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Sample Template

**Basic Charts**

**Chart Library**



# Base content page title, Header in Arial 18pt bold, dark blue Only a maximum of two lines of text permissible in header line

Title 14pt Arial bold, dark blue

- 1st level: Major bullet, Arial 14pt plain, black
  - 2nd level: Sub-bullet, Arial 14pt plain, black
    - 3rd level: Sub-sub bullet, Arial 14pt plain, black
      - 1st level: Major bullet, Arial 14pt plain, black



**Kicker-box, anchored at bottom**

Notes: Text is anchored to the bottom, enabling deletions or additions without having to move the box

1 To create a list of notes, press ENTER, TAB, enter "1", enter TAB again, and type note

Source: Source 8-point, non-bold. Always comes at bottom. Data slides should always have a source

## Introduction

Approach

- Sub-section 1
- Sub-section 2
- Sub-section 3

Results

Appendices

Introduction

## Approach

- **Sub-section 1**
- Sub-section 2
- Sub-section 3

Results

Appendices

# The standard two-box page

## Heading centred

- Level 1
  - Level 2
    - Level 3
      - Level 4

## Heading centred

- Level 1
  - Level 2
    - Level 3
      - Level 4

# Standard table

TABLE TITLE

Column Heading	Column Heading	Column Heading
<b>Row Heading</b>	<ul style="list-style-type: none"> <li>▪ Main bullet               <ul style="list-style-type: none"> <li>– Sub-bullet                   <ul style="list-style-type: none"> <li>▫ Sub-sub-bullet</li> </ul> </li> </ul> </li> <li>▪ Use “Promote” and “Demote” (green arrows on toolbar) to generate the different levels of bullet. The line spacing and bullet style will then be adjusted automatically</li> </ul>	
<b>Highlighted Row</b>	<ul style="list-style-type: none"> <li>▪ Main bullet</li> </ul>	<ul style="list-style-type: none"> <li>▪ Main bullet</li> </ul>
<b>Row Heading</b>	<ul style="list-style-type: none"> <li>▪ Main bullet</li> </ul>	<ul style="list-style-type: none"> <li>▪ Main bullet</li> </ul>



# Default Shapes/Colors/Texts/Alignments

**Text Text**  
**Text Text Text**  
**Text Text**

**Text Text**  
**Text Text Text**  
**Text Text**

**Text Text**  
**Text Text Text**  
**Text Text**

**Text Text**  
**Text Text Text**  
**Text Text**

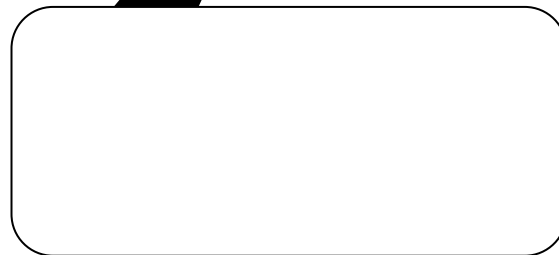
**Heading text**  
Text Text  
Text Text Text  
Text Text



**Heading text**  
Text Text  
Text Text Text  
Text Text



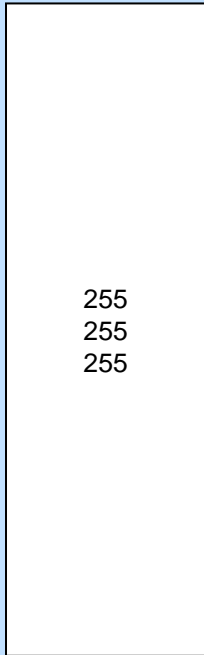
**Text Text**  
**Text Text Text**  
**Text Text**





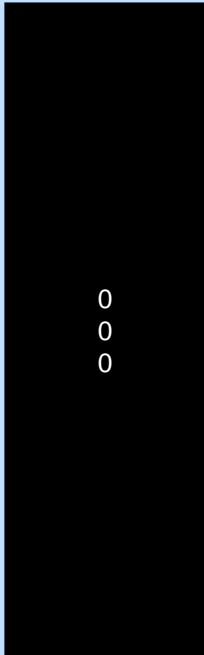


# Colour Guide



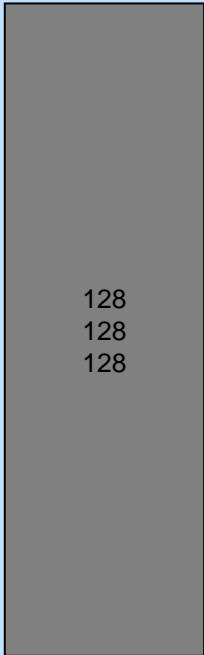
255  
255  
255

Red: 13  
Green: 54  
Blue: 146



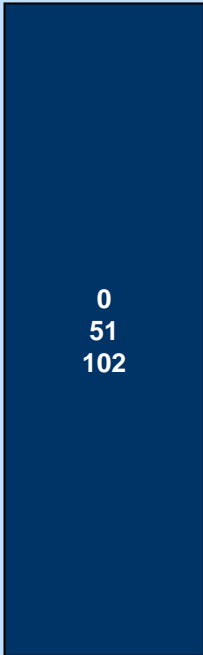
0  
0  
0

Red: 100  
Green: 177  
Blue: 255



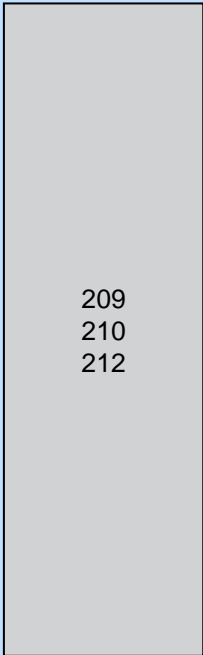
128  
128  
128

Red: 153  
Green: 204  
Blue: 255



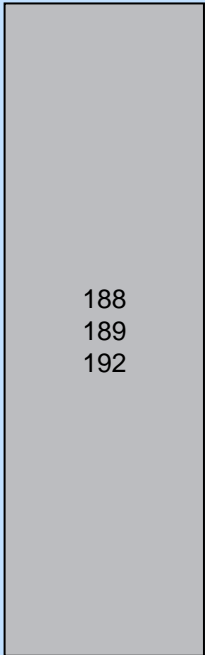
0  
51  
102

Red: 135  
Green: 100  
Blue: 45



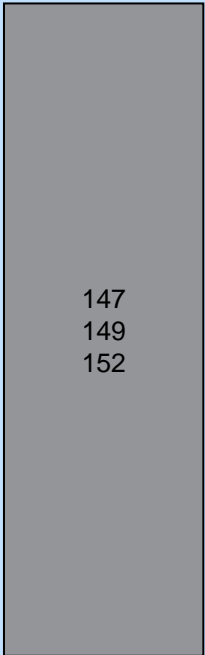
209  
210  
212

Red: 0  
Green: 114  
Blue: 41



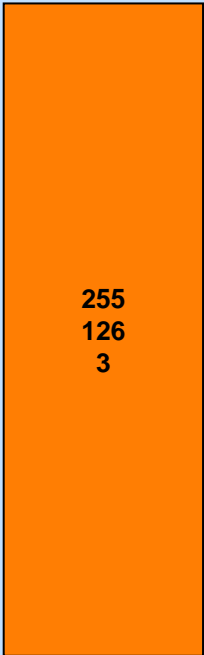
188  
189  
192

Red: 241  
Green: 172  
Blue: 2



147  
149  
152

Red: 117  
Green: 16  
Blue: 63



255  
126  
3

Red: 117  
Green: 16  
Blue: 63

Blue is the main colour.  
The dark blue is used for text and lines as well as in graphics.  
The lighter shades of blue are used as bullet point colours as well as in graphics

Brown is used as secondary colour mainly with 15 to 20% transparency as background in graphics

Accent colours to be used in graphics in order to highlight certain elements as appropriate Use colours carefully

**Basic Charts**

**Chart Library**

# Basic Table

## SUBTITLE

	A 1	A 2	A 3	A 4	A 5
<b>Title 1</b>					
• Subtitle 1	10	10	10	10	10
• Subtitle 2	10	10	10	10	10
<b>Subtotal</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Title 2</b>					
• Subtitle 3	10	10	10	10	10
• Subtitle 4	10	10	10	10	10
<b>Total</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>

# Basic Table with Comments

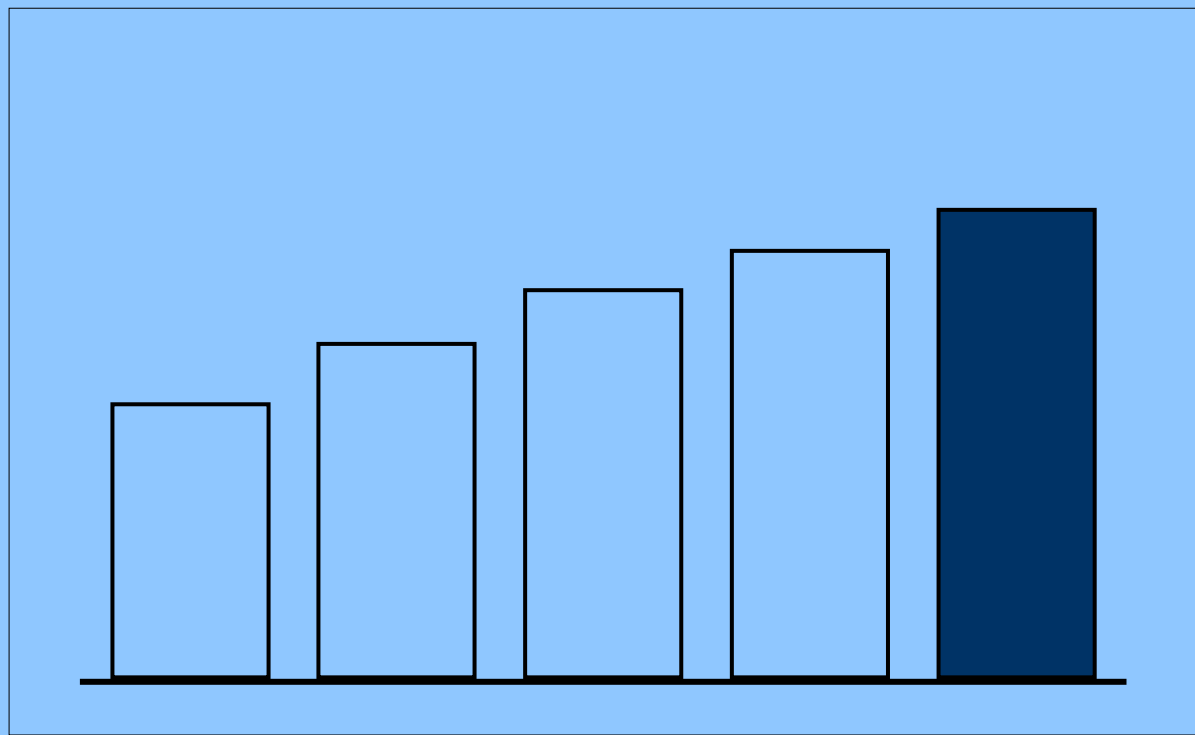
## SUBTITLE

	A 1	A 2	A 3	A 4	A 5
<b>Title 1</b>					
• Subtitle 1	10	10	10	10	10
• Subtitle 2	10	10	10	10	10
<b>Subtotal</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Title 2</b>					
• Subtitle 3	10	10	10	10	10
• Subtitle 4	10	10	10	10	10
<b>Total</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>

Comments

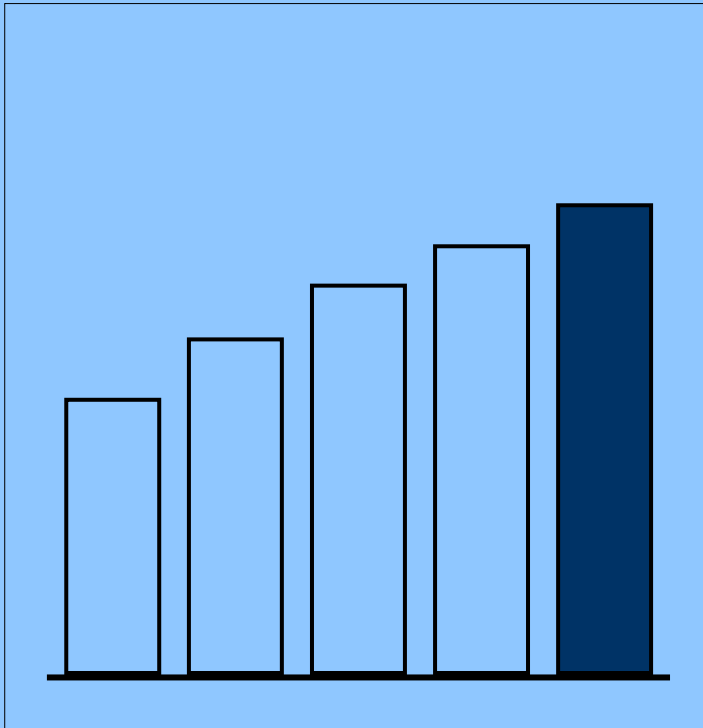
- Level 1
  - Level 2
    - Level 3
      - Level 4

Revenue Growth XX to YY  
(Euro)



# Vertical Bars with Comments

Revenue Growth XX to YY  
(Euro)

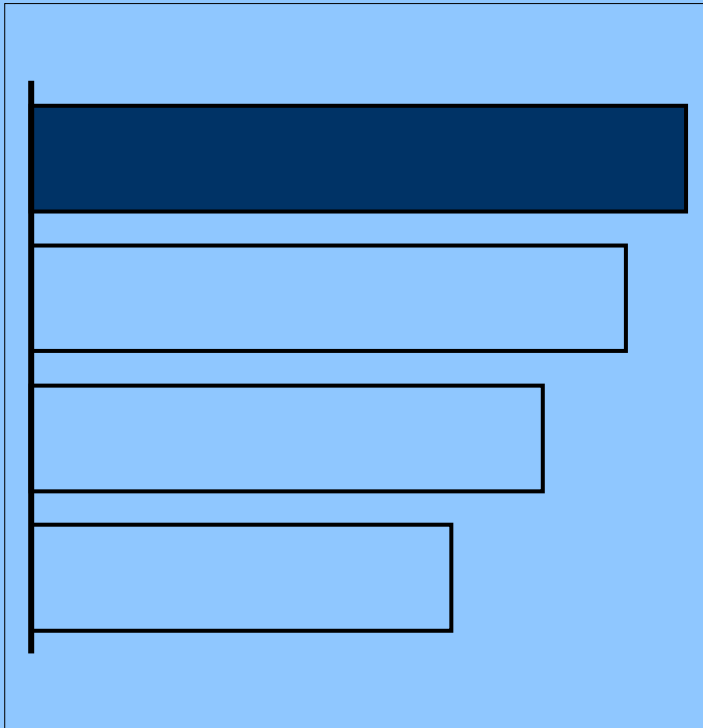


## Comments

- Level 1
  - Level 2
    - Level 3
      - Level 4

# Horizontal Bars with Comments

**Revenue Growth by Line of Business**  
(2006 to 2007 in %)

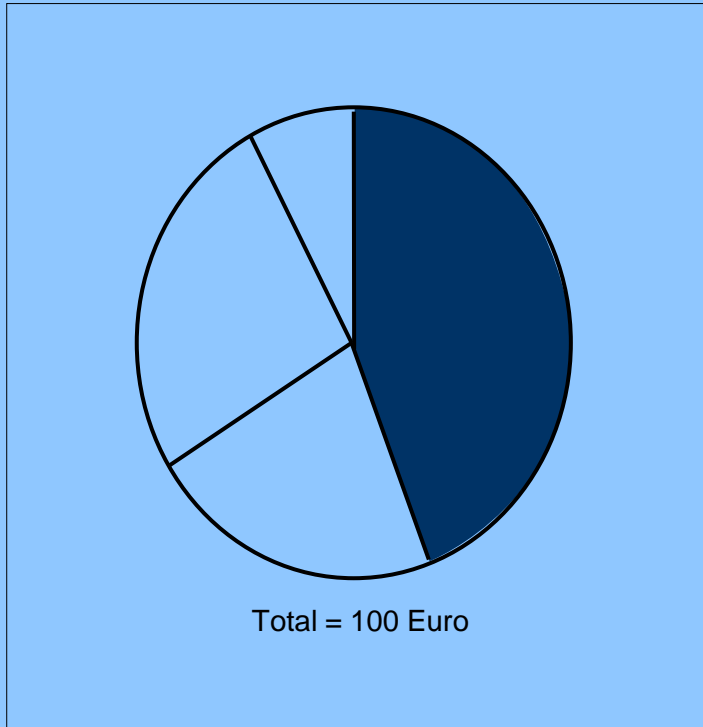


## Comments

- Level 1
  - Level 2
    - Level 3
      - Level 4

# Pie Chart with Comments

**Revenue by Line of Business**  
(in % of Total)



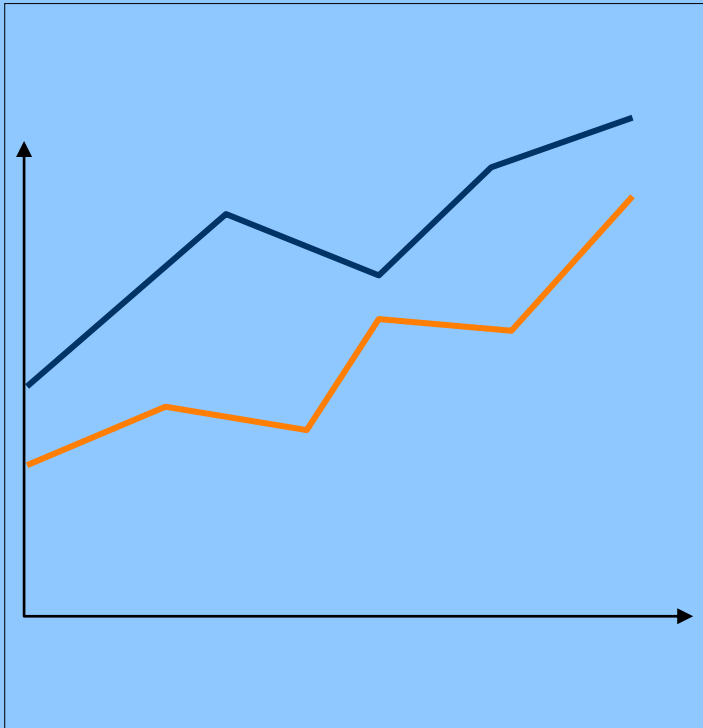
## Comments

- Level 1
  - Level 2
    - Level 3
      - Level 4



# Line Chart with Comments

**Revenue vs. Competition**  
(2000 – 2008 in Euro)

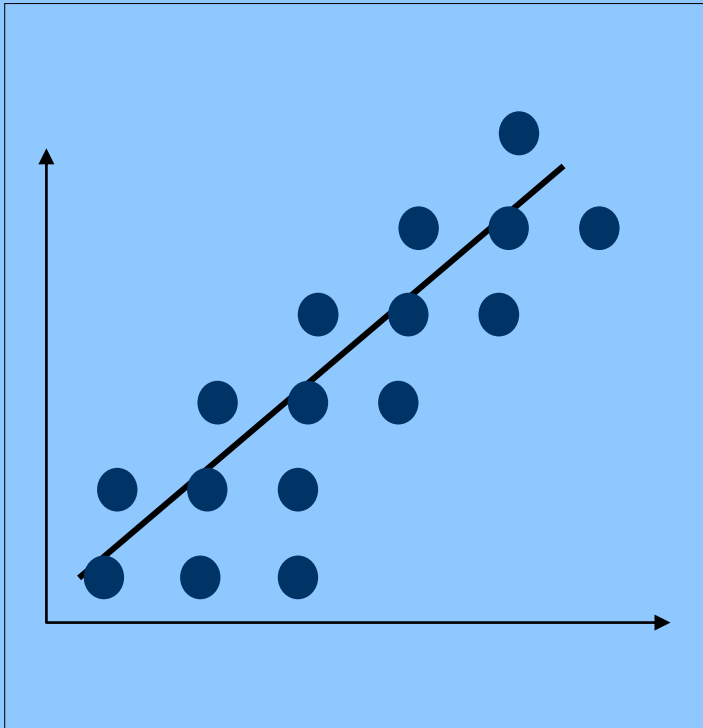


## Comments

- Level 1
- Level 2
  - Level 3
  - Level 4

# Correlation Chart with Comments

**Size of Project vs. Customer Discount**  
(All Projects 2007)

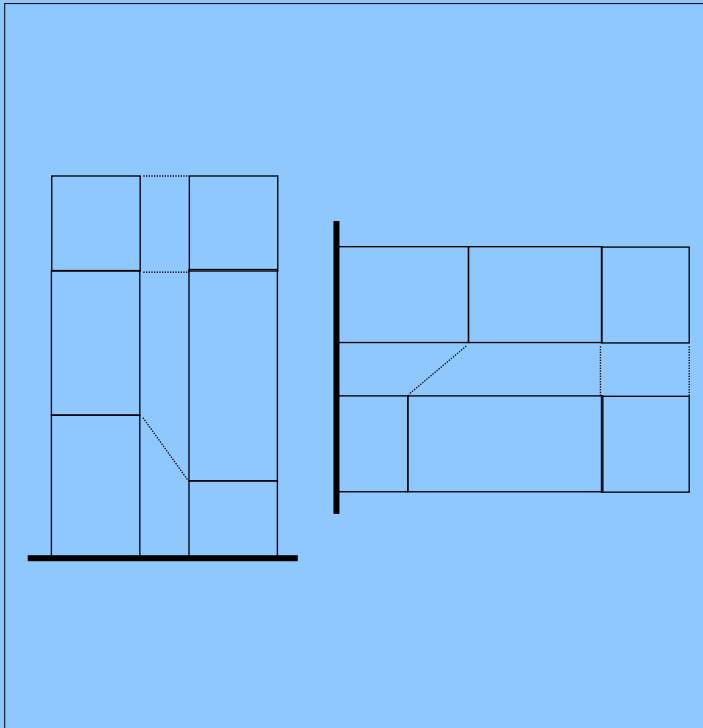


## Comments

- Level 1
  - Level 2
    - Level 3
      - Level 4

# Vertical / Horizontal 100% Chart with Comments

**Revenue vs. Profitability by Business Line**  
(in % of Total)



## Comments

- Level 1
  - Level 2
    - Level 3
      - Level 4

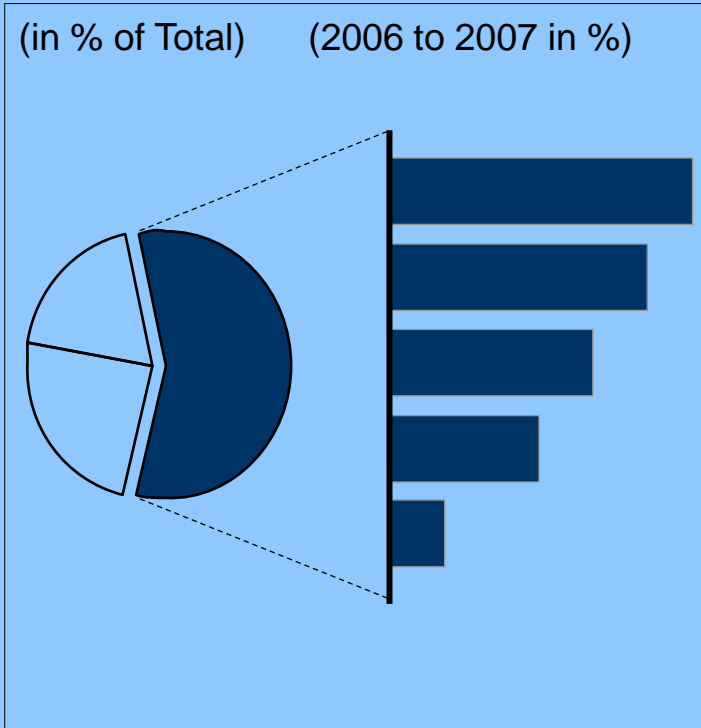
# Exploded Pie with Bar Chart and Comments

## Revenue by Division

(in % of Total)

## Revenue Growth by Subdivision

(2006 to 2007 in %)

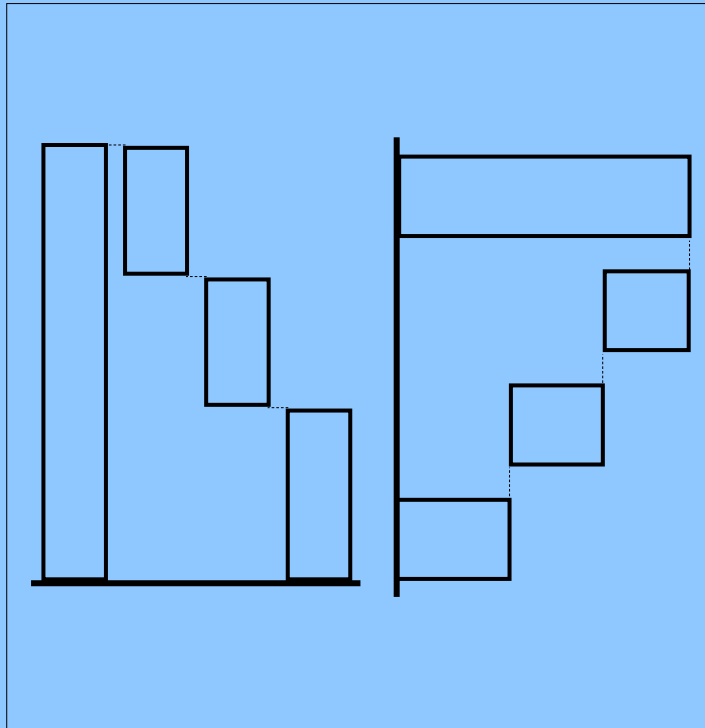


## Comments

- Level 1
  - Level 2
    - Level 3
      - Level 4

# Vertical / Horizontal Waterfall Chart with Comments

**Cost Breakdown Product 1**  
(in Euro)

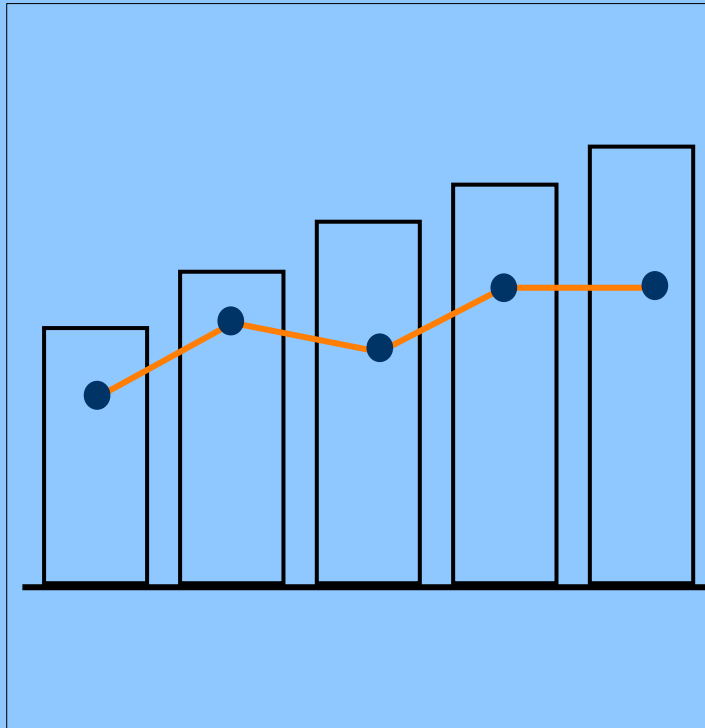


## Comments

- Level 1
  - Level 2
    - Level 3
      - Level 4

# Column and Line Chart with Comments

**Revenue Growth 2000-2004**  
(in Euro and in %)

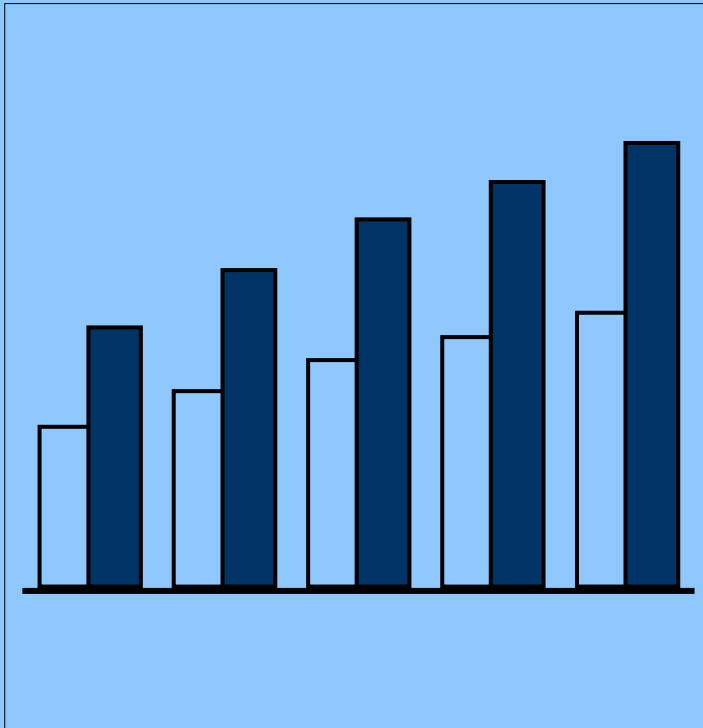


## Comments

- Level 1
  - Level 2
    - Level 3
      - Level 4

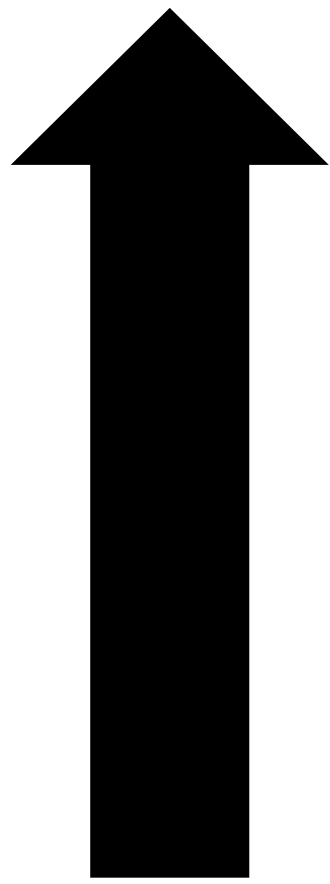
# Column Butted Chart with Comments

**Actual Revenue vs. Budget 2000-2004**  
(in Euro)



## Comments

- Level 1
  - Level 2
    - Level 3
      - Level 4



## Advantages

- ...
- ...
- ...



## Disadvantages

- ...
- ...
- ...





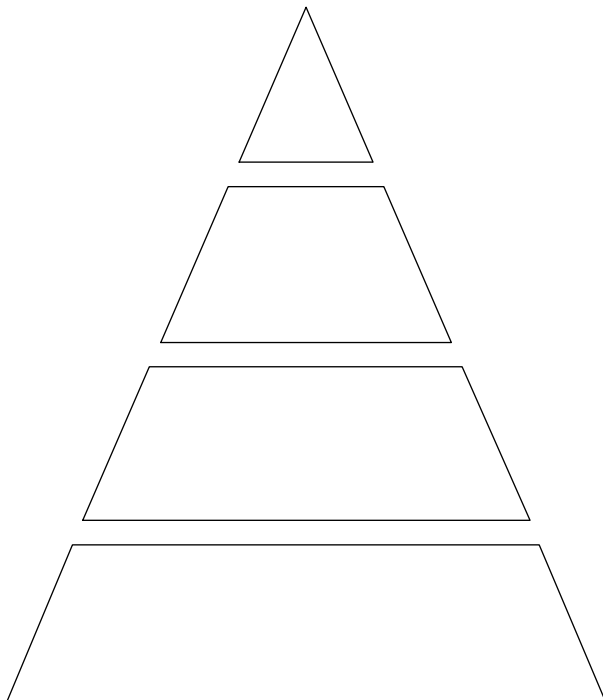
# Gant Chart

## PROJECT TIMELINE

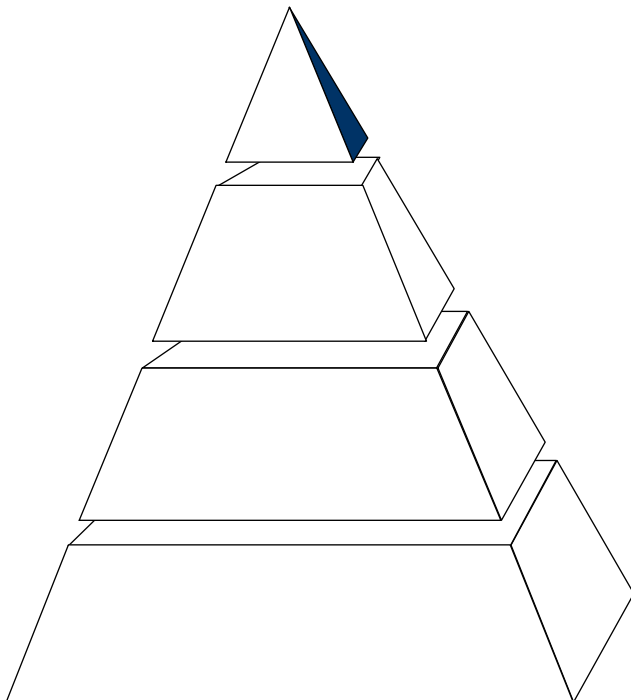
Activity	Apr.					May					June				
	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
Label															
Label															
Label															
Label															
Label															
Label															
Label															
Label															
Label															

▲  
4/26/08

**Pyramid 1**

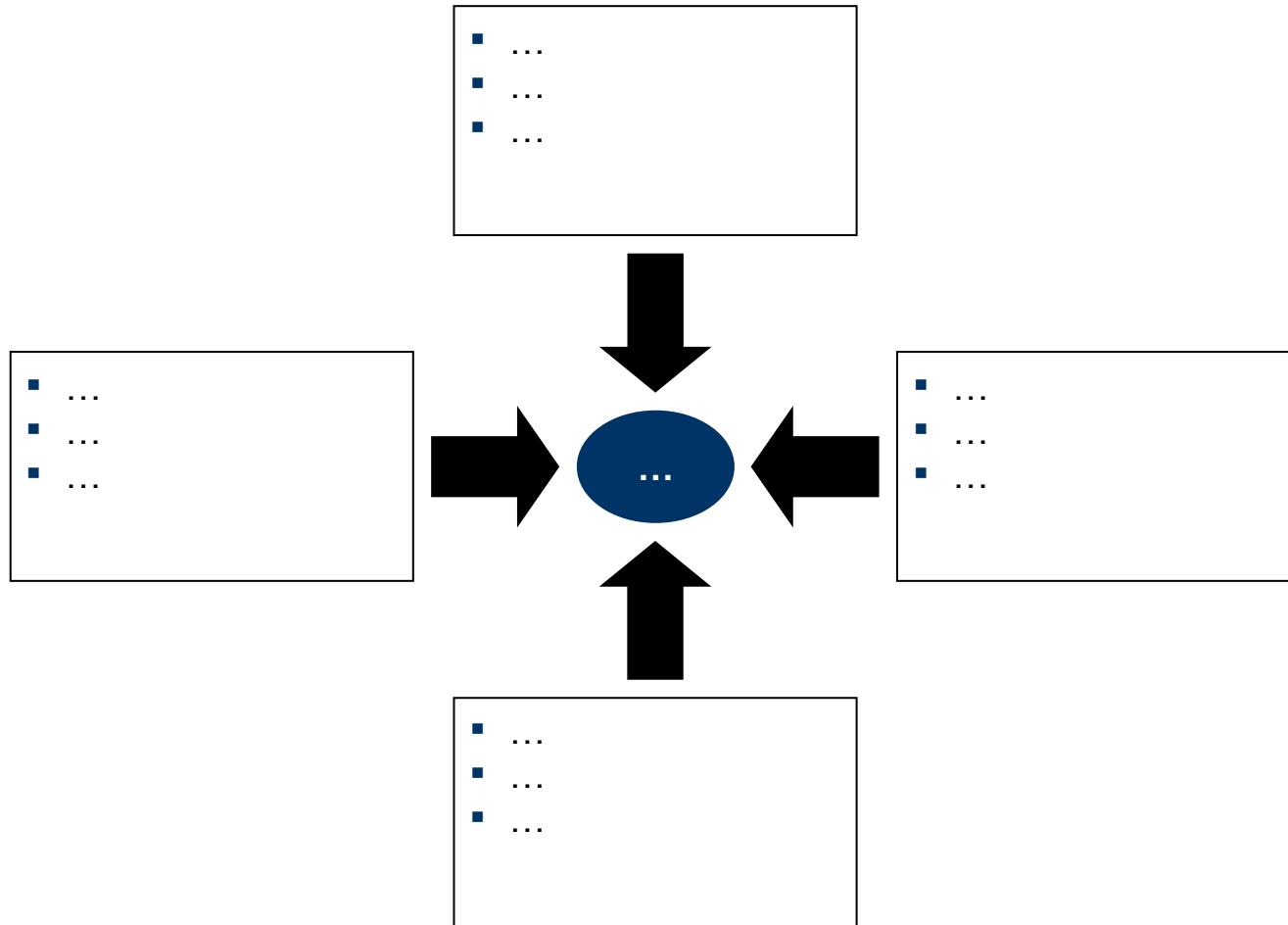


**Pyramid 2**



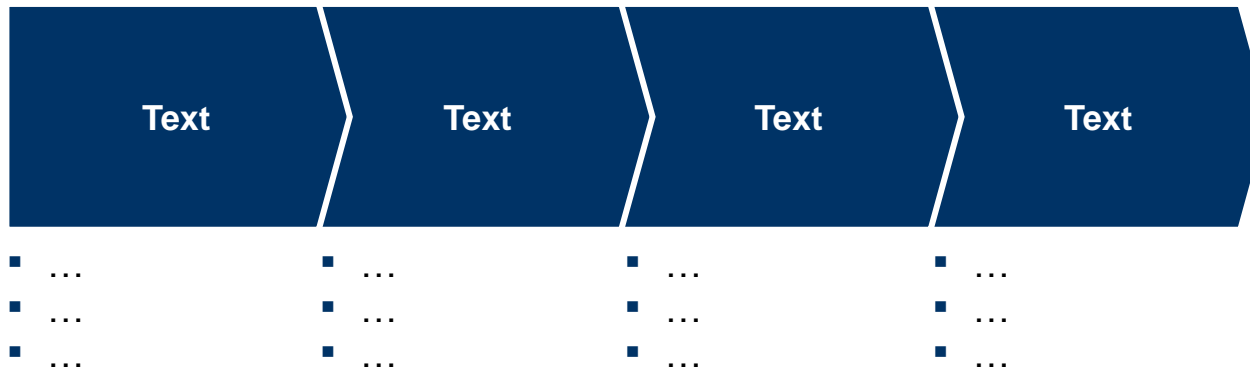
# "Forces at Work" Chart

## MARKET FORCES IMPACTING MARKET GROWTH



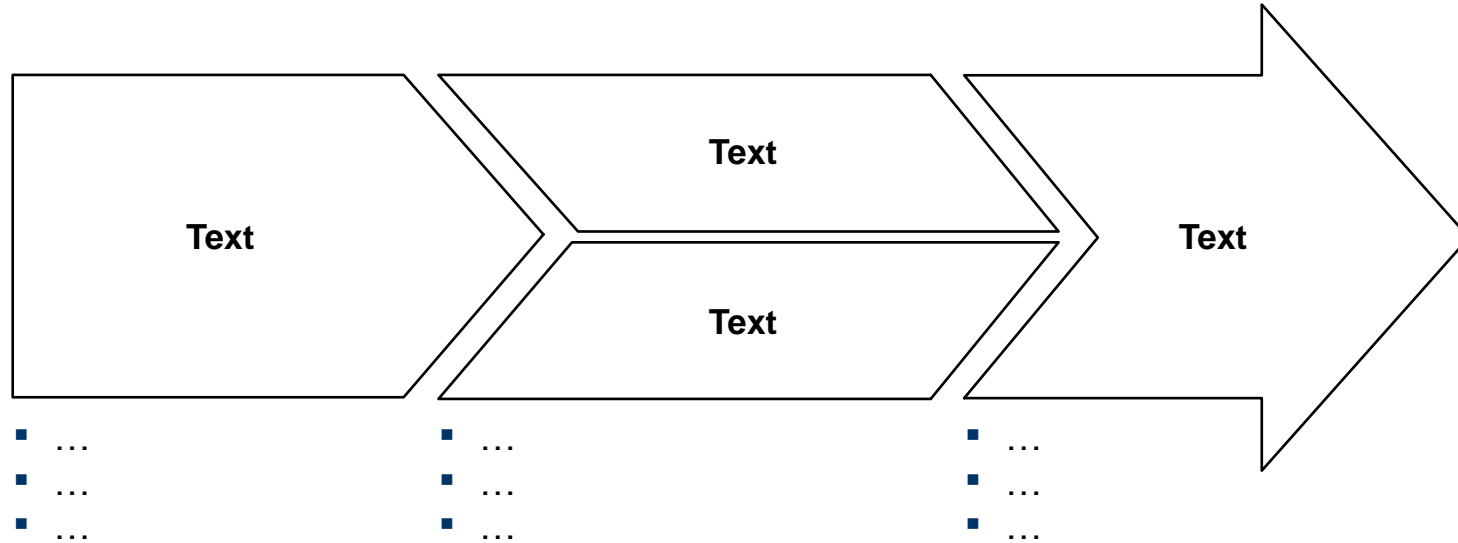
# Process Flow Charts (1/4)

## PROCESS 1



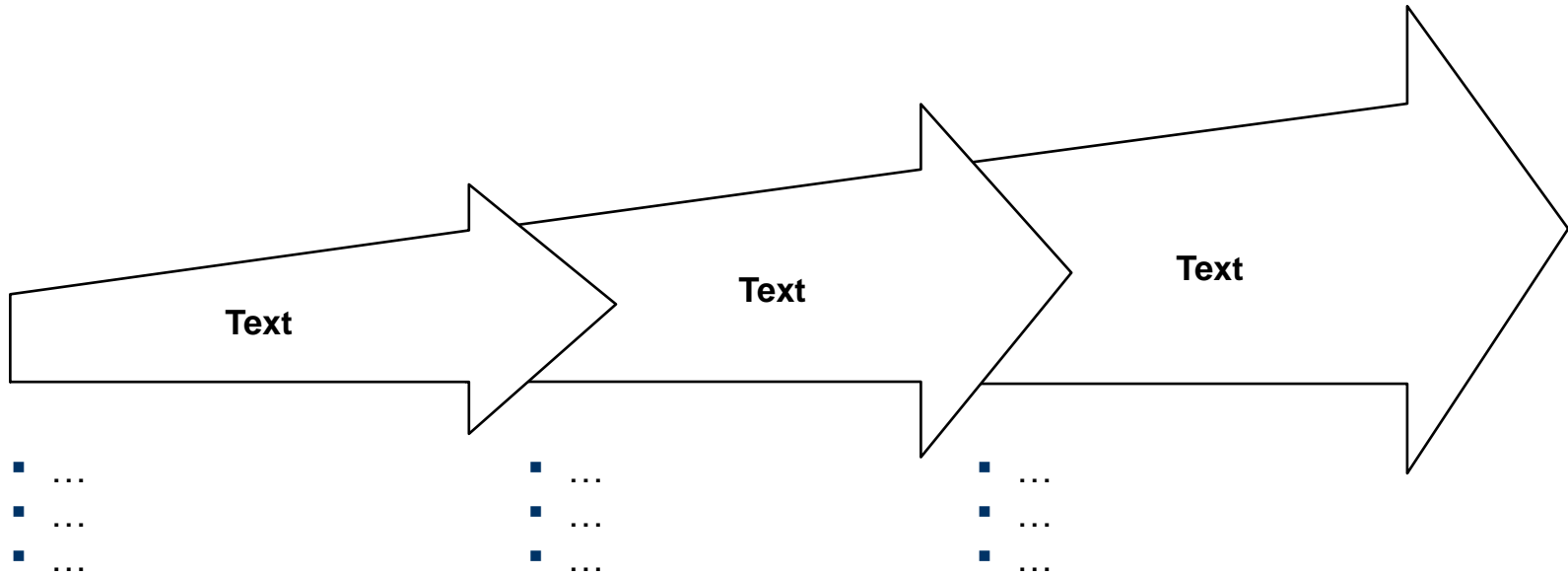
# Process Flow Charts (2/4)

## PROCESS 2



# Process Flow Charts (3/4)

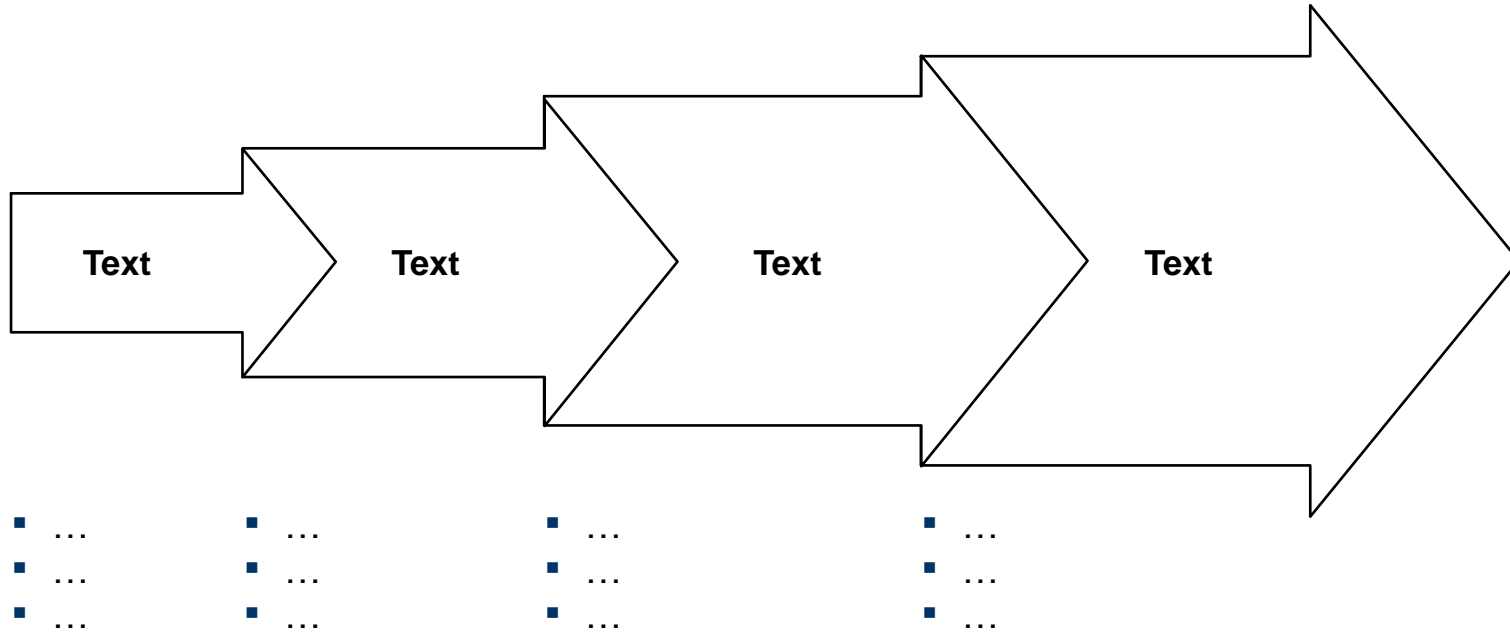
## PROCESS 3





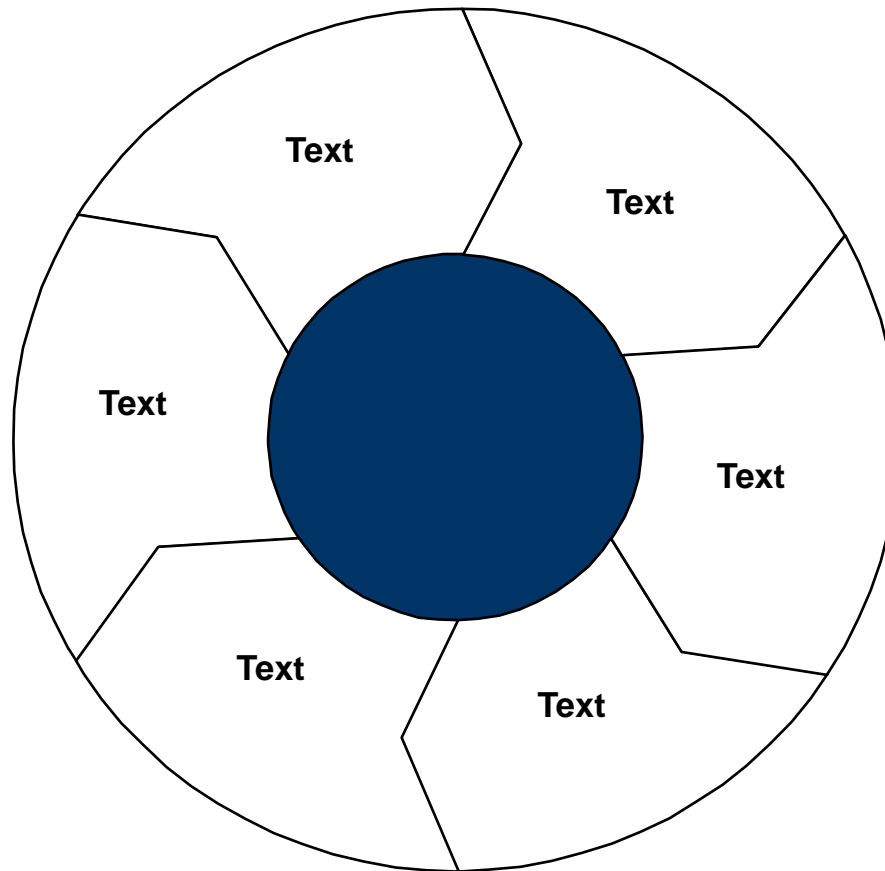
# Process Flow Charts (4/4)

## PROCESS 4



# Cycle Flow Chart

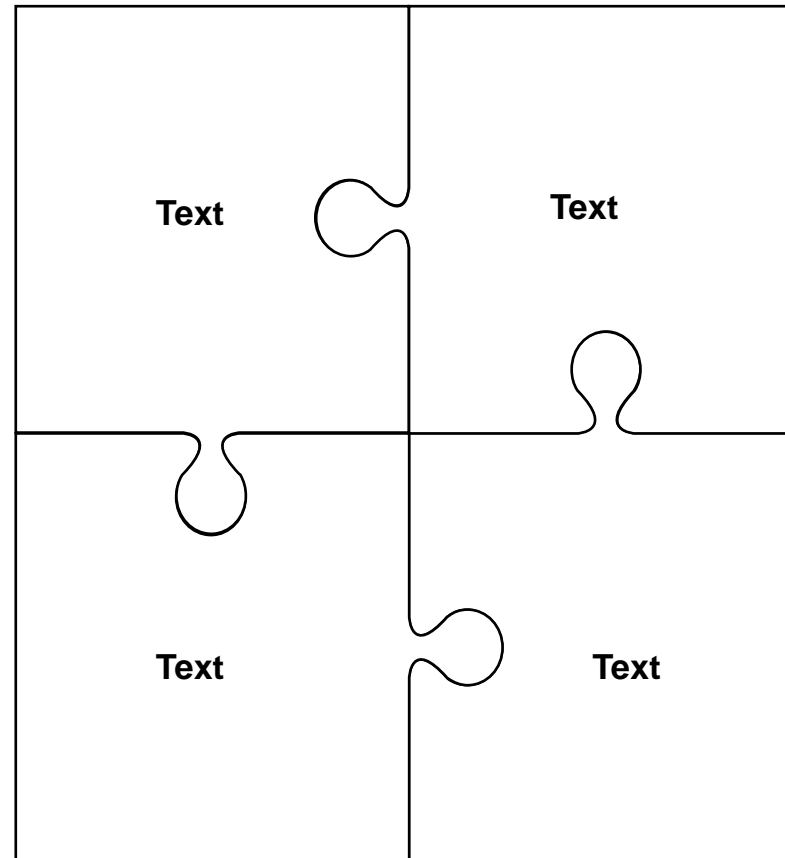
## PRODUCT LIFECYCLE





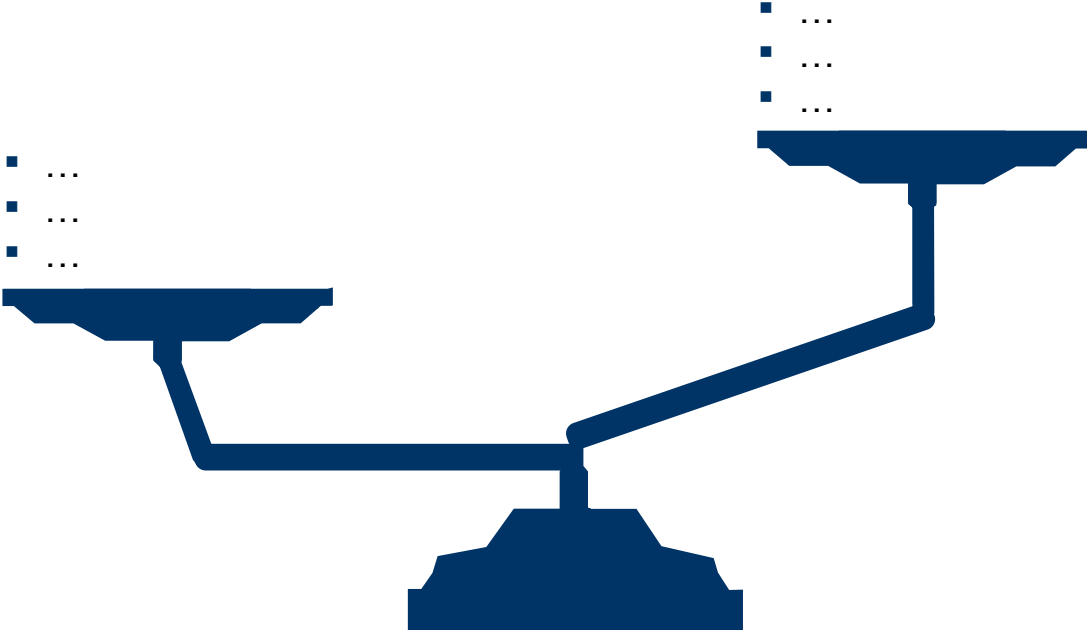
# Puzzle Chart

## FOUR DIFFERENTIATING CAPABILITIES



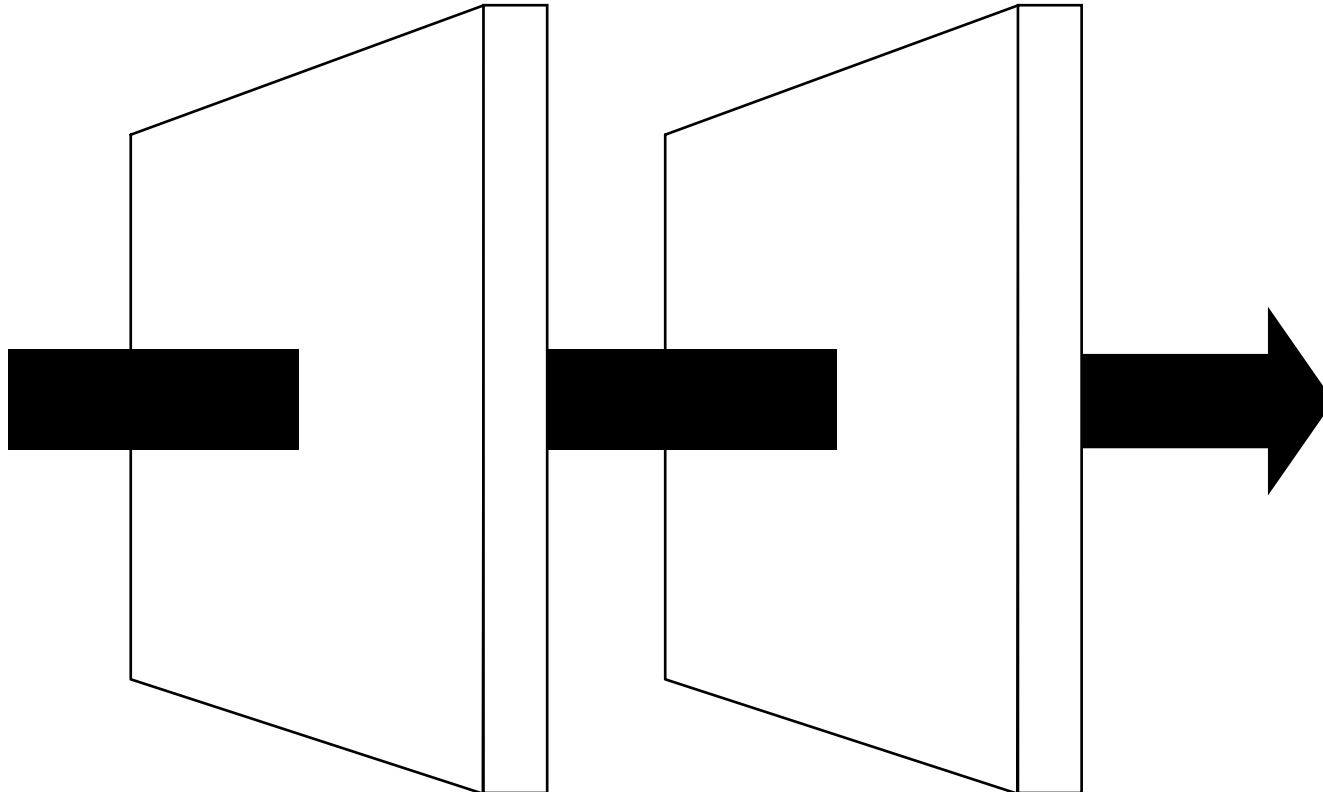
# Scale Chart

## TRADEOFF



# Filters / Obstacles

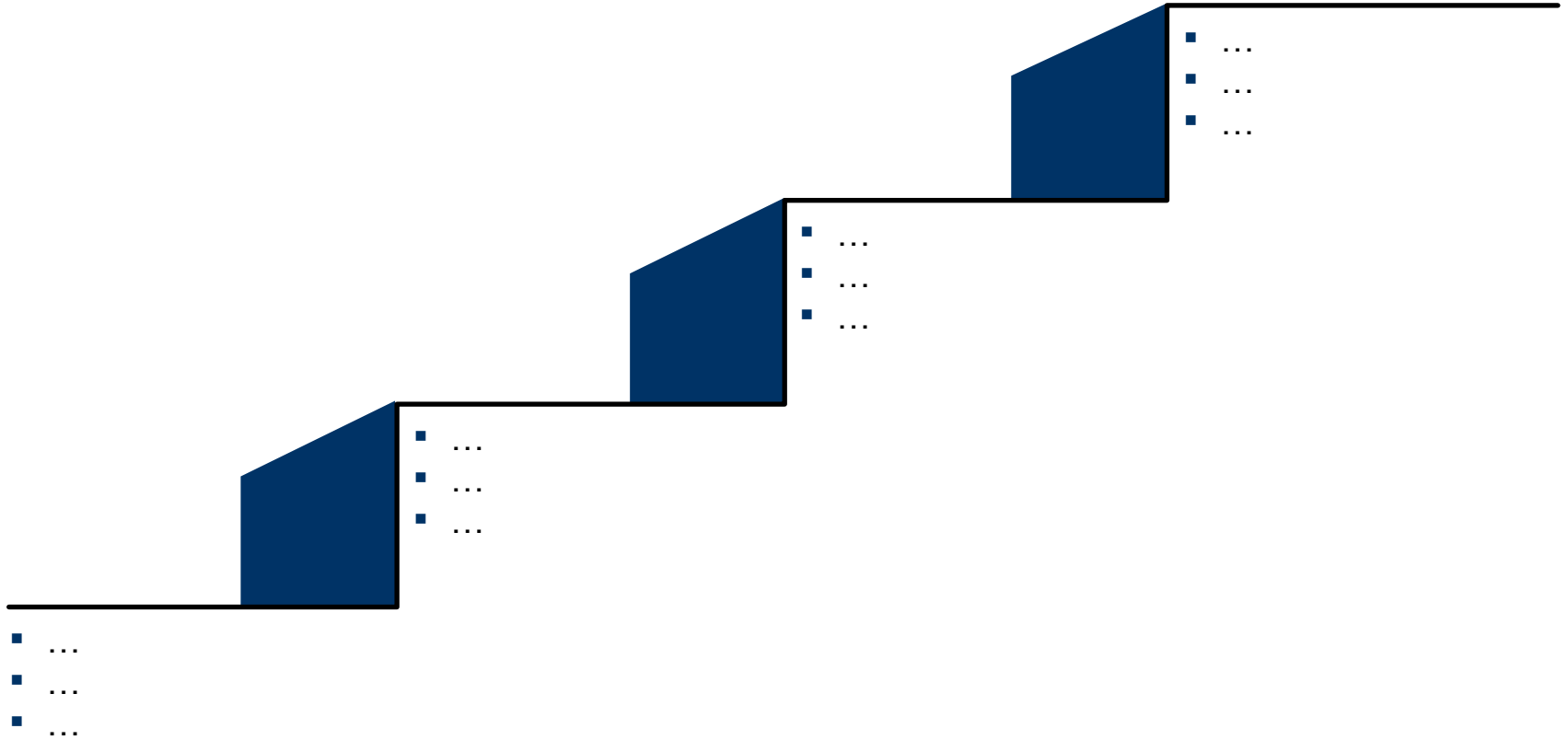
## FILTER PROCESS





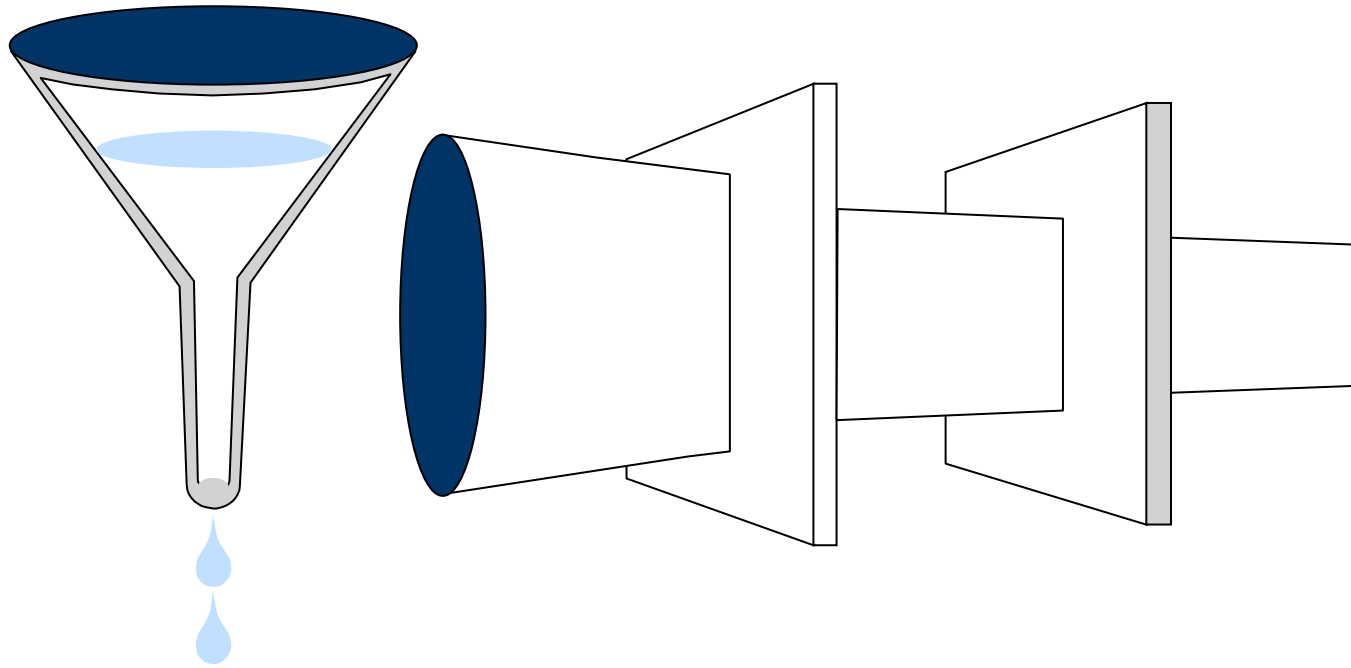
# Steps, Stairs, Stages Chart

## FOUR STAGES



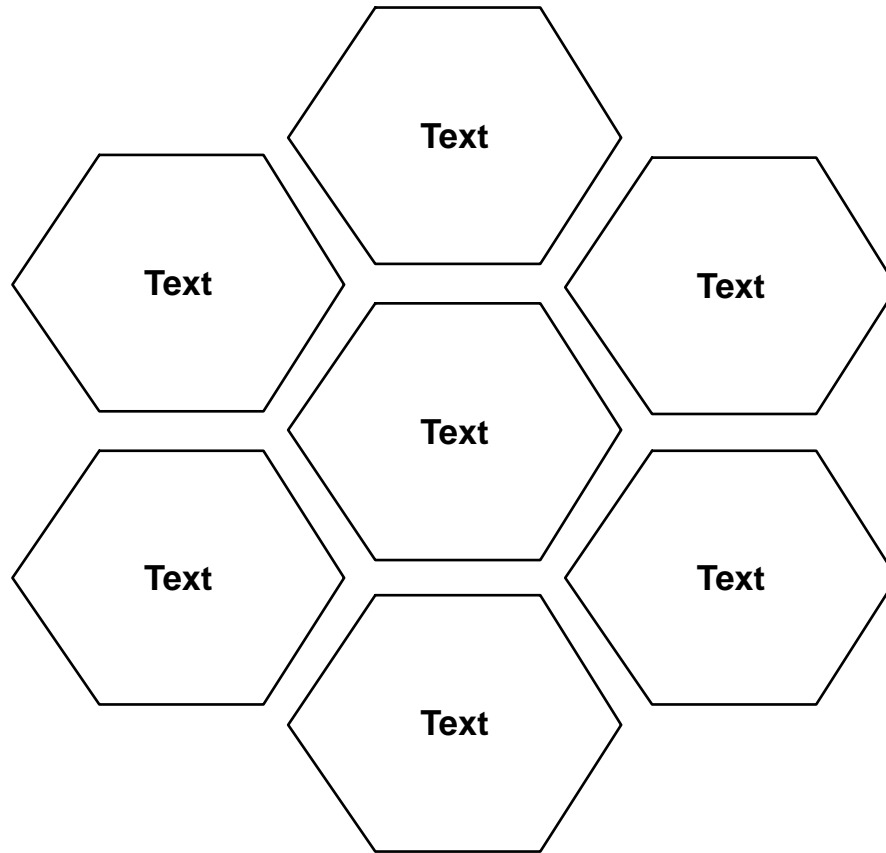
# Funnel Chart

## FUNNEL



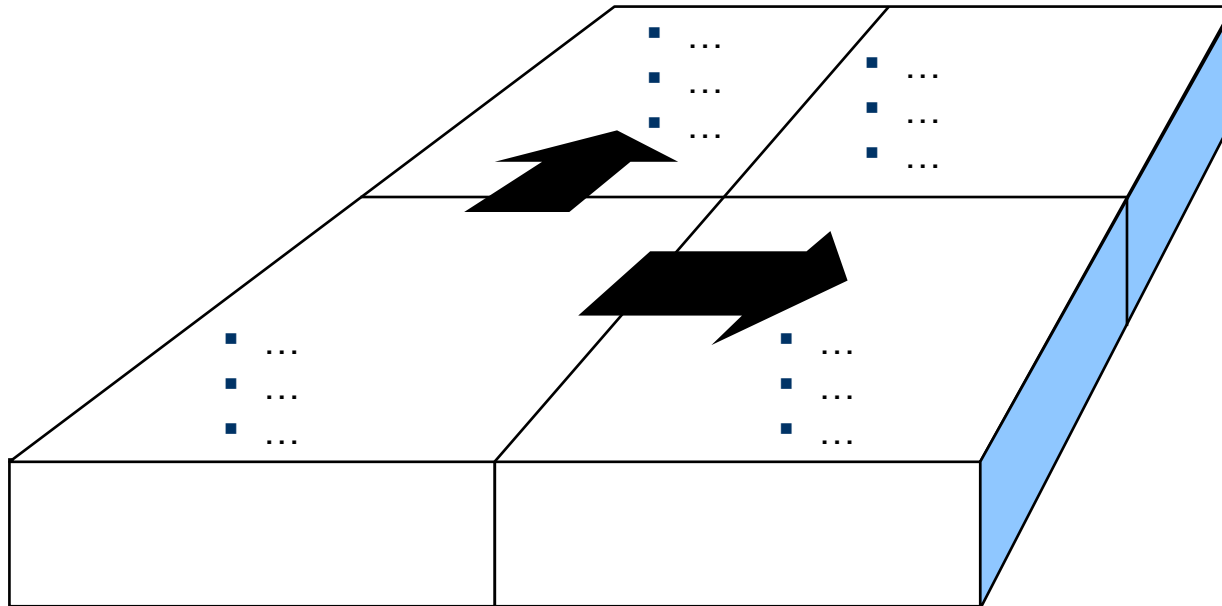
# Honeycomb Chart

## REQUIRED CAPABILITIES



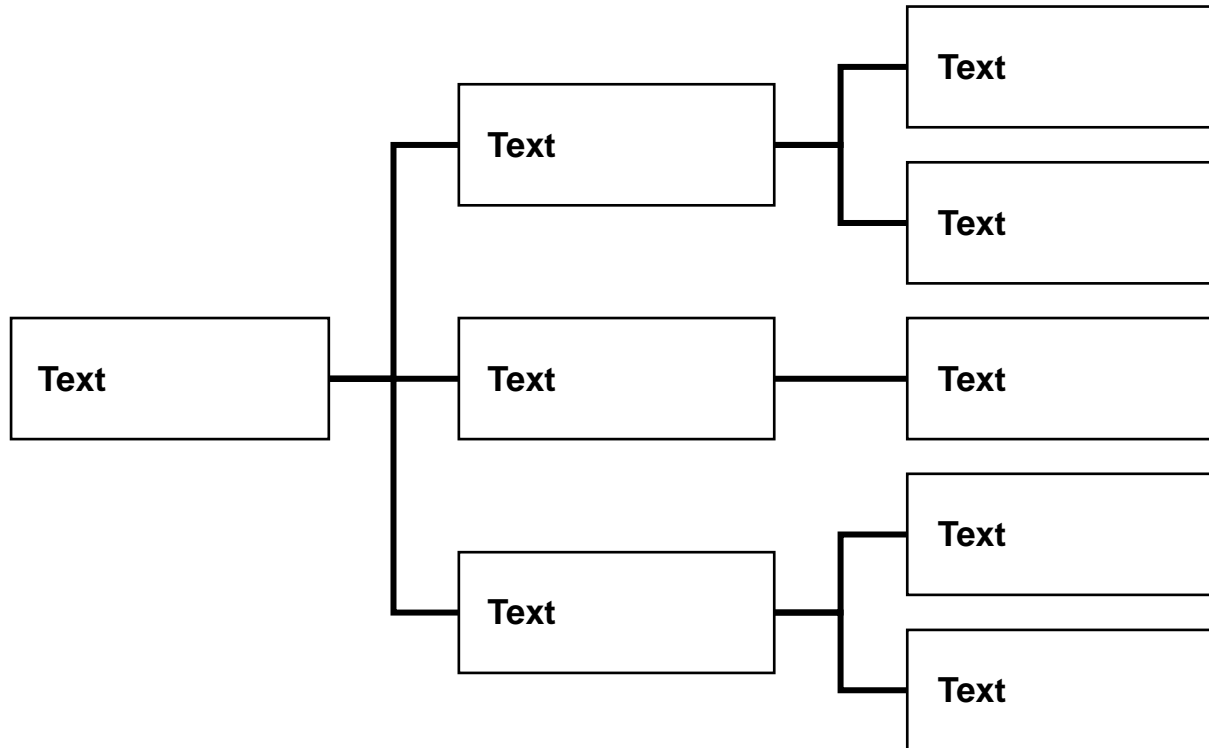
# Strategic Game Board Chart

## POTENTIAL STRATEGIC DIRECTIONS



# Tree Chart

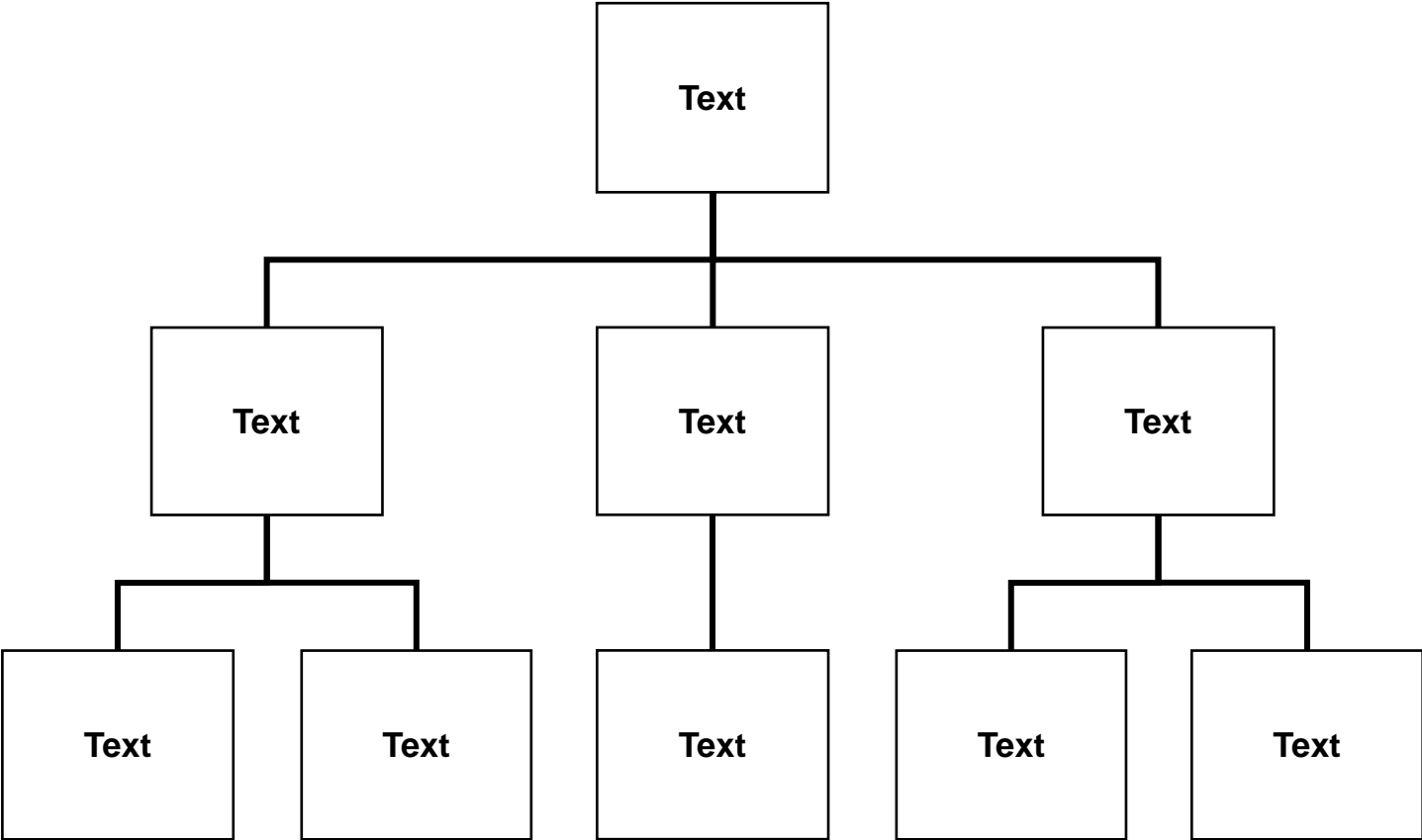
## COST BREAKDOWN





# Organization Chart

## SALES ORGANIZATION



# Matrix Chart

## CORPORATE POSITIONING BY BUSINESS UNIT

