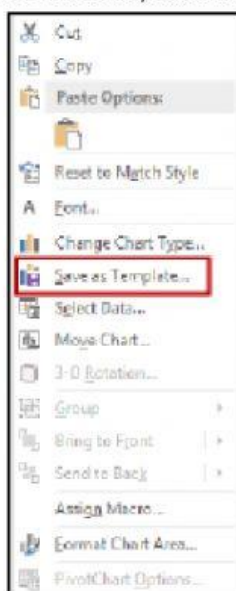


## Lesson 8 Saving a Chart as a Template & Adding Labels & Titles

If you have added chart elements and styles that you would like to use when creating charts in the future, you can save the chart as a template.

1. Select the chart type that you would like to save as a template.
2. Right-click the chart, then select **Save As Template .1**



1

3. The save **Chart Template** window will appear, In the **File** name field, type a name for the chart template. 2



2

4. Click **Save**.
5. The chart template will appear in the charts **Templates** folder 3
6. The template can be found on the **All Charts** tab in the **Insert Chart** or **Change Chart Type** window 3 . You can apply a chart template the same way you would any other chart.

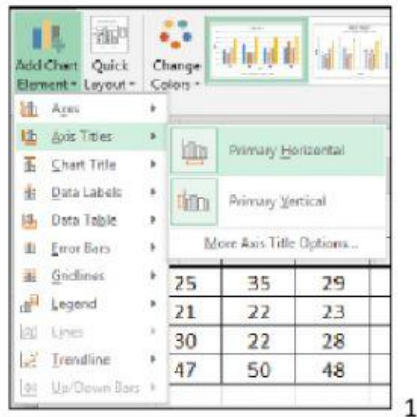


3

## Adding an Axis Title

### To add Horizontal Axis Title

1. Select a chart.
2. Click the **Design** tab.
3. Add **Chart Element 1**.
4. Select **Axis Titles**, and the click **Primary Horizontal 1**



1

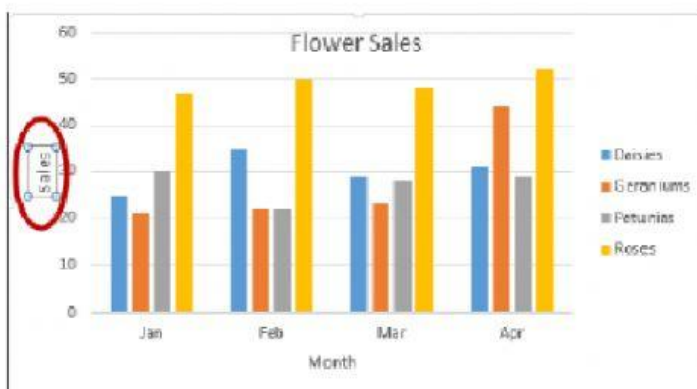
5. A placeholder for the horizontal axis title will appear at the bottom of the chart. Double click the placeholder to edit the text. 2



2

#### To add a vertical Axis Title

1. Select the **Chart**.
2. Click the **Design** tab.
3. Select **Add Chart Element 3**
4. Select **Axis Titles**, and then click **Primary Vertical 3**.
5. A placeholder for the vertical axis title will appear to the left of the chart. Double click the placeholder to edit the text

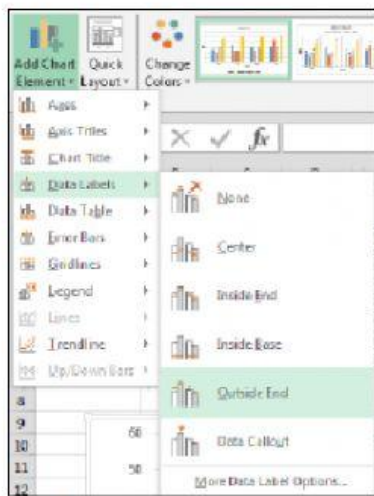


3

**Note:** To remove the Horizontal or vertical axis title, go to the design tab > Add Chart Element > Axis Title that you would like to remove.

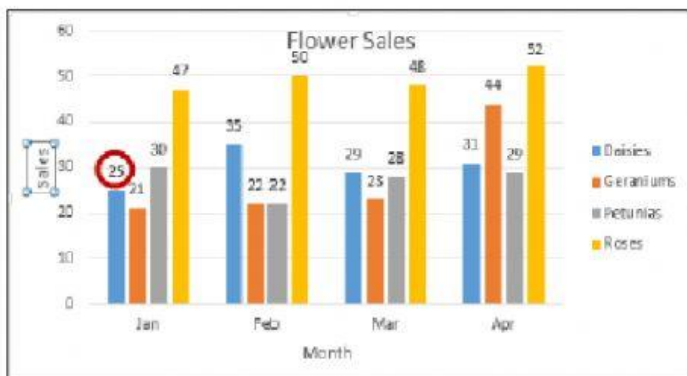
### Adding Data Labels

1. Select the chart.
2. Click the Design tab.
3. Select add **Chart Element** 4
4. Select **Data labels**, and then select a location for the data labels from the submenu. 4



4

5. The data labels will appear on the chart. 5



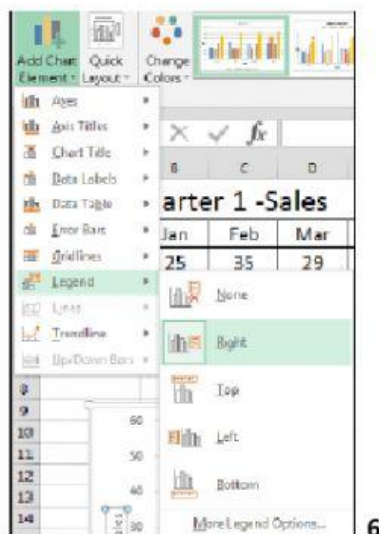
5

**Note:** To remove the data labels, go to the *Design tab* → *Add Chart Element* → *Data Labels* → *None*.

## Legend

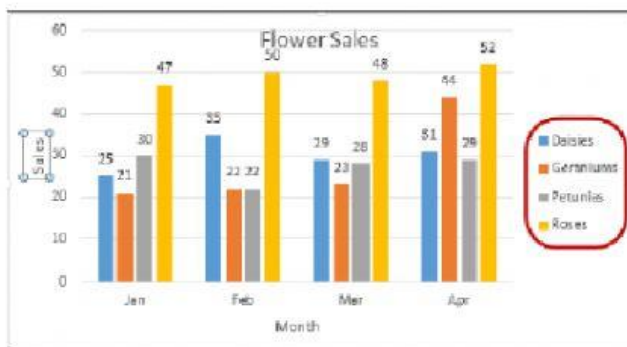
Follow the steps below to change the location of the legend.

1. Select the **Chart**.
2. Click the **Design** tab.
3. Select **Add Chart Element**
4. Select **Legend** and then select a location for the legend from the submenu. **6**



**6**

5. The **Legend** will appear in the bottom of the location of your choice. **7**



**7**

**Note:** To hide the legend, select the *Design* tab → *Add Chart Element* → *Legend* → *None*.

### Questions.

1. What are the steps to save a chart as a template?
2. What are the steps to add a title to an Horizontal & Vertical Axis Title?
3. What are the steps to add a label to Legend?