


MOVING/RESIZING A CHART

- ❖ The chart may be moved to a different location in the worksheet window. To do this:
 - Point to an open area in the white section of the chart so the **Screen Tip, Chart Area** displays. This can be at the top or bottom of the chart.
 - The mouse pointer will change to a white arrow (see illustration at right). 
 - Hold down the left mouse button.
 - Click and drag the chart down and to the left to position the upper-left corner of the dotted line rectangle over the upper-left corner of the cell where the top of the chart is to be placed..
 - The mouse pointer will change to a plus sign with arrow heads at each point.
 - The chart may be resized by clicking the sizing handles on the edges of the chart.
 - Left, right, top, and bottom handles will resize each area.
 - The corner handles will resize the chart proportionately.
- ❖ Resize the chart so the right side ends in the desired column or row.
- ❖ It is also possible to resize and/or move any of the chart elements using the same methods described above.
- ❖ Save the workbook by clicking the **Save** button on the **Standard** toolbar.