

## FORMATTING THE CHART

- ❖ To format a chart item, it must be selected.
- ❖ Once the item is selected, it can be formatted using the:
  - Formatting toolbar.
  - Shortcut menu.
  - Special keys.
  - Format menu.

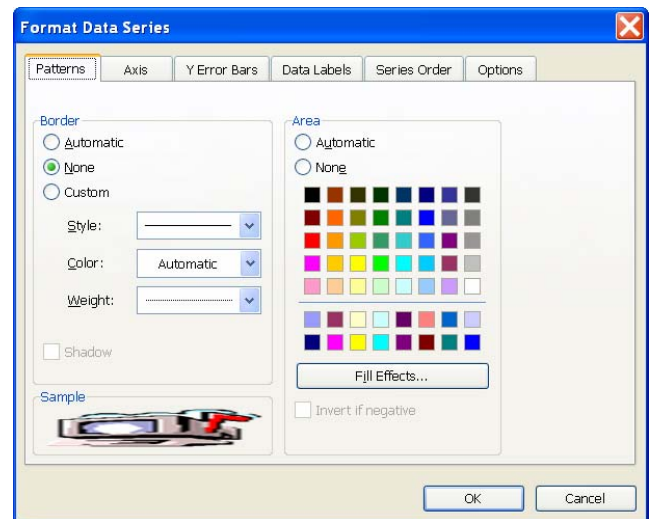
### Changing Font Sizes

When the Font Size in a chart is changed to a larger size, the size of the plot area decreases.

- ❖ Select the **Title** of the chart. The Title is selected when a box appears around it.
- ❖ Change the **Font Size** to the desired size.
- ❖ Select the **X-Axis** area of the chart by clicking on the area below the chart where the names of the computer companies appear.
- ❖ Handles will appear at the bottom edge of the plotted area.
- ❖ Change the font size to a desired size and **bold** the text.
- ❖ Select the **Y-Axis** areas.
- ❖ Change the font size to a desired size text.
- ❖ Do the same for the **Legend**, selecting it and changing the font size to desired size.
- ❖ Apply any desired Font Styles (Bold, Italics, and/or Underline) to the fonts in the chart.

### Formatting the Chart Area

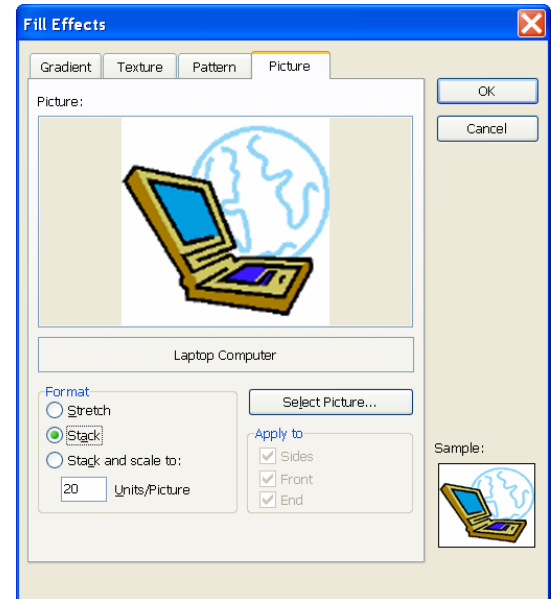
- ❖ Select the **Chart Area** and then **right-click**.
- ❖ Select **Format Chart Area** from the shortcut menu.
- ❖ The **Format Data Series** dialog box will appear.
- ❖ Click the **Patterns** tab. Options here are:
  - **Border** – These are the lines that appear around the edge of the chart.
    - **Automatic** – This option uses the default border.
    - **None** – This option removes the border from the selected chart element.
    - **Custom** – This option allows you to define what the border will look like.
      - With the border option, you can define the Style, Color, or Weight of the border.
  - **Shadow** – This option is used to display a shadow to the right and bottom of the selected element.
  - **Round Corners** – This option is not available to use with all chart types. It displays rounded corners around the outside edge of the chart.
  - **Area** – This option allows you to change the background colors of the selected chart element.
  - **Fill Effects** – This option lets you choose among four options: **Gradient**, **Texture**, **Pattern**, or **Picture**
- ❖ Click the **Fill Effects** button. Choose any of the desired **Fill Effects**. When finished, click **OK**.
- ❖ Make any other desired changes to the **Patterns** area, and then click **OK**.



## Adding a Picture to a Data Series

Pictures for the data series can be obtained from the Web, from a CD or DVD, or can be stored on the local computer or a network. If the picture is downloaded from the Web, it will have to be saved as a file to a folder on your computer.

- ❖ Double-click one of the **Initial Price Data Points** in the selected series. A black square will appear in each of the data markers.
- ❖ Click the **Fill Effects** button in the **Format Data Series** dialog box.
- ❖ The **Fill Effects** dialog box will appear.
- ❖ Click the **Picture** tab.
- ❖ The **Select Picture** dialog box will appear.
- ❖ Click the **Look in** arrow.
- ❖ Select the folder where the picture is stored.
- ❖ Click the picture that is to be inserted into the chart.
- ❖ Click **OK** to select the picture.
  - If the **Data Point** is to display only one copy of the image stretched to fill it, click the **Stretch** option button.
  - If the **Data Point** is to contain many copies of the image, click the **Stack** option button.
  - The **Stack** option is the best choice for this type of chart.
- ❖ Click **OK** to exit the **Fill Effects** dialog box.
- ❖ Click **OK** to exit the **Format Data Series** dialog box.



## Changing the Scale for the Value (Y) Axis

- ❖ **Right-click** the **Value (Y) Axis**.
- ❖ Select **Format Axis** from the list of choices.
- ❖ Click the **Scale** tab in the **Format Axis** dialog box.
- ❖ This option allows you to change the way the numbers are displayed on the axis.
- ❖ Change the **Maximum** to **150** and the **Major Unit** to **25**.
- ❖ Click the **OK** button to exit the dialog box and see what happens.
- ❖ **Right-click** again and choose **Format Axis**.
- ❖ Change the **Maximum (140)** and **Major Unit (10)** back to the original number and click **OK**.

## Viewing the Chart

- ❖ Select the **Chart**.
- ❖ Click the **Print Preview** button on the **Standard** toolbar (see illustration at right).
- ❖ The **Chart** will appear as a full sheet. When printed, the chart will print on a full sheet of paper in **Landscape** format.
- ❖ Click the **Close** button to exit **Print Preview**.
- ❖ Click somewhere outside the Chart.
- ❖ Click the **Print Preview** button again.
- ❖ The **Worksheet** will appear with the **Chart**.
- ❖ Click the **Close** button to exit **Print Preview**.

