

Change the Chart Design

Once you've created a chart, you can change the chart type, modify the data range and column/row configuration, apply a different chart style, and change the layout of objects in the chart. The layouts in the Chart Layouts group on the CHART TOOLS DESIGN tab offer arrangements of objects in your chart, such as its legend, title, or gridlines; choosing one of these layouts is an alternative to manually changing how objects are arranged in a chart. **CASE** ▶ You discovered the data for Japan and the United States in Quarter 3 is incorrect. After the correction, you want to see how the data looks using different chart layouts and types.



- 1. Click cell D11, type 4568.92, press [Enter], type 6107.09, then press [Enter]**
In the chart, the Quarter 3 data markers for Japan and the United States reflect the adjusted expense figures. See **FIGURE D-9**.
- 2. Select the chart by clicking a blank area within the chart border, click the CHART TOOLS DESIGN tab on the Ribbon, click the Quick Layout button in the Chart Layouts group, then click Layout 3**
The legend moves to the bottom of the chart. You prefer the original layout.
- 3. Click the Undo button  on the Quick Access toolbar, then click the Change Chart Type button in the Type group**
The Change Chart Type dialog box opens, as shown in **FIGURE D-10**. The left pane of the dialog box lists the available categories, and the right pane shows the individual chart types. A pale green border surrounds the currently selected chart type.
- 4. Click Bar in the left pane of the Change Chart Type dialog box, confirm that the first Clustered Bar chart type is selected in the right pane, then click OK**
The column chart changes to a clustered bar chart. See **FIGURE D-11**. You look at the bar chart, then decide to see how the data looks in a three-dimensional column chart.
- 5. Click the Change Chart Type button in the Type group, click Column in the left pane of the Change Chart Type dialog box, click 3-D Clustered Column (fourth from the left in the top row) in the right pane, verify that the left-most 3-D chart is selected, then click OK**
A three-dimensional column chart appears. You notice that the three-dimensional column format gives you a sense of volume, but it is more crowded than the two-dimensional column format.
- 6. Click the Change Chart Type button in the Type group, click Clustered Column (first from the left in the top row) in the right pane of the Change Chart Type dialog box, then click OK**
- 7. Click the Style 3 chart style in the Chart Styles group**
The columns change to lighter shades of color. You prefer the previous chart style's color scheme.
- 8. Click  on the Quick Access toolbar, then save your work**

FIGURE D-9: Worksheet with modified data

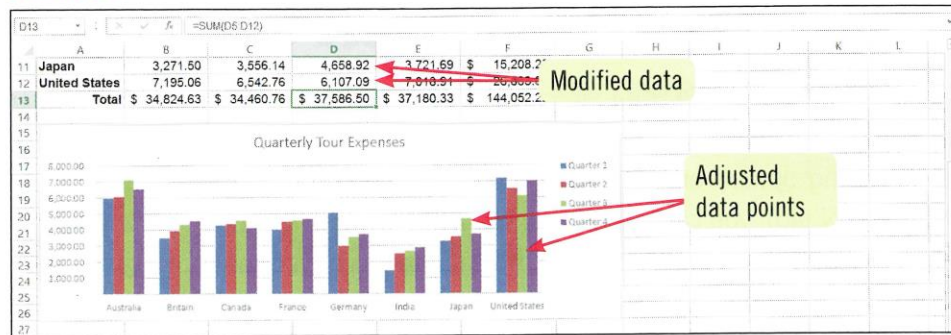


FIGURE D-10: Change Chart Type dialog box

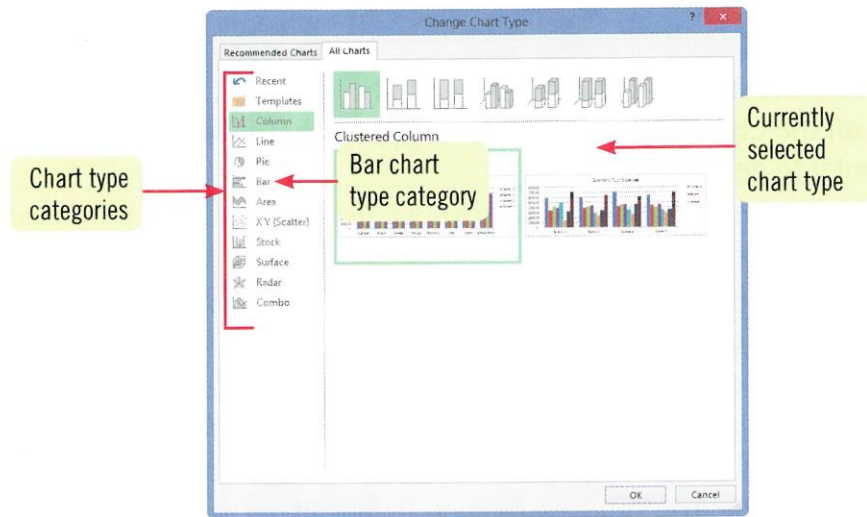


FIGURE D-11: Column chart changed to bar chart

