

CHANGING A CHART TYPE

The default chart type for Excel is the column chart. However, there are several types to choose from, as illustrated in the link on Chart Types on the Excel Web page. It is important when creating a chart to experiment with a variety of chart types to find the one that shows the data in the most effective way.

Changing a Chart Type Quickly

- ❖ Select the chart for which the type is to be changed.
- ❖ If the Chart toolbar does not display:
 - Click **View** on the **Menu Bar**.
 - Choose **Toolbars** from the list of options.
 - Choose **Chart** from the list of toolbars that appears.
- ❖ Click the **Chart Type** drop-down arrow on the **Chart** toolbar (see illustration at right).
- ❖ Select a **Chart Type**.
- ❖ When the mouse button is released, the **Chart Type** will automatically change.



Changing a Chart Type Using the Chart Dialog Box

- ❖ Select the pie chart that is to be changed to a different Chart Type.
- ❖ Click **Chart** on the **Menu Bar**.
- ❖ Click **Chart Type** from the list that appears.
- ❖ Click a new **Chart Type** from the **Chart Type** list.
- ❖ Click a new **Chart Subtype** from the gallery of charts that appear.
- ❖ Click the **Press and Hold to View Sample** button to preview the chart in its new layout.
- ❖ Click **OK** to exit the dialog box and accept the new **Chart Type**.