

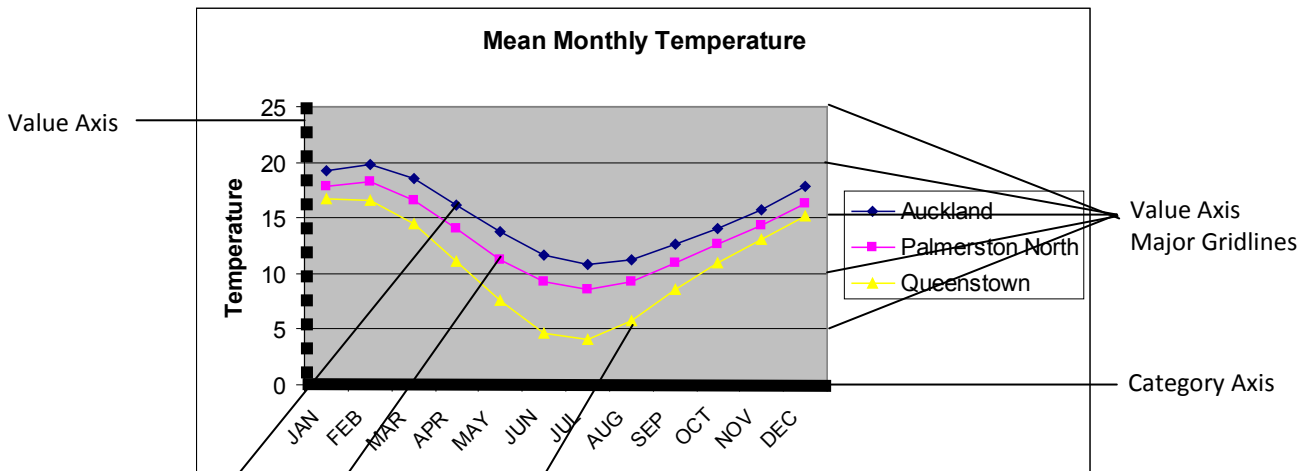
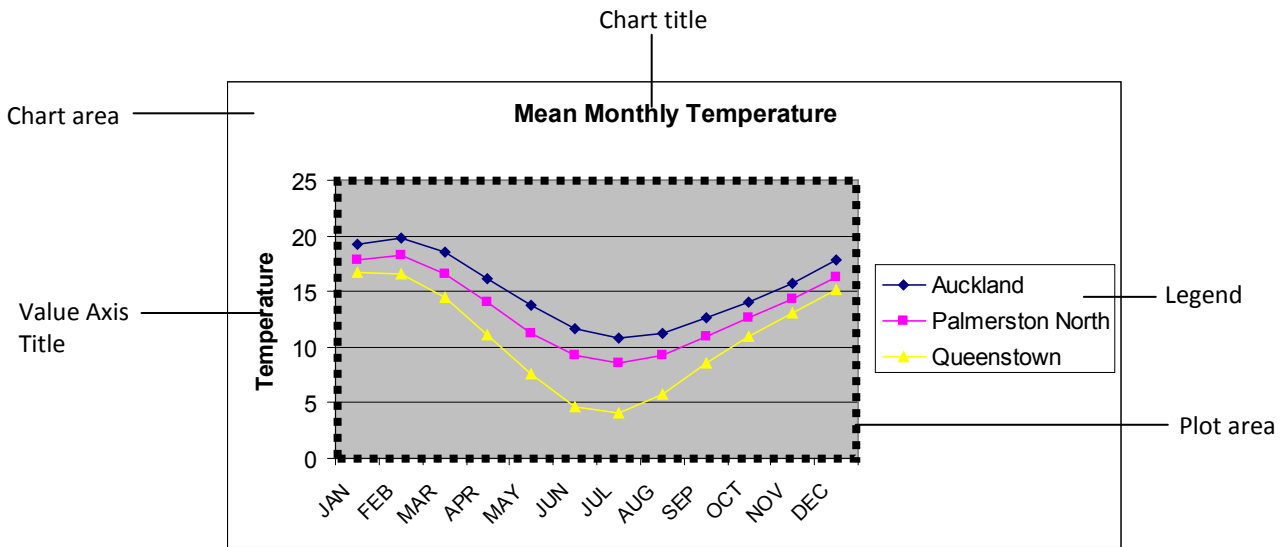
Modifying a chart

Microsoft Excel 2003

Names in chart / graph

The **Chart tool** bar appears when you select any part of the chart. It shows you which part of the chart / graph is selected. Knowing names in a chart / graph is useful when you modify the chart / graph.

Note: If you don't see the **Chart toolbar**, **View > Toolbar > Chart**

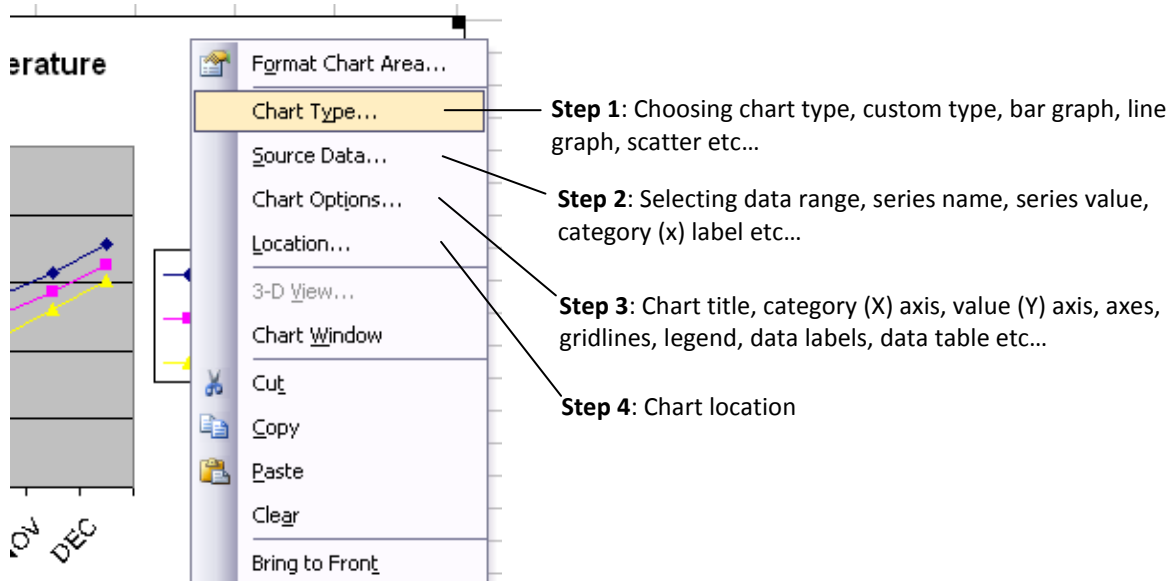


Series "Auckland"
 Series "Palmerston North"
 Series "Queenstown"

Tip
 For example, when you wish to select Value Axis to modify your chart, click the drop list on the **Chart toolbar** > Select **Value Axis**. This may be easier to select it rather than trying to click in the right spot on the chart / graph.

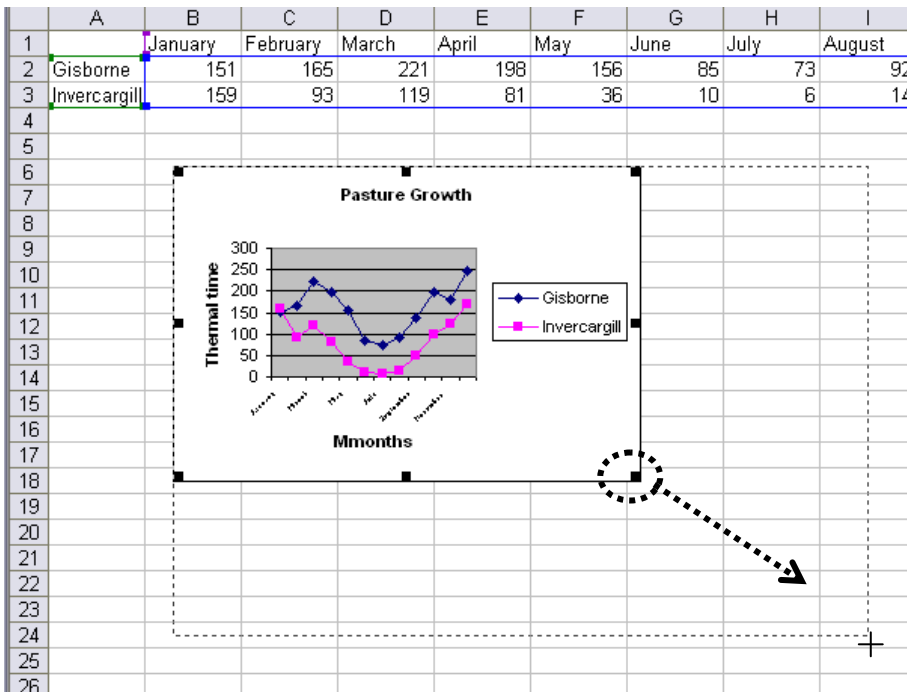
All the steps that you have gone through creating a chart / graph on page 2, you can go back to after you have finished creating your graph.

RIGHT click on the chart area. (Don't click on the actual chart/graph. Check with the **Chart toolbar** where you select. See the previous page, 8.)



Making the chart/graph bigger to view hidden labels

Select the chart (click on any white part of the chart box so that square black boxes will appear at the corners) and drag the box out when the mouse pointer becomes "**↔**" on the corner. Some hidden labels will appear.

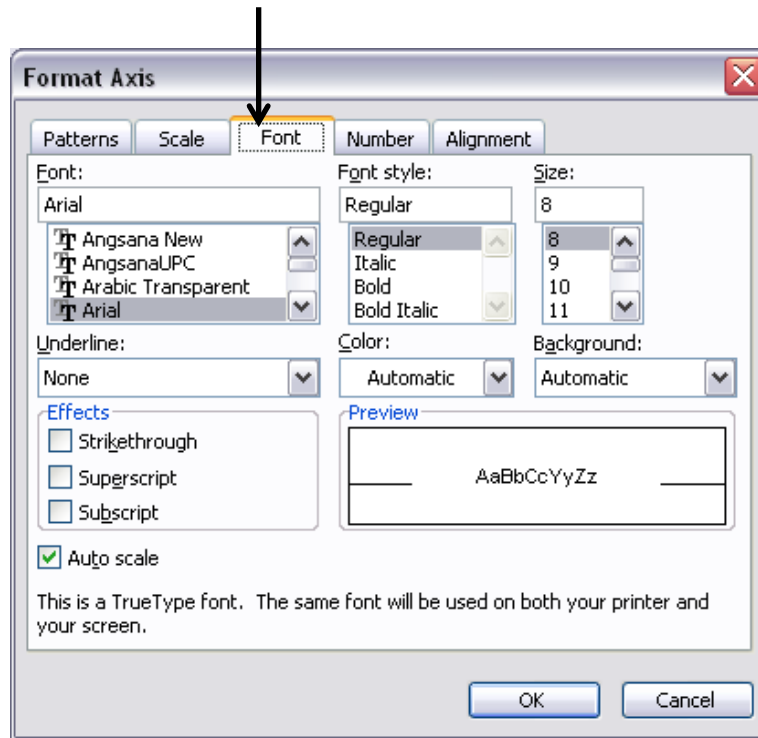


Tip:

You can do this to all labels such as legend, data labels, value/category axis title, and value/category axis. Some hidden labels will also appear.

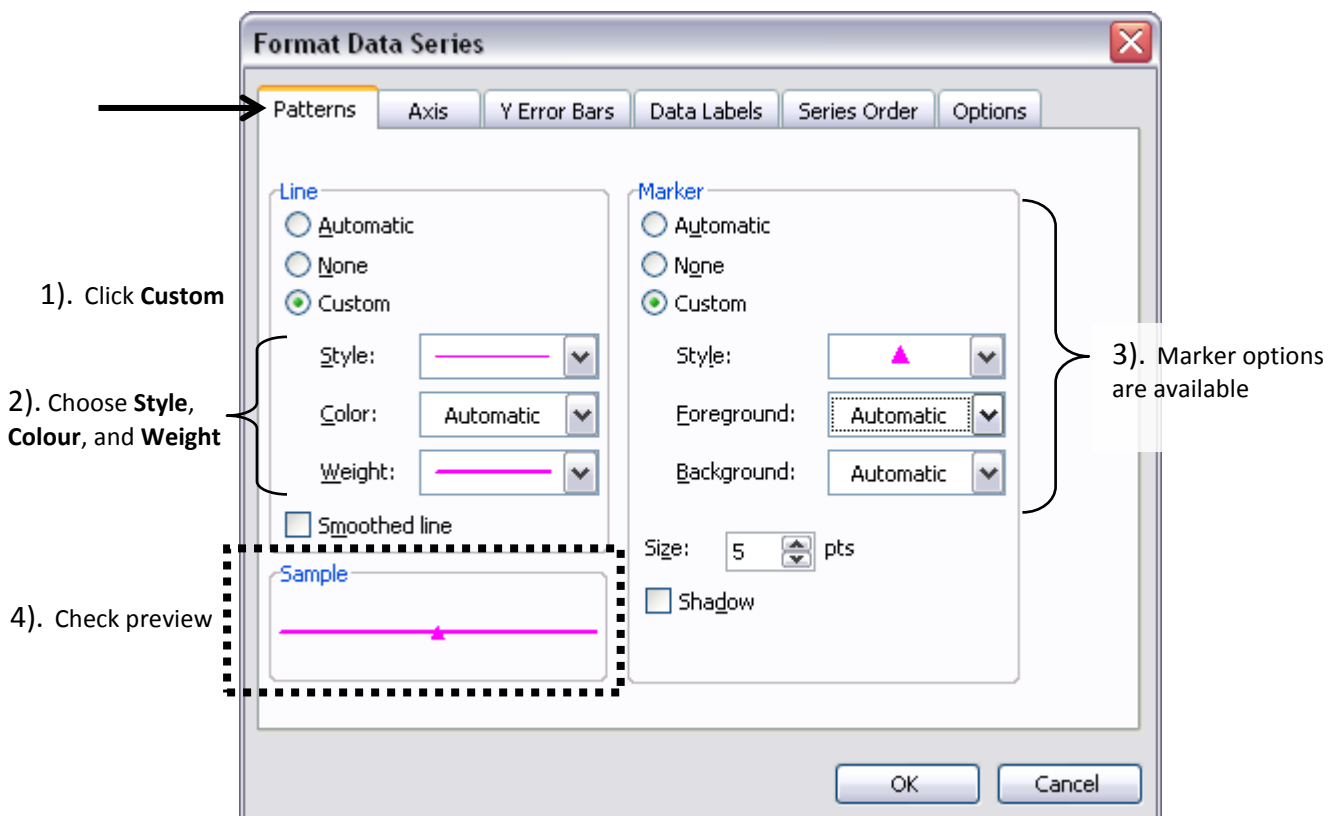
Making the font size smaller to show all labels

Double click on the label > Click **Font** tab > Choose smaller font size > Click **OK**.



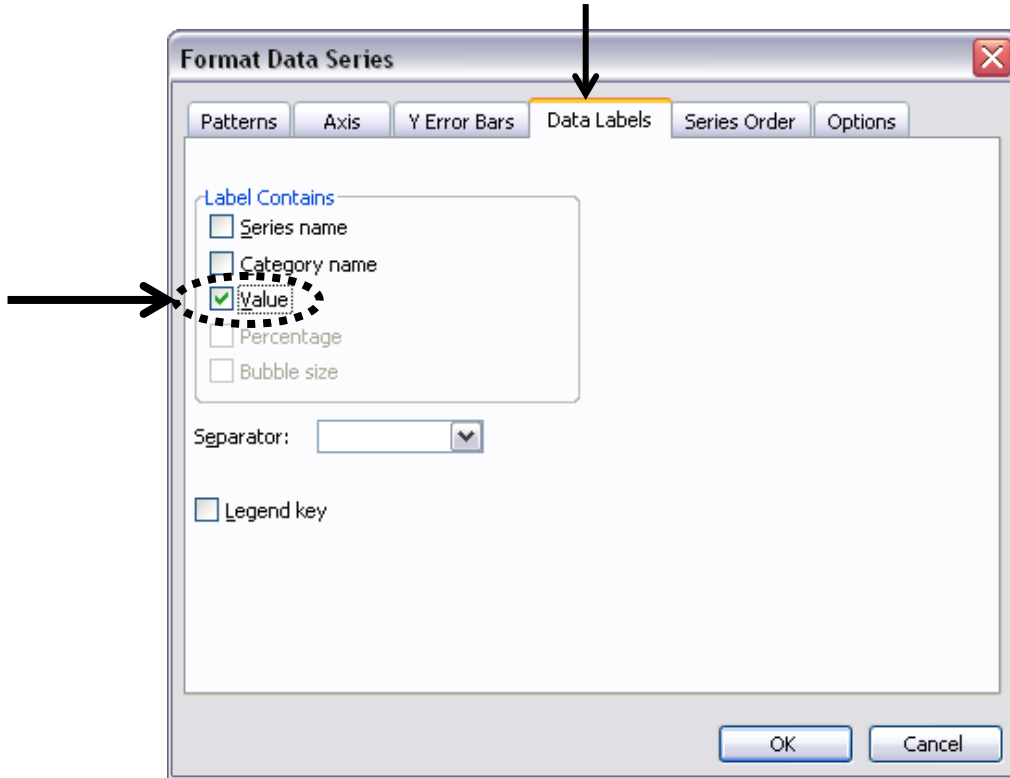
Formatting the line on a graph

Double click on the line of line graph > Click **Patterns** tab > choose the options you wish to change > Click **OK**



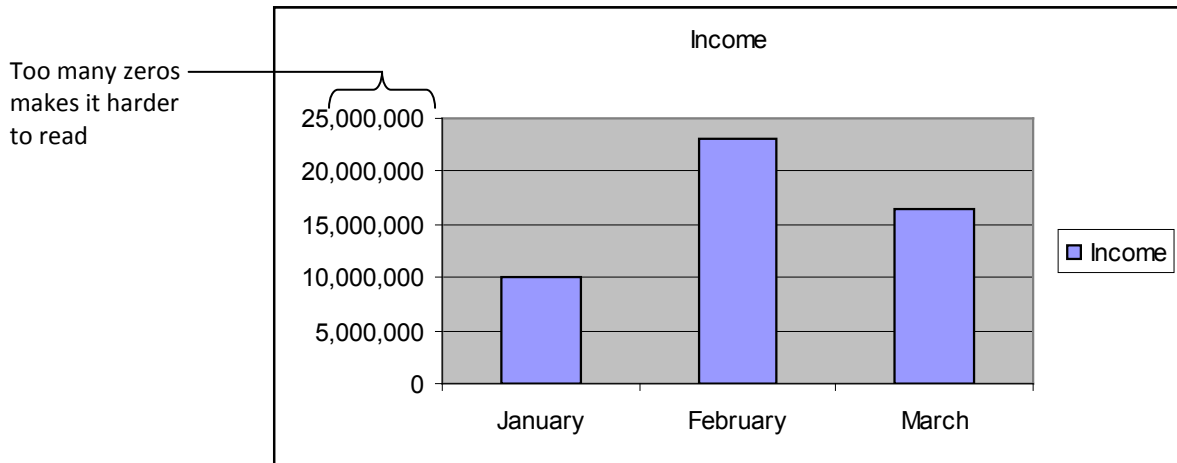
Showing data values in charts/graphs

Double click on the line > Click **Data Labels** tab > Tick **Value** box > Click **OK**

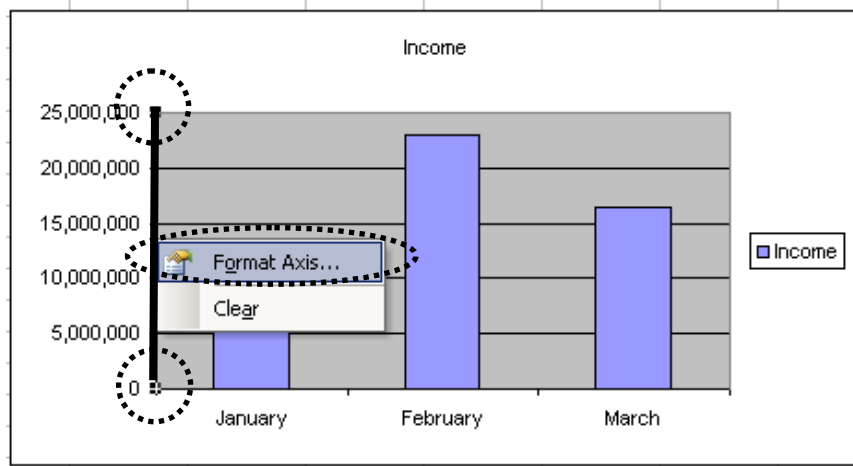


Changing display units in axes

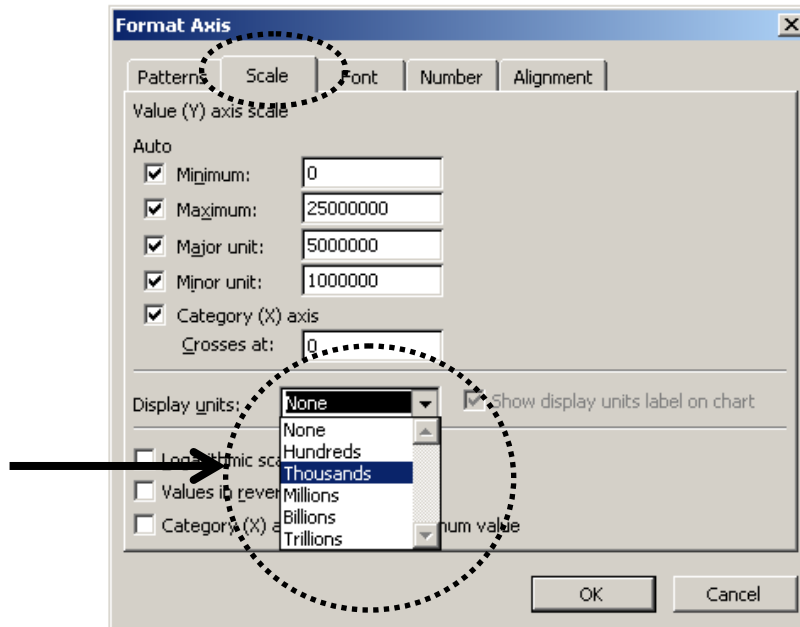
For charts in which the figures contain many zeros, you can format the axis to abbreviate the figures. This will make the chart less cluttered.



1. One click on the Y axis or numbers (Square dots will appear at the both ends of the Y axis) > **Right** click on the axis > **Format Axis**



2. Change the **Display units** on the **Scale** tab > Click **OK**



3. The display unit label will be shown automatically.

