

Lesson 5 More on Charts

Selecting Chart Elements

In order to modify a chart element, you must first select it. You can select only one chart element.

To select a chart element with the mouse:

1. Click the chart element that you want to select. Selection handles appear around the selected element.

NOTE: Grouped elements (such as data series and data labels) contain individual elements that can be selected after you select the group. E.g. to select a single data point in a data series, click the data point one time to select the whole data series, and then click that data point again to select just the point.

To select a chart element from a list.

1. Click anywhere in the chart.
2. Under **Chart Elements** box, and select the desired chart element from the list **(1)**

NOTE: The Chart Elements box displays the name of the selected chart element.

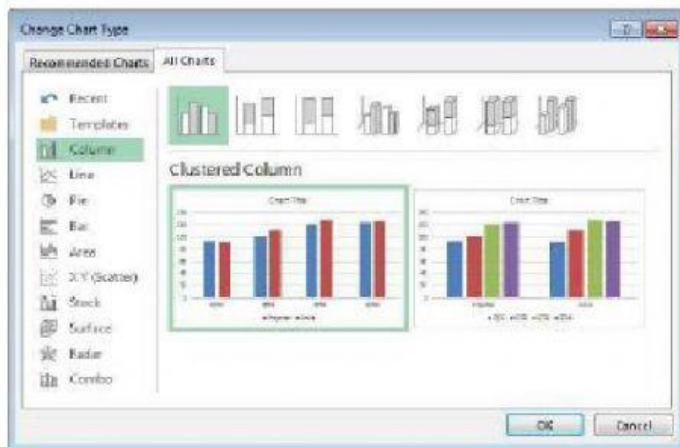


Changing the Chart Type

You can change the chart type of an existing chart without having to re-create it from scratch.

To xchange the chart type

1. Select the chart that you want to change.
2. Under **Chart Tools**, on the **Design** tab, in the **Type** group, click the Change Chart Type  button.
3. In the **Change Chart Type** dialog box, select the desired chart type in the left pane, select the desired chart subtype in the right pane, and then click the **OK** button **(2)**.



2

Changing the Chart Data.

A chart is linked to the worksheet data that was used to create the chart also know as the *source data*). If you change the data within the original range, the chart is automatically updated to reflect those changes. You can add or remove data from a chart by changing the data range to reflect these changes. You can add or remove data from a chart by changing the data range to reflect those changes. You can also hide a particular series or category by applying a chart filter.

To change the source data:

1. Select the chart that you want to change. The chart's source data is highlighted in the worksheet.(3).

	A	B	C	D	E	F
1		QTR1	QTR2	QTR3	QTR4	
2	Projected	75	95	120	100	
3	Actual	80	90	125	95	
4						

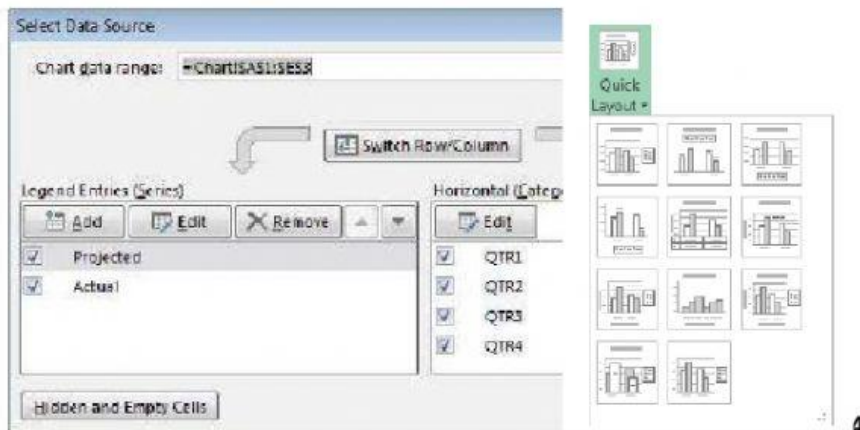
3

2. Under **Chart Tools**, on the **Design** tab, in the Data group, click the **Select Data** button.



The **Select Data Source** dialog box, open (4).

3. In the worksheet, select the **new data range**.
4. In the **Select Data Source** dialog box, click the **OK** button. The chart is updated to reflect the new data.



To filter a chart:

1. Select the chart that you want to filter:
2. Click the **Chart Filters** button 

Next to the chart, deselected the check Boxes next to the series or categories That you want to hide, and then click The **Apply** button. (5).

NOTE: You can remove a chart filter by Selecting the chart, clicking the **Chart Filters** button, selecting the **Select All** check box, and then clicking the **Apply** button.



Changing the Chart Layout

The overall arrangement of a chart's elements is the layout. Each chart type comes with a variety of predefined layouts that you can use to quickly change a chart's layout. If none of the predefined layouts gives you the combination and positioning of chart elements that you want, you can manually change a chart's layout by adding or removing specific chart elements and rearranging where they are positioned.

To apply a predefined chart layout:

1. Select the chart that you want to change.
2. Under **Chart Tools**, on the **Design** tab, in the **Chart Layouts** group, click the **Quick Layout** button, and then click the desired Layout in the gallery. (6).

NOTE: Pointing to an option in the **QuickLayout** gallery provides a preview of that layout on the selected chart. The layout is applied until you click it.



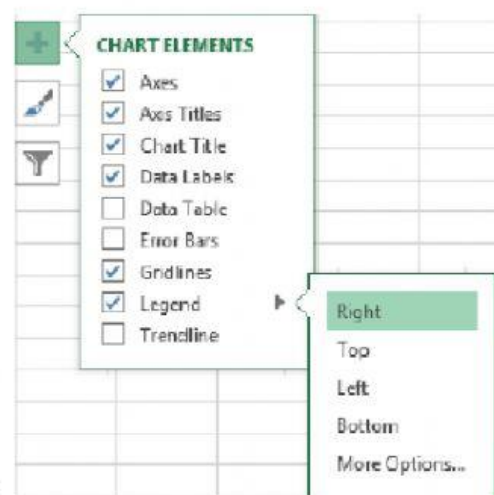
6

To manually change the layout of chart elements

1. Select the chart that you want to change.
2. Do one of the following:
 - . Under **Chart Tools**, on the design tab, in the **Chart** layout group, click the **Add Chart Element** button, point to the chart element that you want to change, and then click the desired option on the submenu (7)
 - . Click the **Chart Elements** button  next to the chart, and then select an element's check box to add it to the chart or deselect it to remove it. For additional options (such as the element's location in the chart), point to the element, click the arrow  and then click the desired option on the submenu 8



7



8

Questions.

- 1. How do you manually change the the chart elements?**
- 2. How do you change predefined chart elements?**
- 3. How do you change Chart Data?**