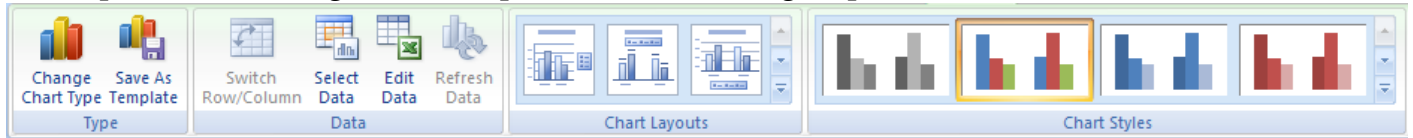


Chart Tools Contextual Tab-Design

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 in Excel. This dialog box is described below.
Edit Data	To show the data that the chart is based on, click this button. The data sheet will display in Excel.
Refresh Data	Click this button to refresh the data in the chart.
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.