



# Move and Resize a Chart

A chart is an **object**, or an independent element on a worksheet, and is not located in a specific cell or range. You can select an object by clicking it; sizing handles around the object indicate it is selected. (When a chart is selected in Excel, the Name box, which normally tells you the address of the active cell, tells you the chart number.) You can move a selected chart anywhere on a worksheet without affecting formulas or data in the worksheet. Any data changed in the worksheet is automatically updated in the chart. You can even move a chart to a different sheet in the workbook and it will still reflect the original data. You can resize a chart to improve its appearance by dragging its sizing handles. You can reposition chart objects (such as a title or legend) to predefined locations using commands using the Chart Elements button or the Add Chart Element button on the CHART TOOLS DESIGN tab, or you can freely move any chart object by dragging it or by cutting and pasting it to a new location. When you point to a chart object, the name of the object appears as a ScreenTip. **CASE**  You want to resize the chart, position it below the worksheet data, and move the legend.

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## 1. Make sure the chart is still selected, then position the pointer over the chart

The pointer shape  indicates that you can move the chart. For a table of commonly used object pointers, refer to **TABLE D-2**.

## 2. Position on a blank area near the upper-left edge of the chart, press and hold the left mouse button, drag the **chart** until its upper-left corner is at the upper-left corner of cell **A16**, then release the mouse button

As you drag the chart, you can see the chart being dragged. When you release the mouse button, the chart appears in the new location.

## 3. Scroll down so you can see the whole chart, position the pointer on the **right-middle sizing handle** until it changes to , then drag the **right border** of the chart to the right edge of column G

The chart is widened. See **FIGURE D-7**.

## 4. Position the pointer over the **upper-middle sizing handle** until it changes to , then drag the **top border** of the chart to the top edge of row 15

## 5. Position the pointer over the **lower-middle sizing handle** until it changes to , then drag the **bottom border** of the chart to the bottom border of row 26

You can move any object on a chart. You want to align the top of the legend with the top of the plot area.

## 6. Click the **Quick Layout button** in the Chart Layouts group of the CHART TOOLS DESIGN tab, click **Layout 1** (in the upper-left corner of the palette), click the **legend** to select it, press and hold **[Shift]**, drag the **legend** up using so the dotted outline is approximately 1/4" above the top of the plot area, then release **[Shift]**

When you click the legend, sizing handles appear around it and "Legend" appears as a ScreenTip when the pointer hovers over the object. As you drag, a dotted outline of the legend border appears. Pressing and holding the [Shift] key holds the horizontal position of the legend as you move it vertically. Although the sizing handles on objects within a chart look different from the sizing handles that surround a chart, they function the same way.

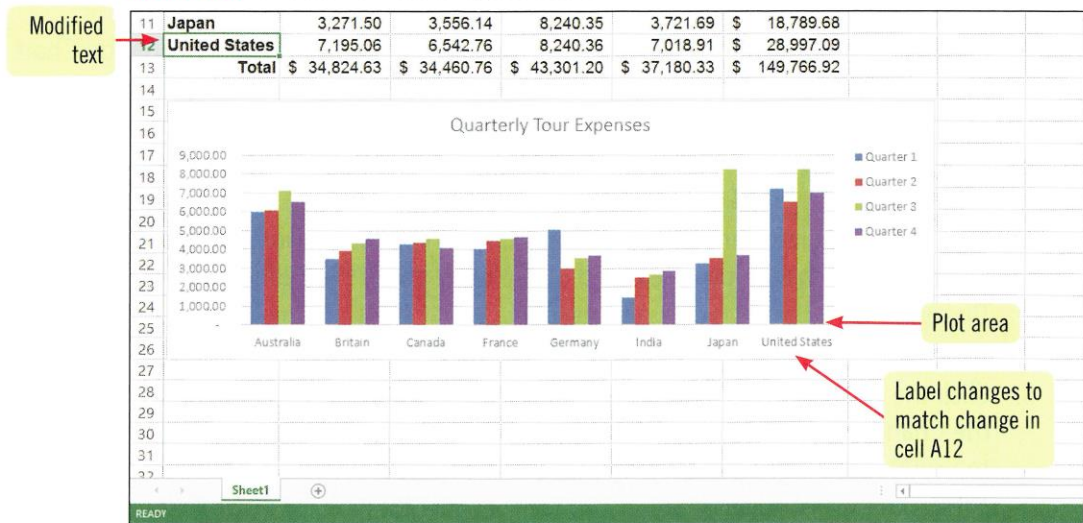
## 7. Click cell **A12**, type **United States**, click the **Enter button** on the formula bar, use **AutoFit** to resize column A, then save your work

The axis label changes to reflect the updated cell contents, as shown in **FIGURE D-8**. Changing any data in the worksheet modifies corresponding text or values in the chart. Because the chart is no longer selected, the CHART TOOLS tabs no longer appear on the Ribbon.








**FIGURE D-7: Moved and resized chart**



**FIGURE D-8: Worksheet with modified legend and label**



**TABLE D-2: Common object pointers**

name	pointer	use	name	pointer	use
Diagonal resizing	 or 	Change chart shape from corners	I-beam		Edit object text
Draw		Draw an object	Move		Move object
Horizontal resizing		Change object width	Vertical resizing		Change object height