

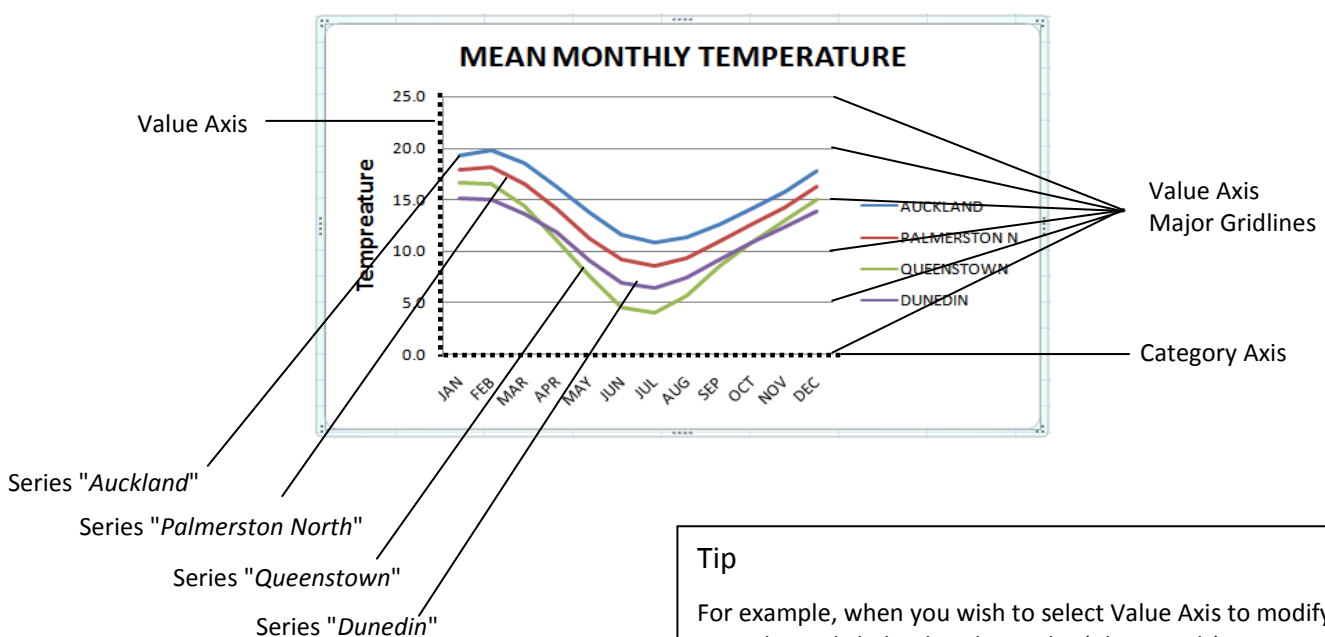
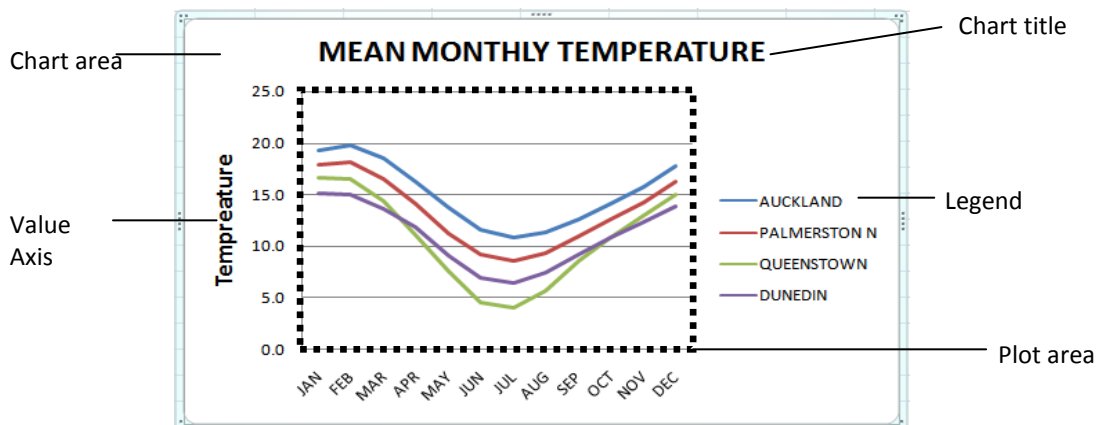
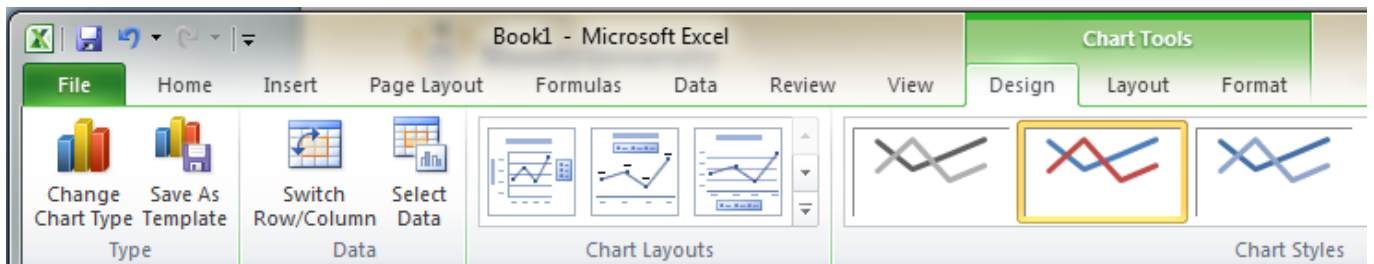
Modifying a chart / graph

Microsoft Excel

Names in chart / graph

The **Chart Tool** tabs appear when you select any part of the chart. Knowing the names in a chart / graph is useful when you modify the chart / graph.

Note: The **Chart Tool** tabs are only visible when you have a chart or part of a chart selected.

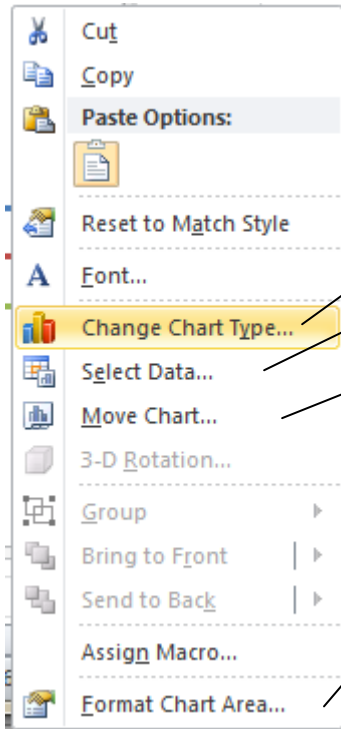


Tip

For example, when you wish to select Value Axis to modify your chart, click the drop list under (Chart Tools) **Layout** > **Current Selection**. 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 under **Layout > Current Selection** to see the selected object.)



Step 1: Choosing chart type, custom type, bar graph, line graph, scatter etc...

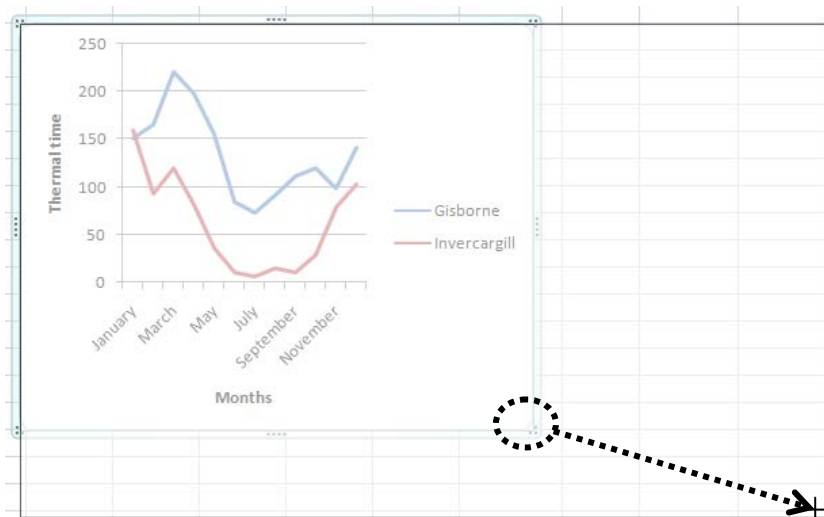
Step 2: Selecting data range, series name, series value, category (x) label etc...

Step 3: Chart location

Step 4: Change background fill, border colours, border styles, shadow effects and 3-D format

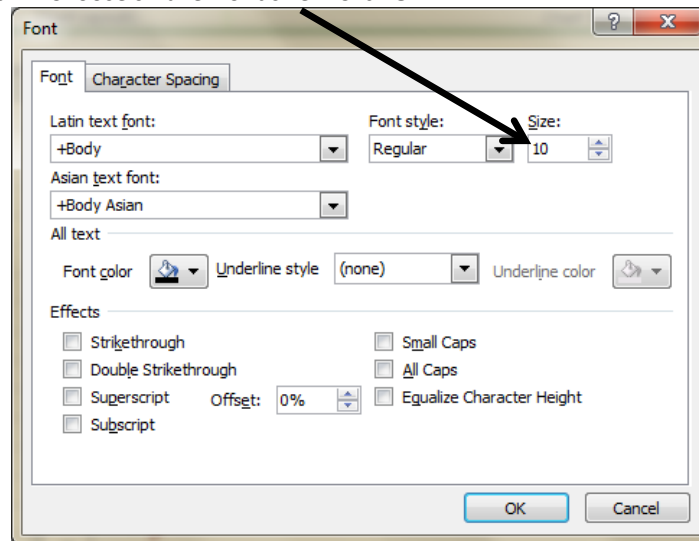
Making the chart/graph bigger to view hidden labels

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 " \leftrightarrow " **on the corner**. Some hidden labels will appear.



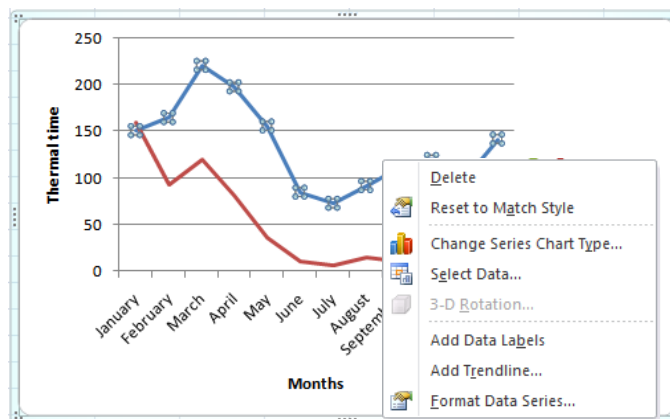
Making the font size smaller to show all labels

Right Click on the label > Font... > Choose smaller font size > Click OK.



Formatting the line on a graph

1. Right click on the line of a line graph > Click **Format data series**



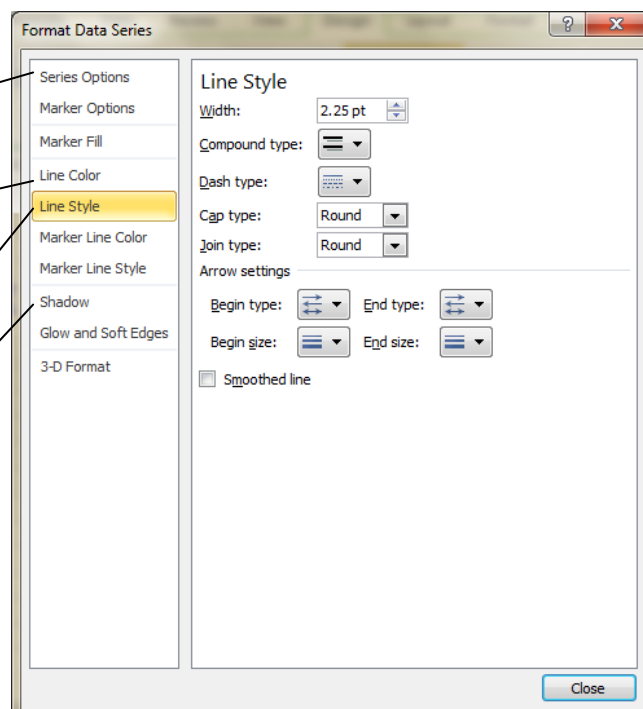
2. Choose from the appropriate category, the most commonly used options are listed below

Change the axis the series is plotted on

Change the colour of the selected line

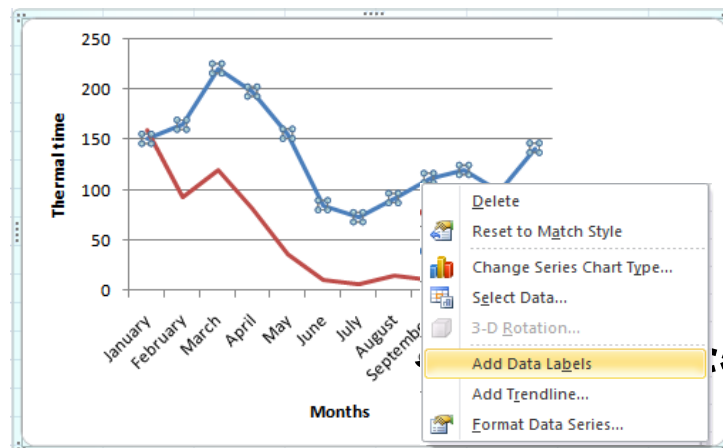
Change the colour / gradient of the selected line

Add / edit a shadow effect to the series lines



Showing data values in charts/graphs

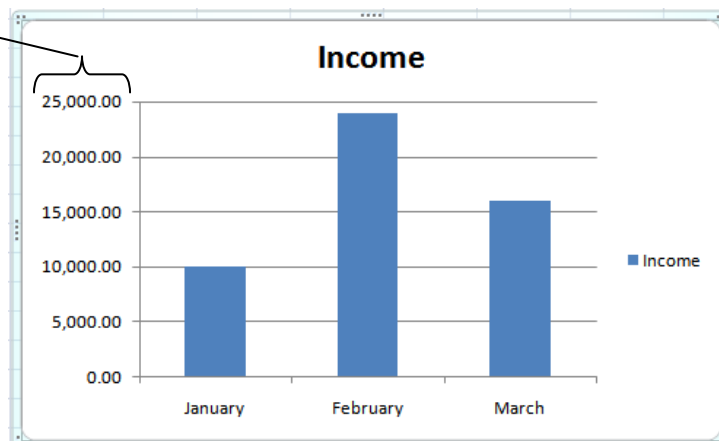
Right click on the line > Click **Add Data Labels**



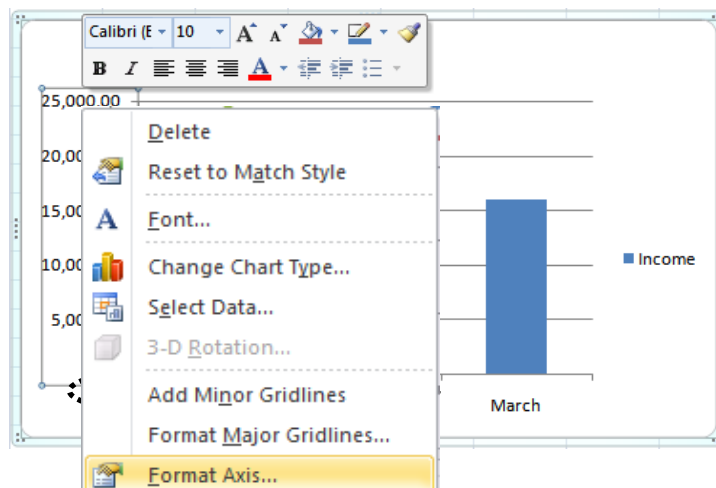
Changing display units in axes

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.

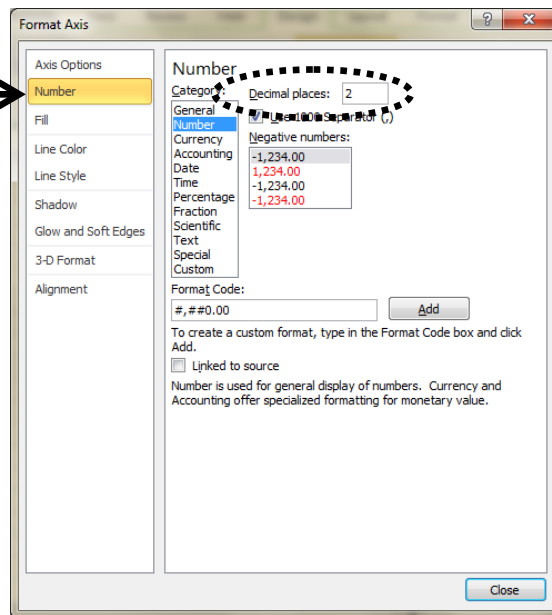
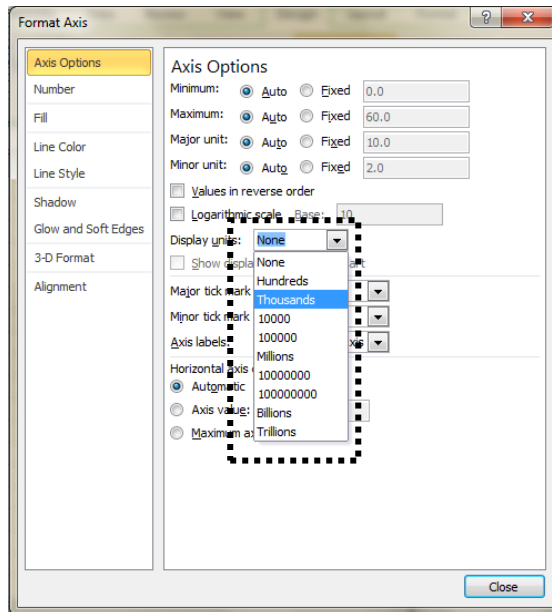
Too many zeros makes it harder to read



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



2. Change the **Display units** on the **Axis options** tab to **Thousands**
3. Click on the **Number** tab, Change the **Decimal places** to **0** > Click **Close**



4. Done!

