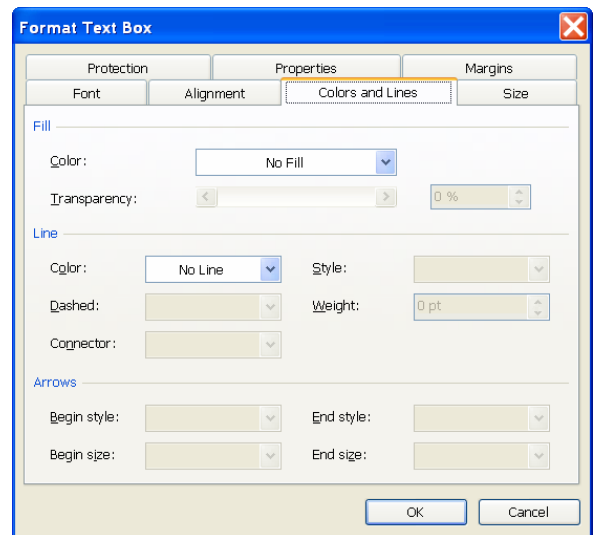


## DRAWING ON A CHART

Once titles and text have been added to the chart, it is possible to accentuate information in a chart using tools on the Drawing toolbar. For example, a drop shadow adds dimension to the title of a chart, and the arrow shows a connection between annotated text and specific data in the chart. 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. This workbook is the one that was used in previous lessons.

### Adding Shading to Text

- ❖ Select the column chart.
- ❖ Select the text annotation in the chart. This annotation was added in the lesson on **Enhancing a Chart**.
- ❖ Do one of the following:
  - Double-click on the border of the text box.
  - Click **Format** on the **Menu Bar** and then click **Selected Object**.
- ❖ The **Format Text Box** dialog box will appear.
- ❖ Click the **Colors and Lines** tab.
- ❖ In the **Fill** option **Color** box, click the drop-down arrow.
- ❖ Do one of the following:
  - Choose a color for shading.
  - Choose **Fill Effects** and make any selections in here.
- ❖ Click **Exit** to close the **Fill Effects** dialog box, if necessary.
- ❖ Choose any of the other tabs in the **Format Text Box** dialog box.
- ❖ Make any other desired changes to the text or textbox.
- ❖ After all the changes have been made, click **Exit** again to close the dialog box.



### Drawing an Arrow on a Chart

- ❖ Select the chart.
- ❖ Click the **Drawing** toolbar button on the **Standard** toolbar, if necessary.
- ❖ Click the **Arrow** button on the **Drawing** toolbar.
- ❖ Position the mouse pointer near the words **Highest Price**. This is going to be the starting point, or base, of the arrow.
- ❖ Click and drag the pointer from the **Highest Price** text box to the **Current Price** bar for **Microsoft** to highlight this as the highest price.
- ❖ The arrowhead will appear at the point of the second object.
- ❖ With the arrow object still selected, click the **Draw** button on the **Drawing** toolbar.
- ❖ Select **Order** from the list and then select **Bring to Front**.



## Changing the Arrow Style

- ❖ Select the arrow in the chart.
- ❖ Click the **Arrow Style** button on the **Drawing** toolbar (see illustration at right).
- ❖ Choose a style for the arrow from the list. To display additional arrow styles, click the **More Arrow** option.
- ❖ The **Format AutoShape** dialog box will appear with the **Colors and Lines** tab selected
  - Under the **Line** option, click:
    - **Color** to change the color of the arrow.
    - **Dashed** to change the arrow from a solid line to a dashed style line.
    - **Style** to change the point size of the arrow.
    - **Weight** to change the thickness of the arrow.
  - Under the **Arrows** option, click the options available to change:
    - The beginning and ending style of the arrows.
    - The beginning and ending size of the arrow.
  - Click the **Size** tab to make additional changes to the formatting of the arrow, such as Rotation and Size.

