

Lesson 6 Formatting Charts and More

The overall appearance of a chart's elements is the style. You can quickly change a chart's appearance by applying one of Excel's predefined styles or changing the colour scheme. In addition you can manually format individual chart elements.

To apply a predefined chart style:

1. Select the chart that you want to format.
2. Do one of the following:
 - . Under **Chart Tools**, on the **Design** tab, in the **Chart Styles** group, and then click the desired style in the **Quick styles** gallery. To see all available styles, click the **More** button  in the lower right corner of the **Quick Styles** gallery. 1



Click the **Chart Styles** button  next to the chart, and then click the desired style on the **Style** tab of the **Chart Styles** gallery 2.



To change the colour scheme of a chart.

1. Select the chart that you want to format.
2. Do one of the following:
 - . Under **Chart Tools**, on the **Design** tab, in the **Chart Styles** group, click the **Change Colour** button, and then click the desired colour scheme. **3**
 - . Click the **Chart styles** button next to the chart, and then click the desired colour scheme on the **Colour** tab of the **Chart Styles** gallery. **4**



Pictures 3 & 4

To manually format chart elements:

1. Double-click the chart element that you want to format. The **Format** pane opens on the right side of the program window. **(5)**
NOTE: Each **chart** pane, has a unique Format pane that contains controls specific to that element.
2. In the **Format** pane, click the desired button (**Fill & Line**, **Effects**, or **Size & Properties**), click the white triangle next to the desired category to expand it, and then select the desired options.
3. To close the Format pane, click the close button **X**. in the upper right corner of the pane.



5.

Questions.

1. How do you change the colour and style of a chart element.?