

## ADDING AND DELETING A DATA SERIES

There are many components that make up a chart. Each range of data that comprises a bar, column, or pie slice is called a Data Series. This series is defined when a range is selected in a worksheet and then the Chart Wizard is opened. However, it may become necessary to change a Data Series or remove one all together. A Data Series may be added by using the mouse, the Chart Menu, or the Chart Wizard.

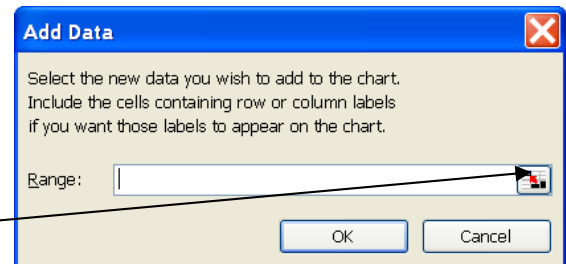
For this exercise, you will use the **High Tech Stock Club-Chart** workbook that is found in the folder that was downloaded from the Excel Web page. You might want to create the charts for this workbook before you start this exercise. The information on how to accomplish this can be found under the **Charts** section of the Excel Web page.

### Quickly Adding a Data Series to a Chart

- ❖ Click the **Investment Analysis** tab in the workbook.
- ❖ Select the range **D2 through D7**.
- ❖ Move the mouse pointer to the edge of the range until it turns to a four point arrow shape.
- ❖ Drag the range into the existing chart.
- ❖ Release the mouse button.

### Adding a Data Series Using the Add Data Dialog Box

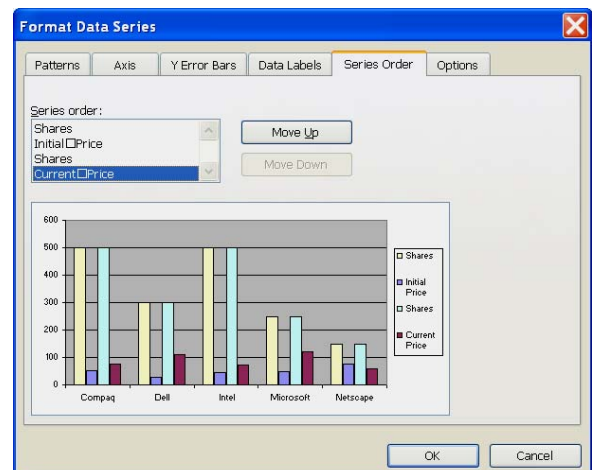
- ❖ Select the column chart that was created earlier.
- ❖ Click **Chart** on the **Menu Bar** and then click **Add Data**.
- ❖ When the **Add Data** dialog box appears, do one of the following:
  - ❖ Type the range in the **Range** box.
  - ❖ Click the **Collapse Dialog** button (the red arrow at the end of the range box).
    - Drag the pointer over the range for the **Shares** column.
      - Make sure that you select the column heading as well as the data.
      - DO NOT select the data for Average, Highest, and Lowest.
    - Click the **Expand** button in the **Add Data-Range** box (the red dot).
    - The **Add Data** dialog box will reappear.
- ❖ Click **OK** to exit the dialog box and add the new data series to the chart.



### Changing Data Series Order

Once a data series has been added to a chart, it may be necessary to change the order in which the series are displayed. To change the order:

- ❖ Select the column chart that was created earlier.
- ❖ Double-click any **Data Point** in the **Data Series**.
- ❖ Click the **Series Order** tab in the **Format Data Series** dialog box.
- ❖ Click the **Shares** series.
- ❖ Click the **Move Up** button twice to move the series to the top.



## Deleting a Data Series

- ❖ Select the column chart. This is the chart that contains the **Data Series** that is to be deleted.
- ❖ Click the **Shares Data Point** in the **Data Series**.
- ❖ Press the **Delete** key on the keyboard.
- ❖ Select the **Current Price** data series.
- ❖ Click the **Move Down** button to move this series to the bottom.
- ❖ Click **OK** to exit the dialog box and save the changes.