

CHART TOOLS TAB-DESIGN

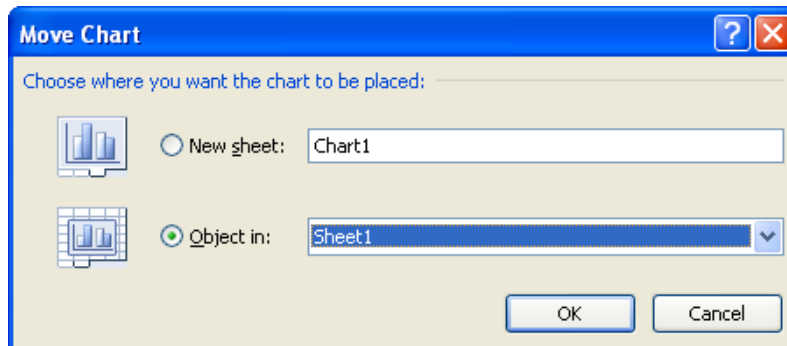
This tab is used to make changes to the design of a chart once it has been created. Changes such as Chart Type and changes to the style for the chart can be made using this ribbon tab. The table below provides a listing and description of each of the groups and buttons within this tab.



Groups/Buttons	Description
Type Group	This group is used to make changes to the type of chart and to save the chart as a template.
Change Chart Type	To switch to a different type of chart than the selected one, click this button. A gallery of different chart types will display, such as bar chart or line chart.
Save As Template	Use this option to save the layout and design of the selected chart as a template that can be used for future charts.
Data Group	This group is used to change the orientation of the chart and to select or change the data within the chart.
Switch Row/Column	This is a toggle button that is used to switch the data in the chart from row to column or from column to row.
Select Data	When this option is selected, the Select Data Source dialog box will display. This dialog box is described below.
Chart Layouts Group	To change the overall layout for the chart, click the different options in this group. To see additional layouts, click the More button on the bottom right side of the Layouts area.
Chart Styles Group	Click the different options in this group to change the style for the chart. To display additional styles, click the More button on the bottom right side of the Styles area. The styles in this group will change depending on the type of chart that was created.
Location Group: Move Chart	This button is used to specify where the chart will be located within the workbook. The two options are as a new sheet or within the current worksheet.

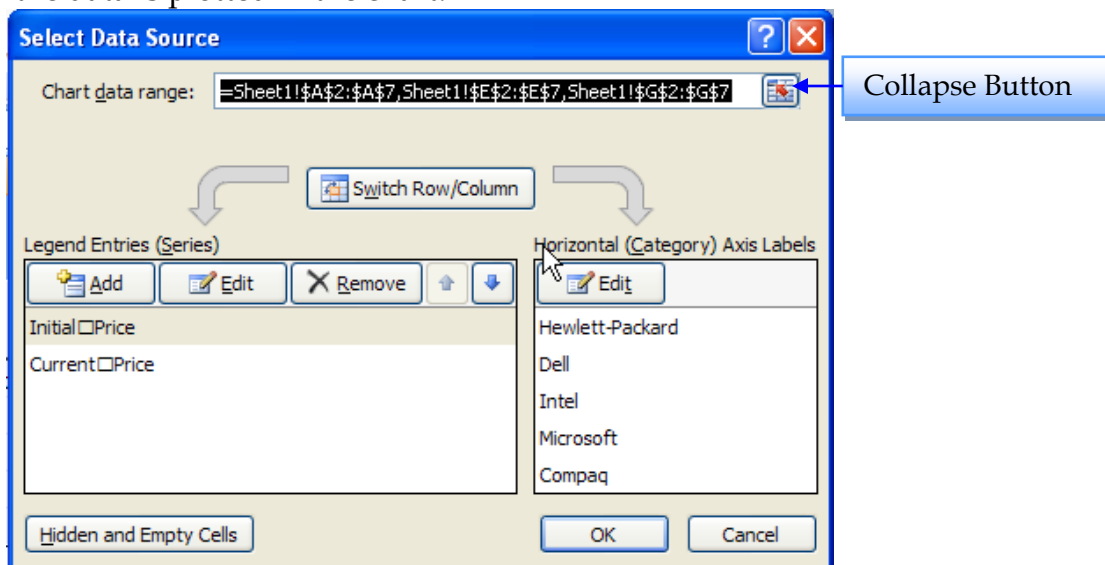
Move Chart

The following dialog box will display when this option is chosen. It is used to change the location of the chart within the workbook.



Select Data Source

This box is used to specify the data that is to be plotted in a chart. It can also be used to make changes to the way the data is plotted in the chart.



- + To change the **Data Range** for the chart:
 - ⚙ Click the **Collapse Button** at the end of the **Chart Data Range** area.
 - ⚙ The **Select Data Source** dialog box will collapse to just one line.
 - ⚙ Select the range of data that is to be plotted.
 - ⚙ Click the **Expand Button**. This is the same as the Collapse Button.
 - ⚙ The data range will appear in the box.
- + To switch the row and column areas:
 - ⚙ Click the **Switch Row/Column** button.
 - ⚙ The areas in the two boxes will switch.
- + To add an additional series to the **Legend**:
 - ⚙ Click the **Add** button.
 - ⚙ The **Edit Series** dialog box will display.
 - ⚙ This dialog box is used to add the series to the chart.
- + To make changes to each of the data series in the **Legend** or the **Horizontal Axis Labels**, click the **Edit** button.
- + To remove a legend item from the chart:
 - ⚙ Click the item that is to be removed.
 - ⚙ Click the **Remove** button.
- + When all the changes have been made, click the **OK** button.