

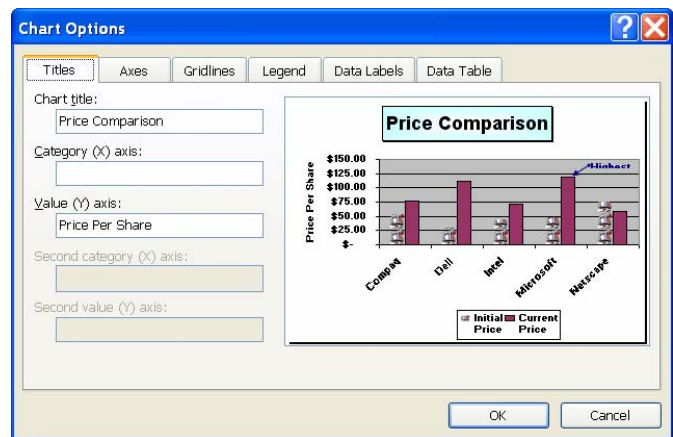
ENHANCING A CHART

There are several ways to enhance a chart. It is possible to add chart objects such as titles, legends, and text annotations, as well as chart options such as gridlines. The Chart Title is used to identify the primary purpose of the chart. It is also possible to add titles to each axis to further clarify the plotted data. Titles can be more than one line and can be formatted just like all the rest of the chart objects. Text annotation can be added to a chart in order to call attention to a trend or some other area of interest. A legend is used to help the reader connect the colors and patterns in a chart with the data they represent. Gridlines are used to help the reader determine Data Point values in a chart.

Adding a Title to a Chart

If a title was not added to the chart when it was created, it is possible to add it later or to change the title that was inserted when the chart was created. To do this:

- ❖ Select the chart to which the title is to be added.
- ❖ Click **Chart** on the Menu Bar.
- ❖ Click **Chart Options** from the list.
- ❖ Click the **Titles** tab.
- ❖ Type a new **Chart** title for this chart in the **Chart title** box.
- ❖ To add a title or to change the title for the **Category X-axis**, press **Tab** and type the text for the title.
- ❖ To add a title or to change the title for the **Value Y-axis**, press **Tab** and type the text for the title.
- ❖ A preview of the titles will appear in the **Preview** box on the right side of the dialog box.
- ❖ Click **OK** to accept the changes and exit the dialog box.



Adding or Deleting Legends

- ❖ Select the chart to which the legend is to be added or deleted.
- ❖ Do one of the following:
 - Click the **Legend** and then drag it to the desired location.
 - Click **Chart** on the **Menu Bar**, choose **Chart Options** from the list, click the **Legend** tab, and click the **Show Legend** box to select or deselect it. After selecting the **Show Legend** check box to show the Legend, choose a location for the Legend. Click **OK**.
 - To **Delete** the **Legend**, click the Legend and press the **Delete** button on the keyboard.

Adding a Text Annotation

- ❖ Select the chart to which the annotation is to be added.
- ❖ Anywhere within the chart, type the text that is to be added.
- ❖ The text will appear in the **Formula Bar** as it is being entered.
- ❖ When the text has been entered, press the **Enter** key.
- ❖ A text box containing the text appears within the Chart Area.
- ❖ Position the mouse pointer over the text box until the pointer changes to a four-headed arrow shape.

- ❖ Drag the selected text box to a new location within the plot area.
- ❖ Change the font size for the text if desired.
- ❖ Add a font style to the text, if desired.
- ❖ Press somewhere outside the box to deselect the text box.

Adding Gridlines

- ❖ Select the chart that the gridlines are to be added to.
- ❖ Click **Chart** on the **Menu Bar** and then select **Chart Options**.
- ❖ Click the **Gridlines** tab.
 - Major gridlines occur at each value on an axis.
 - Minor gridlines occur between values on an axis.
 - Use gridlines sparingly and only when they improve the readability of the chart.
- ❖ Select the type of desired gridlines for the **X-axis** (vertical) or **Y-axis** (horizontal).
- ❖ Click **OK** to accept the changes and exit the dialog box.