Lesson 7 Moving Deleting Charts.

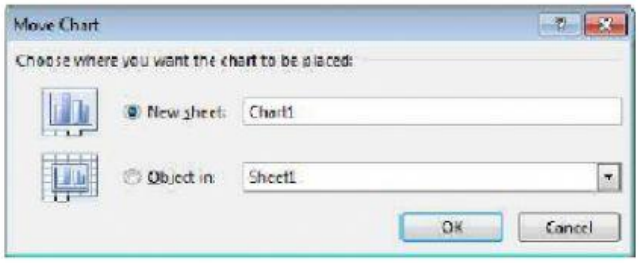
The default location for a chart is the same worksheet as the data from which it derived. You can move the chart to another location in the same sheet, to another sheet as an embedded object, or ro its own chart sheet. A chart sheet is a special type of worksheet in Excel used to display only charts. Chart sheets are inserted to the left of the worksheet that contains the data represented by the chart.

To move a chart to another location in the same worksheet.

1. Select the chart that you want to move.
2. Drag the chart to the desired location.

To move a chart to a chart sheet or another worksheet.

1. Select the chart that you want to move.
2. Under **Chart Tools** on the **Design** tab, in the **Location** group, click the **Move Chart** button.
3. In the **Move Chart** dialog box, do one of the following **(1).**
   . To **Move** the chart to its own chart sheet, select the **New Sheet** option, and then type a name of the new chart sheet in the **New Sheet** box.
   . To move the chart to another worksheet, select the **Object In** option, and then select the desired worksheet from the **Object In** list.
4. Click the OK button.



1

Deleting Charts

If you no longer need a chart, you can delete it from the workbook.

To delete a chart

1. Select the chart that you want to delete, and then press the **Delete** key.

LIVEWORKSHEETS

To delete a chart sheet:

1. Right-click its sheet tab, and then click **Delete** on the shortcut menu.
2. A dialog box option opens asking you to confirm. Click the **Delete** button **2**



2

Question

1. **Explain how to move to different locations?**

2. **Explain how to delete a chart?**

LIVEWORKSHEETS