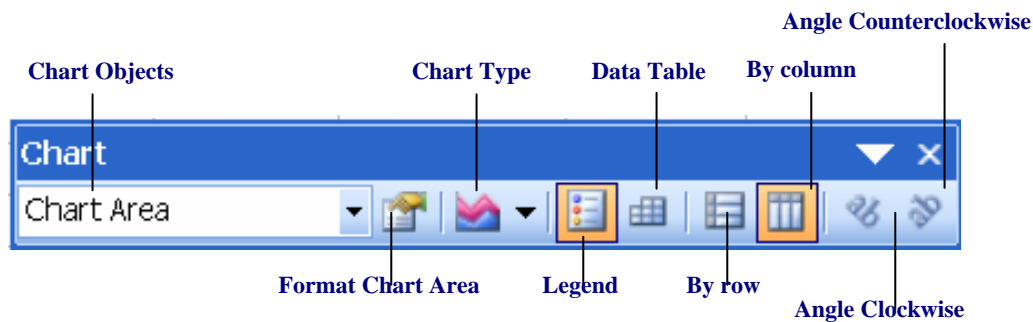


## EDITING A CHART

Editing a chart means changing any of the chart features, such as selection of data or formatting elements. In order to change the chart type or any element of the chart, it must first be selected. When the chart is selected, handles (little black boxes) appear around the edge of it and the chart toolbar is displayed. When the mouse pointer is moved over an area of the chart, Screen Tips will appear stating what that feature is. When a chart object is selected, the name of the object will appear in the Chart Objects list box on the Chart toolbar. Editing a chart does not affect the data that is used to create it. Also, when data is changed in the worksheet, the chart automatically updates to reflect the change. Chart elements may be changed using the formatting options from the Menu Bar, using the Formatting toolbar, or using the Chart toolbar. The options available on the Chart toolbar are listed in the table below.

### Chart Toolbar Elements



Toolbar Element	Description
<b>Chart Objects</b>	This is a drop-down list that shows all the selectable objects in a chart, such as Legend, Plot Area, Category Axis, and Series
<b>Format Chart Area</b>	This button displays the Format dialog box for whatever object is selected.
<b>Chart Type</b>	This is a drop-down list that shows the different types of charts. Clicking on the chart type will select the chart type. See the link on Chart Types for a list of each Chart type, along with a description of each.
<b>Legend</b>	This is an on/off toggle button that is used to add or remove the legend from the chart. The legend is the object that shows what each item in the plot area represents.
<b>Data Table</b>	This is an on/off toggle button that is used to add or remove the Data Table in a chart. The Data Table shows the data that was used to create the chart. The Data Table will appear below the chart.
<b>By Row/By Column</b>	These buttons are used to determine whether the charts data series is arranged using rows or columns. Click the button that will plot the data series in the desired way.
<b>Angle Clockwise</b> <b>Angle Counterclockwise</b>	These buttons are used to angle the text in the X-axis or Y-axis either upward or downward, depending on which button is clicked. Each toggles between a 45-degree angle and no angle.