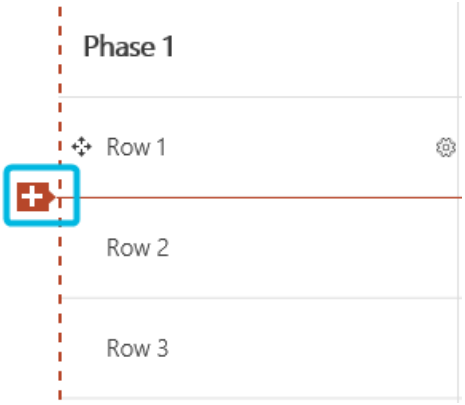


Figure 450. **Plus** Symbol

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 451).

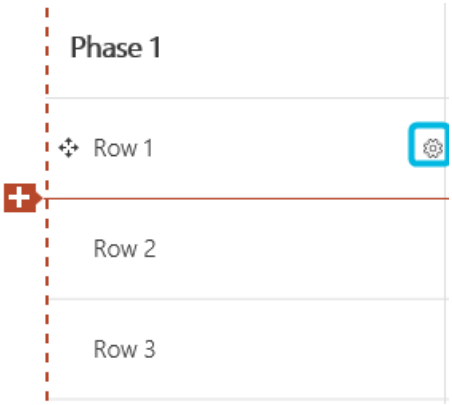


Figure 451. **Gear** Symbol

Then, click on the button **Delete** (Figure 452).

Figure 452. 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 453).
   A color picker opens.

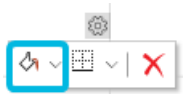


Figure 453. Button **Color Line**

3. Here, choose a color to be used as fill color (Figure 454).
4. If you do not want to use any fill color, choose the option **No Fill**.

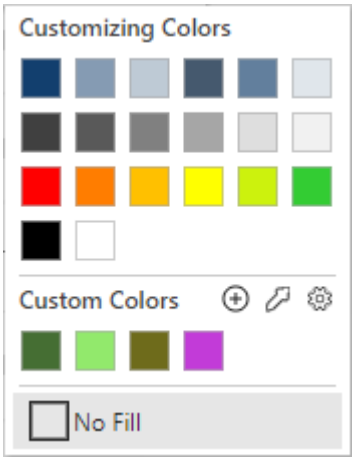


Figure 454. Color Picker

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 455).
   A color picker opens.

Figure 455. Button **Customize Separator Line**

3. Here, choose a color to be used as line color (Figure 456).
   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**.
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.
   b. To change the line weight, click on the button **Weight** and choose your preferred option.
6. If you want to go back to the initial settings, click on the button **Reset**.

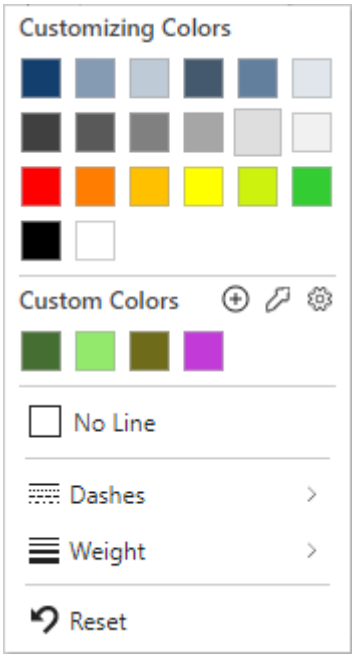


Figure 456. Line Options

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 457). You can then adjust the width of this section while holding the left mouse button.

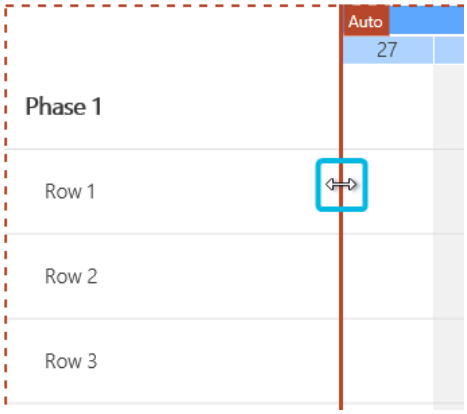


Figure 457. Bilateral Arrow

To reset the region to its original size, click on the button **Auto** (Figure 458).

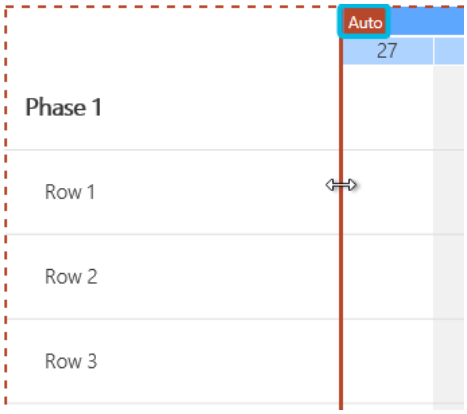


Figure 458. Button **Auto**

To move a row to another position, hover over the row. An **arrow** symbol pointing in four directions appears (Figure 459).

Click on this **arrow** symbol and hold. Now, drag the row to its new position.

Phases cannot be moved.

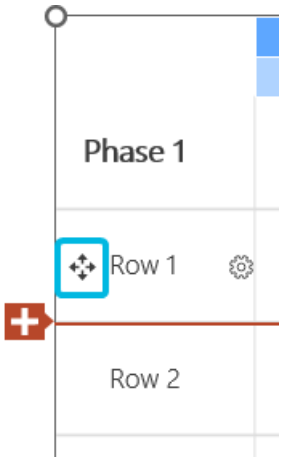


Figure 459. Move Row

To display phases larger than rows, hover over the phase. An **arrow** symbol appears (Figure 460).

Click on this **arrow** symbol.

To revoke this action, click on the symbol again.

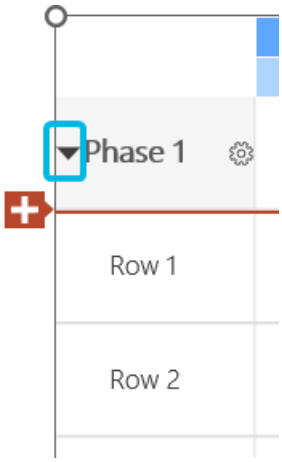


Figure 460. Enlarge Phase

For further information regarding custom colors, see **Use Custom Colors**.

5.4. 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 461 **(1)**) or **Add Milestone** (Figure 461 **(2)**).

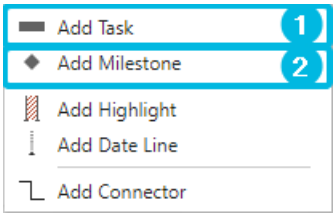


Figure 461. Options **Add Task** and **Add Milestone**

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 462).

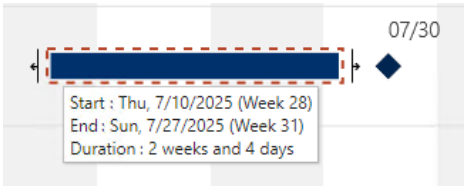


Figure 462. Task Information

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 **Edit Gantt Chart Properties**.

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**.

5.5. 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 463**).

Figure 463. Button **Markers**

Alternatively, you can access the options **Add Highlight**, **Add Date Line** and **Add Connector** by clicking into the empty calendar area (**Figure 464**).

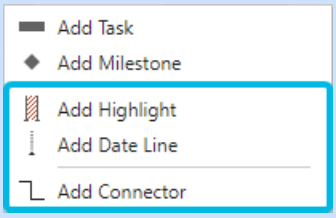


Figure 464. Options in Context Menu

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 465).
   A dialog box opens.

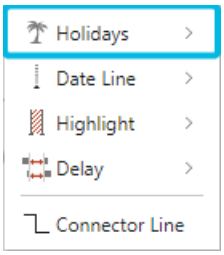


Figure 465. Option **Holidays**

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 466).

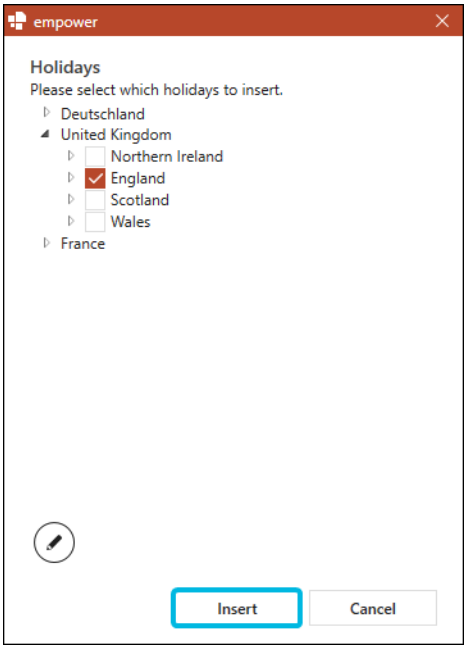


Figure 466. Choose Holidays

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 467).

Figure 467. 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 468). A dialog box opens.

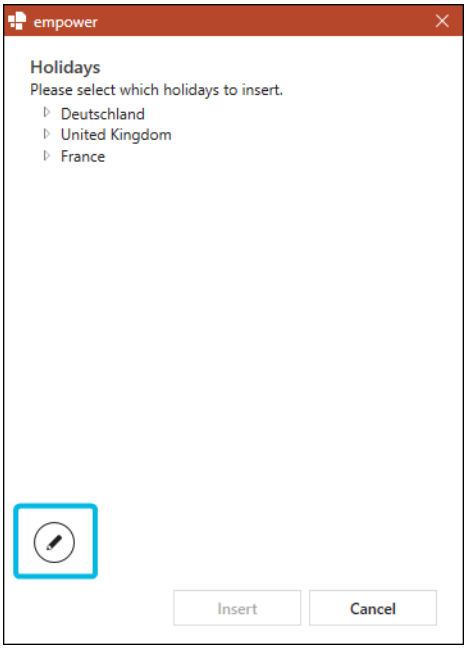


Figure 468. **Pen** Symbol for Holidays

2. Click on the button **New Country** (Figure 469). A folder is added to the list.
3. Adjust the folder name.

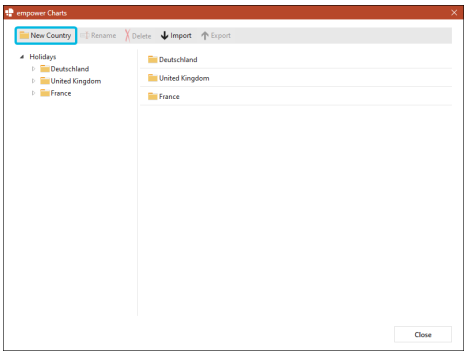


Figure 469. Button **New Country**

4. Select the new folder in the folder tree on the left-hand side.
5. Click on the button **New Calendar** (Figure 470). A folder is added.
6. Adjust the folder name.

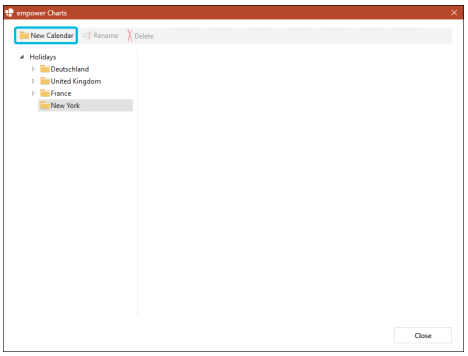


Figure 470. Button **New Calendar**

7. Select the new folder in the folder tree on the left-hand side.
8. Click on the button **New Entry** (Figure 471).
   A new entry is added.

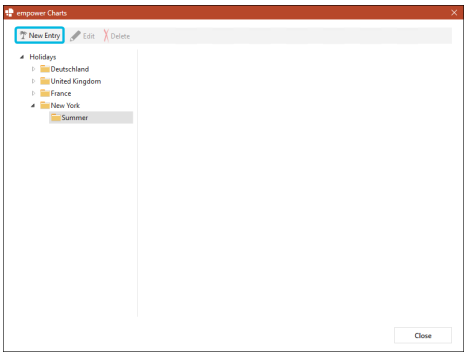


Figure 471. Button **New Entry**

9. Select the new entry in the folder tree on the left-hand side.
10. Here, adjust the entry name (Figure 472 **(1)**).
11. Then, either select the start and end date in the calendar or type them into the input fields (Figure 472 **(2)**).
12. To save your new entry, click on the button **Save** (Figure 472 **(3)**).

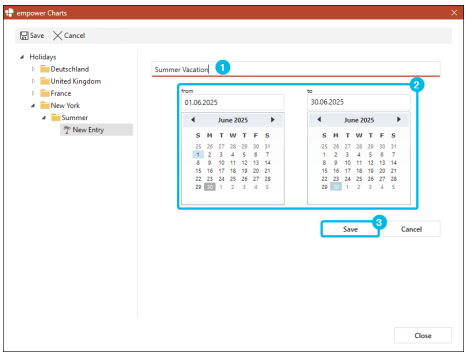


Figure 472. Edit Entry

You can always edit an entry by choosing it from the list and clicking on the button **Edit** (Figure 473).

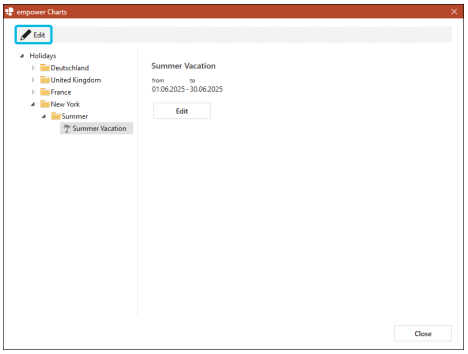


Figure 473. Button **Edit**

To delete an entry, choose its folder and select the entry from the list.

Then, click on the button **Delete** (Figure 474).

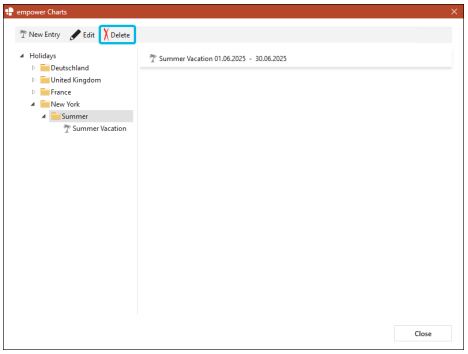


Figure 474. Button **Delete** for Entry

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 475).

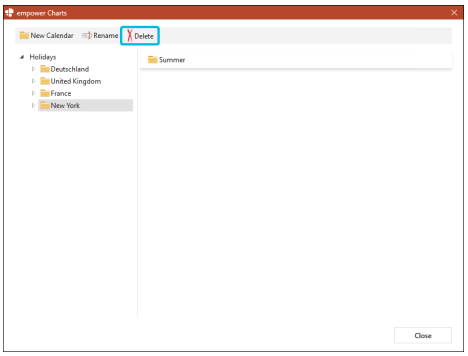


Figure 475. Button **Delete** for Calendar Folder

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 476).

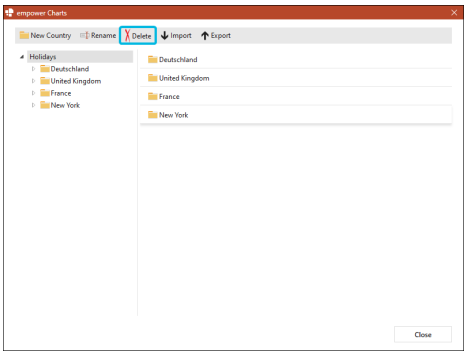


Figure 476. Button **Delete** for Country Folder

If you delete a folder or an entry, you will be asked to confirm the process. To confirm, click on the button **Yes** (Figure 477).

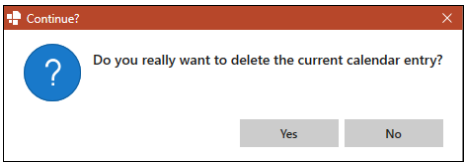


Figure 477. Deletion Confirmation

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 478).
4. Choose a location to save the folder.
   The file will be saved in .xml format. It contains all entries from the folder.

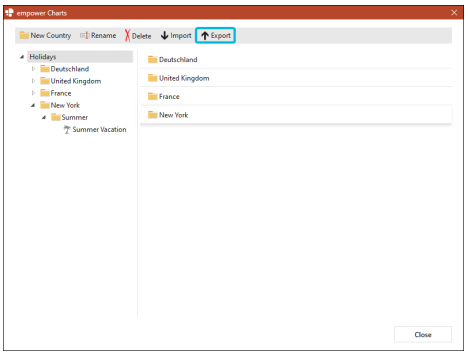


Figure 478. Button **Export**

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 479).
3. Find the file you want to import and click on the button **Open**.
   The new folder will be displayed in your folder overview.

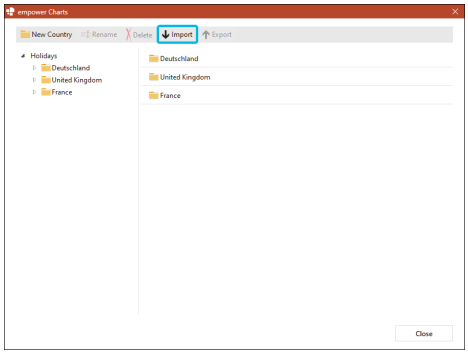


Figure 479. Button **Import**

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 480).

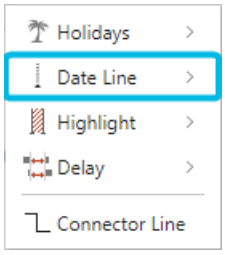


Figure 480. Option **Date Line**

3. Either type in a date into the input field or click on the **calendar** symbol to select it from the calendar (Figure 481).
4. Then, click on the button **OK**.
   A dashed line will be added to the project plan.

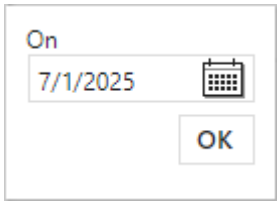


Figure 481. Choose Date for Date Line

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 482).
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 482. 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 483).

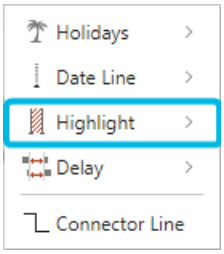


Figure 483. Option **Highlight**

3. Either type in the dates into the input fields or click on the **calendar** symbols to select them from the calendar (Figure 484).
4. Then, click on the button **OK**.
   The highlight will be added to the Gantt chart.

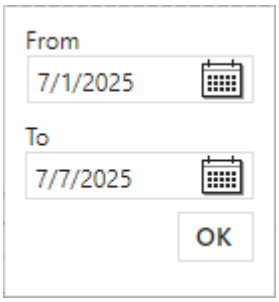


Figure 484. Choose Dates for Highlight

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 485).
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 485. 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 486).

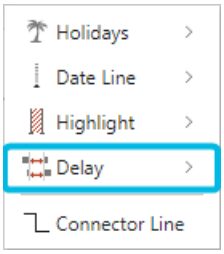


Figure 486. Option **Delay**

3. Either type in the dates into the input fields or click on the **calendar** symbols to select them from the calendar (Figure 487).
4. Then, click on the button **OK**.
   The delay will be added to the Gantt chart.

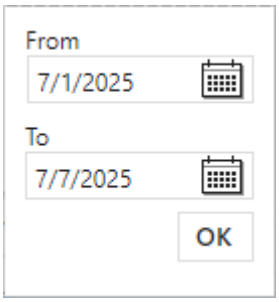


Figure 487. Choose Dates for Delay

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 488).

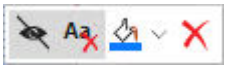


Figure 488. Editing Options for Delay

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 489).
   In the calendar area, start and end points of tasks and milestones are marked with dots.

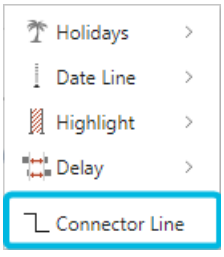


Figure 489. Option **Connector Line**

3. In the calendar area, either click on two dots subsequently to connect them or drag a line from one dot to another (Figure 490).
   The connector line will be added between the two dots.

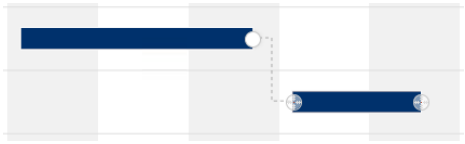


Figure 490. Draw Connector Line

To edit the connector line formatting, click on the connector line. In the menu, you can change the line color and dash style (Figure 490).

Figure 491. 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 492).

Figure 492. 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**.

5.6. Edit Gantt Chart Properties

Under the button **Properties** in the action bar, you can make further changes to your Gantt chart (Figure 493).

Figure 493. 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 494).

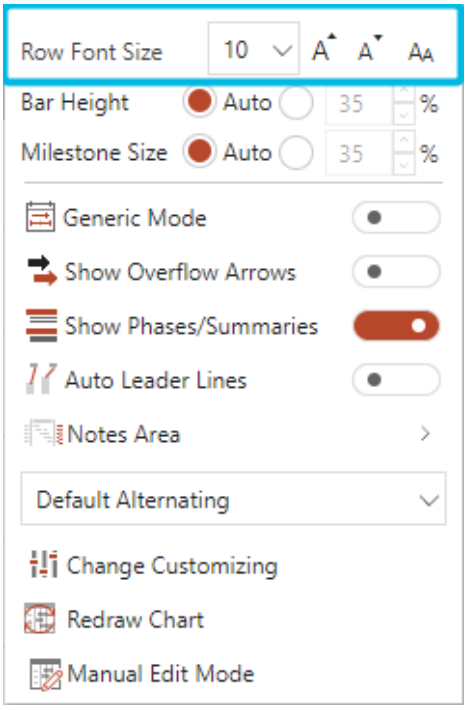


Figure 494. Row Font Size Settings

To set another font size for rows, expand the drop-down menu next to *Row Font Size* and select a font size.

Alternatively, use the buttons next to the drop-down menu to increase or decrease the 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 495).

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.

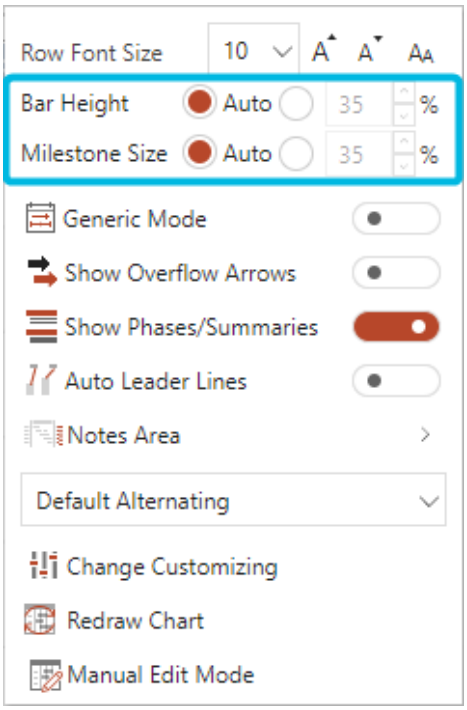


Figure 495. Bar Height and Milestone Size Settings

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 496).

The same applies to the milestone size.

Figure 496. 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 497).
The time level axis and the date labels are adjusted accordingly.

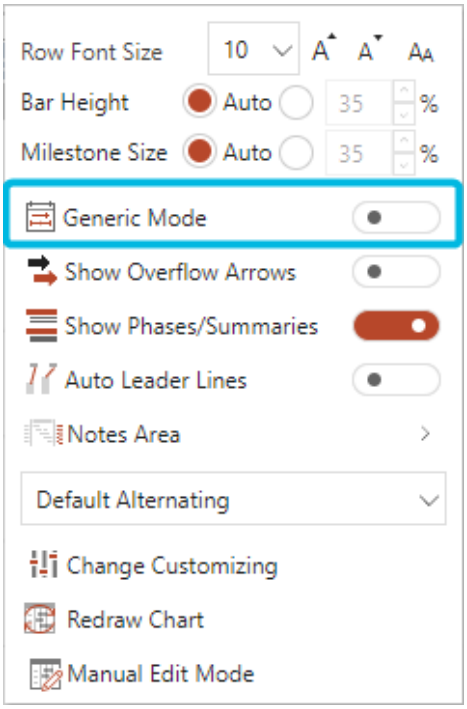


Figure 497. Enable Generic Mode

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 498).

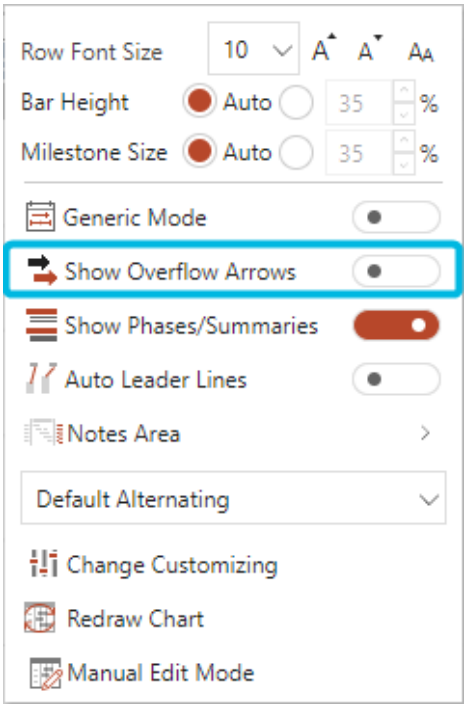


Figure 498. Enable Overflow Arrows

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 499).

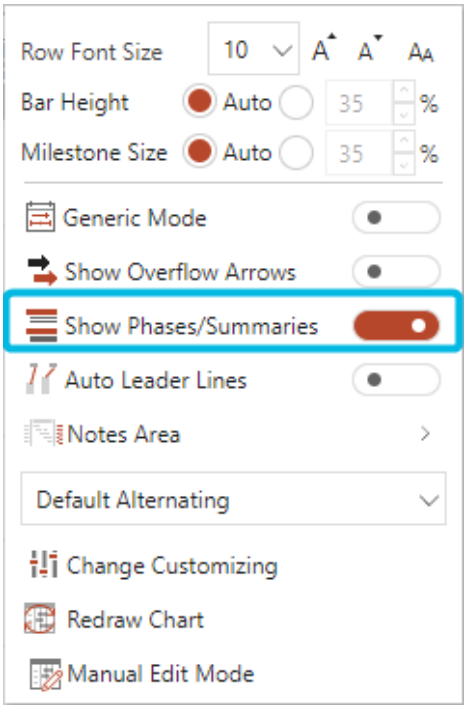


Figure 499. Enable Phases

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 500).
You can also disable this setting for each label individually.

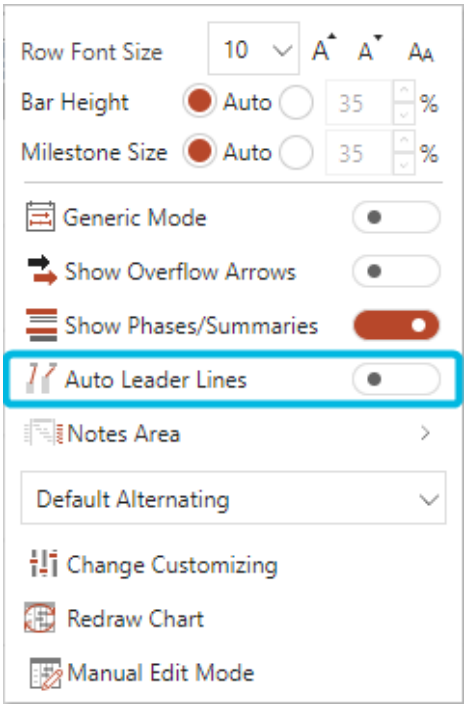


Figure 500. Enable Automatic Leader Lines

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 501**).

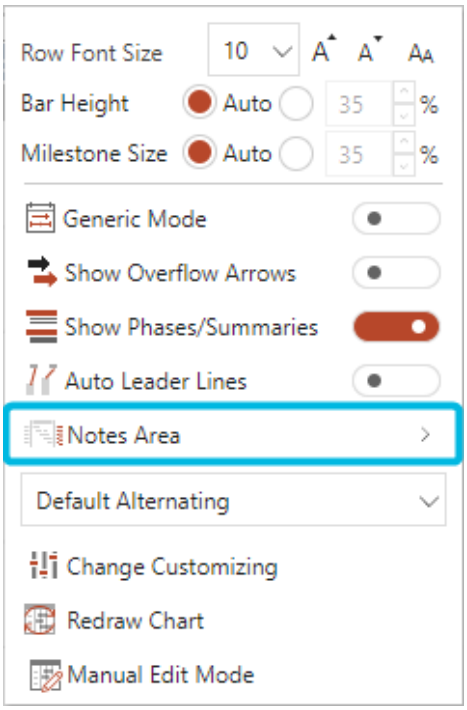


Figure 501. Enable Notes Areas

Expand the drop-down menu to define how you want to display different sections of your Gantt chart (**Figure 502**).
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.

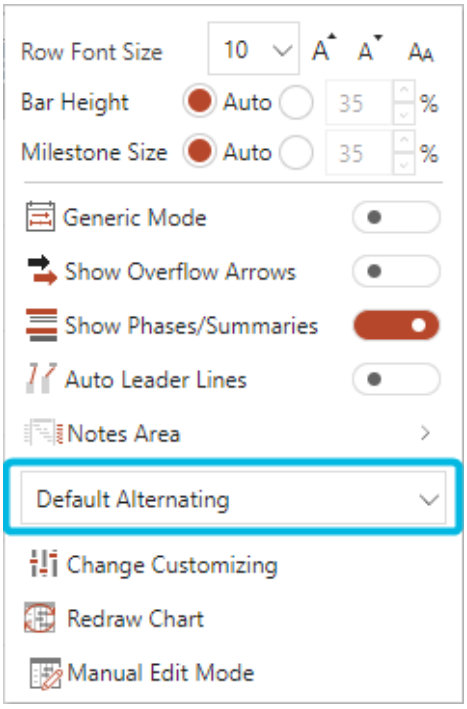


Figure 502. Choose Alternating Option

If there are multiple customizings for your company, you can switch between the customizings. To do so, choose the option **Change Customizing** (Figure 503).
A dialog box opens.

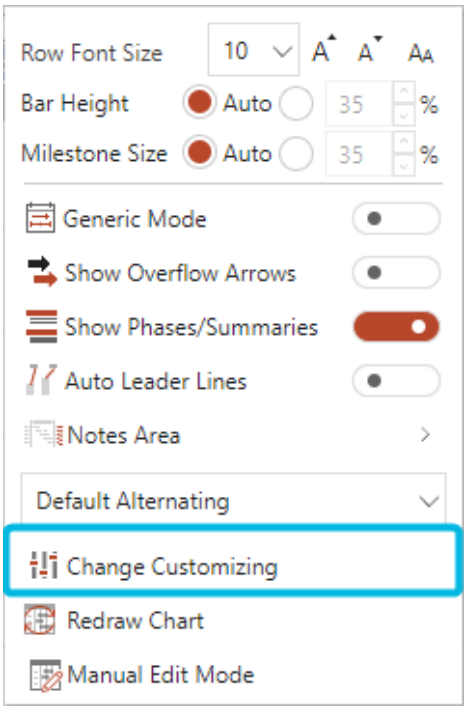


Figure 503. Option **Change Customizing**

Expand the drop-down menu and choose the customizing you want to use for this chart (Figure 504).
Then, click on the button **OK**.

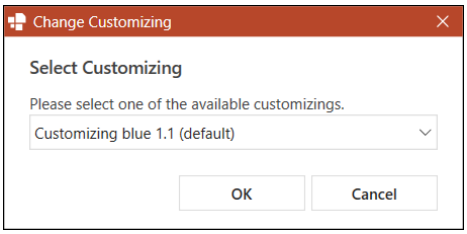


Figure 504. Dialog Box to Change Customizing

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 505).
Display issues should then be corrected automatically.

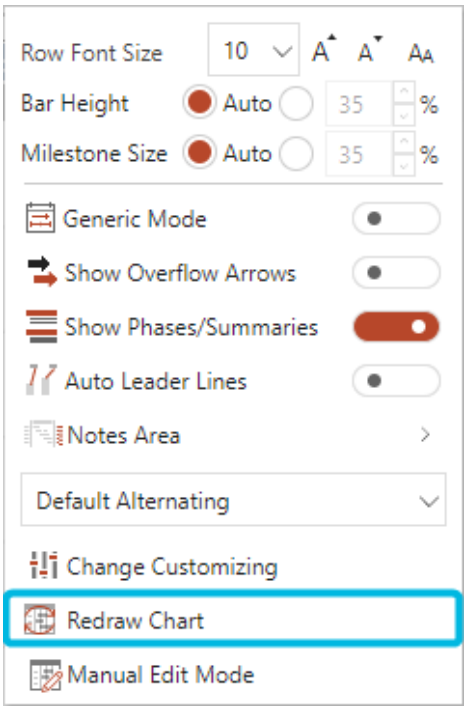


Figure 505. Option **Redraw Chart**

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 the manual edit mode.

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 manual edit mode, see Manual Edit Mode.

5.7. 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 506).

Alternatively, perform a double-click on the chart.

The mini Excel opens in a separate window.

Figure 506. Button **Edit Data**

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 507).

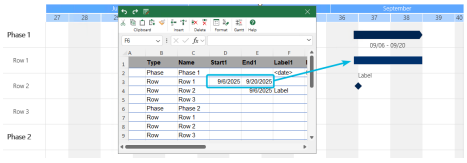


Figure 507. Task without Label

To add a milestone, leave the start or end date empty. Here, you can also add a label (Figure 508).

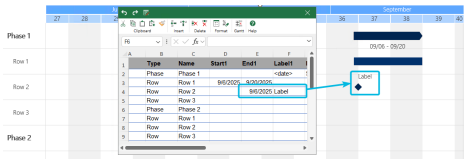


Figure 508. Milestone with Label

To use the date or time span as the label for tasks, milestones or phase arrows, enter <*date*> in the label column (Figure 509).

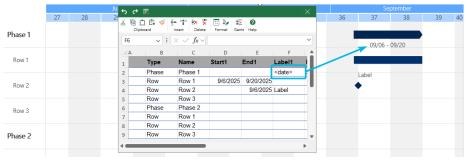


Figure 509. Automatic Date Label for Phase Arrow

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 510).

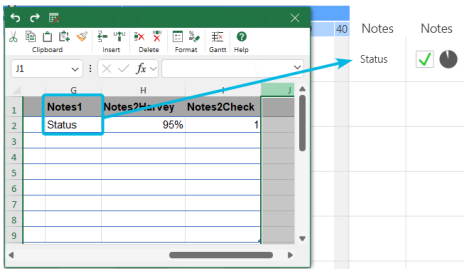


Figure 510. Notes Area with Text

To add Harvey Balls, traffic lights or checkboxes to your notes areas, use the columns *Notes1Harvey*, *Notes2Harvey*, *Notes1Traffic*, *Notes2Traffic*, *Notes1Check* and *Notes2Check* (Figure 511).

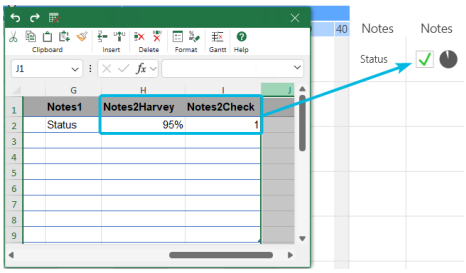


Figure 511. Notes Area with Status Elements

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 512**).

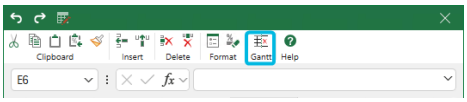


Figure 512. Button **Gantt** in Mini Excel

If your mini Excel contains issues, a note appears in the upper right corner of the mini Excel (**Figure 513**).

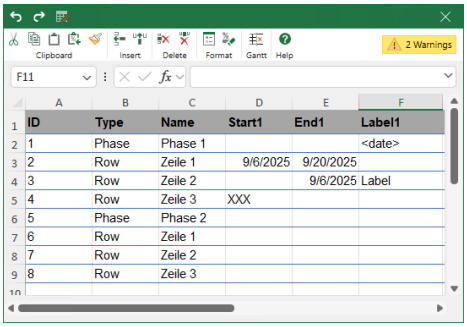


Figure 513. Warning

Click on this note to view further information about the issue (**Figure 514**).

To navigate to the affected cells, click on the cell numbers.

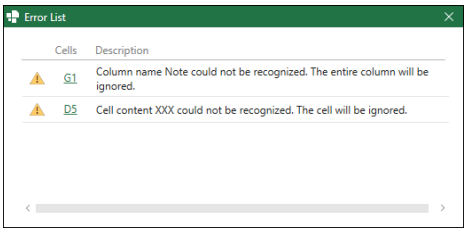


Figure 514. Error List

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.

5.8. 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 515).

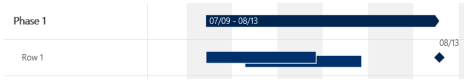


Figure 515. Stacked Task Bars

To add a label to the task bar, select the task bar and click on the button **Label** (Figure 516).

Figure 516. 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 517).

Figure 517. Button **Date Settings** for Task

A dialog box opens.

Here, either type in the dates in the input fields (Figure 518 **(1)**) or select a time span from the calendar (Figure 518 **(2)**).

You can also change the date format in the upper right corner (Figure 518 **(3)**).

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

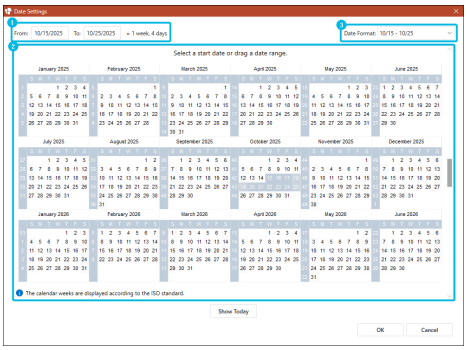


Figure 518. Date Settings for Tasks

To change the color of a task bar, select the task bar and click on the button **Colors** (Figure 519). Then, select a color form the color picker.

Figure 519. 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 520).

Figure 520. 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 521).

Figure 521. 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 522).

Figure 522. Button **Bars** for Task

To delete a task bar, select the task bar and click on the button **Delete** (Figure 523).

Figure 523. 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.

For further information regarding custom colors, see Use Custom Colors.

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 524).

Figure 524. Button **Label** for Milestone

Alternatively, you can change the date for a milestone by clicking on the button **Date Settings** (Figure 525).

A dialog box opens.

Figure 525. Button **Date Settings** for Milestone

Here, either type in the date in the input field (Figure 526 (1)) or select a date from the calendar (Figure 526 (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 526 (3)).

You can also change the date format in the upper right corner (Figure 526 (4)).

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

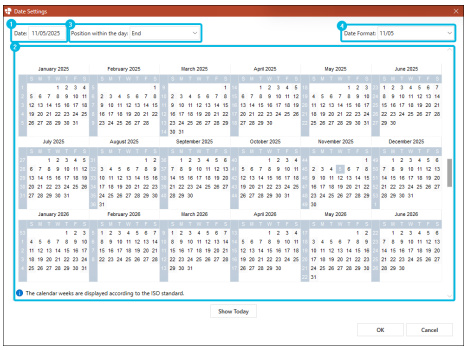


Figure 526. Date Settings for Milestone

To change the color of a milestone, select the milestone and click on the button **Colors** (Figure 527). Then, select a color form the color picker.

Figure 527. 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 528).

Figure 528. 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 529).

Figure 529. Button **Marker Style** for Milestone

To delete a milestone, select the milestone and click on the button **Delete** (Figure 530).

Figure 530. 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.

For further information regarding custom colors, see Use Custom Colors.

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** (Figure 531).

Figure 531. Button **Label** for Phase Arrow

To change the date format of the phase arrow label, click on the button **Date Format** and choose your preferred format (Figure 532).

Figure 532. 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 533). Then, select a color form the color picker.

Figure 533. 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 534).

Figure 534. 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 535).

Figure 535. 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**.
For further information regarding custom colors, see **Use Custom Colors**.

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