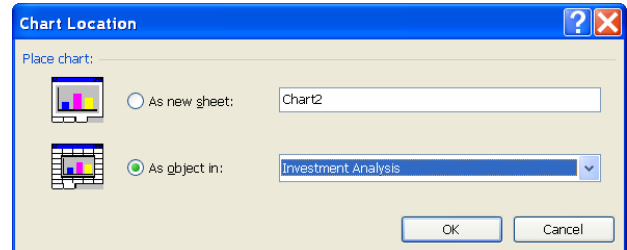


CHANGING THE LOCATION OF A CHART

When a chart is created, the location for the chart is chosen. However, there are times when the location needs to be changed. When changing the sheet location, it is possible to add the chart to a current worksheet or to add a new chart sheet to the workbook.

AS NEW SHEET

- ❖ Choose the chart for which the location is to be changed.
- ❖ Click **Chart** on the **Menu Bar**.
- ❖ Choose **Location** from the list of choices.
- ❖ The **Chart Location** dialog box will appear.
- ❖ Choose **As New Sheet** for the location of the chart.
- ❖ Input a name chart in the **New Sheet** text box.
- ❖ Click **OK** to exit the dialog box.
- ❖ The chart should appear in a chart sheet instead of being embedded in the worksheet.



AS OBJECT IN

- ❖ Choose the chart for which the location is to be changed.
- ❖ Click **Chart** on the **Menu Bar**.
- ❖ Choose **Location** from the list of choices.
- ❖ The **Chart Location** dialog box will appear.
- ❖ Choose **As object in** for the location of the chart.
- ❖ Click the list arrow at the end of the box.
- ❖ Choose the **Worksheet** where the chart is to be embedded.
- ❖ Click **OK** to exit the dialog box.
- ❖ The chart should appear embedded in the worksheet that was selected.