

# Change the Chart Format

While the CHART TOOLS DESIGN tab contains preconfigured chart layouts you can apply to a chart, the Chart Elements button makes it easy to add, remove, and modify individual chart objects such as a chart title or legend. Using options on this shortcut menu (or using the Add Chart Element button on the CHART TOOLS DESIGN tab), you can also add text to a chart, add and modify labels, change the display of axes, modify the fill behind the plot area, create titles for the horizontal and vertical axes, and eliminate or change the look of gridlines. You can format the text in a chart object using the HOME tab or the Mini toolbar, just as you would the text in a worksheet. **CASE** *You want to change the layout of the chart by creating titles for the horizontal and vertical axes. To improve the chart's appearance, you'll add a drop shadow to the chart title.*

1. With the chart still selected, click the **Add Chart Element** button in the Chart Layouts group on the CHART TOOLS DESIGN tab, point to **Gridlines**, then click **Primary Major Horizontal** to deselect it

The gridlines that extend from the value axis tick marks across the chart's plot area are removed from the chart, as shown in **FIGURE D-12**.

2. Click the **Chart Elements** button  in the upper-right corner *outside* the chart border, click the **Gridlines** arrow, click **Primary Major Horizontal**, click **Primary Minor Horizontal**, then click  to close the Chart Elements fly-out menu

Both major and minor gridlines now appear in the chart. **Major gridlines** represent the values at the value axis tick marks, and **minor gridlines** represent the values between the tick marks.

3. Click , click the **Axis Titles** checkbox to select all the axis titles options, triple-click the **vertical axis title** on the chart, then type **Expenses (in \$)**


Descriptive text on the category axis helps readers understand the chart.

4. Triple-click the **horizontal axis title** on the chart, then type **Tour Countries**

The text "Tour Countries" appears on the horizontal axis, as shown in **FIGURE D-13**.

5. Right-click the **horizontal axis labels** ("Australia", "Britain", etc.), click **Font** on the shortcut menu, click the **Latin text font list** arrow in the Font dialog box, click **Times New Roman**, click the **Size down** arrow, click until **8** is displayed, then click **OK**

The font of the horizontal axis labels changes to Times New Roman, and the font size decreases, making more of the plot area visible.

6. With the horizontal axis labels still selected, click the **HOME** tab, click the **Format Painter** button  in the Clipboard group, then click the area within the **vertical axis labels**

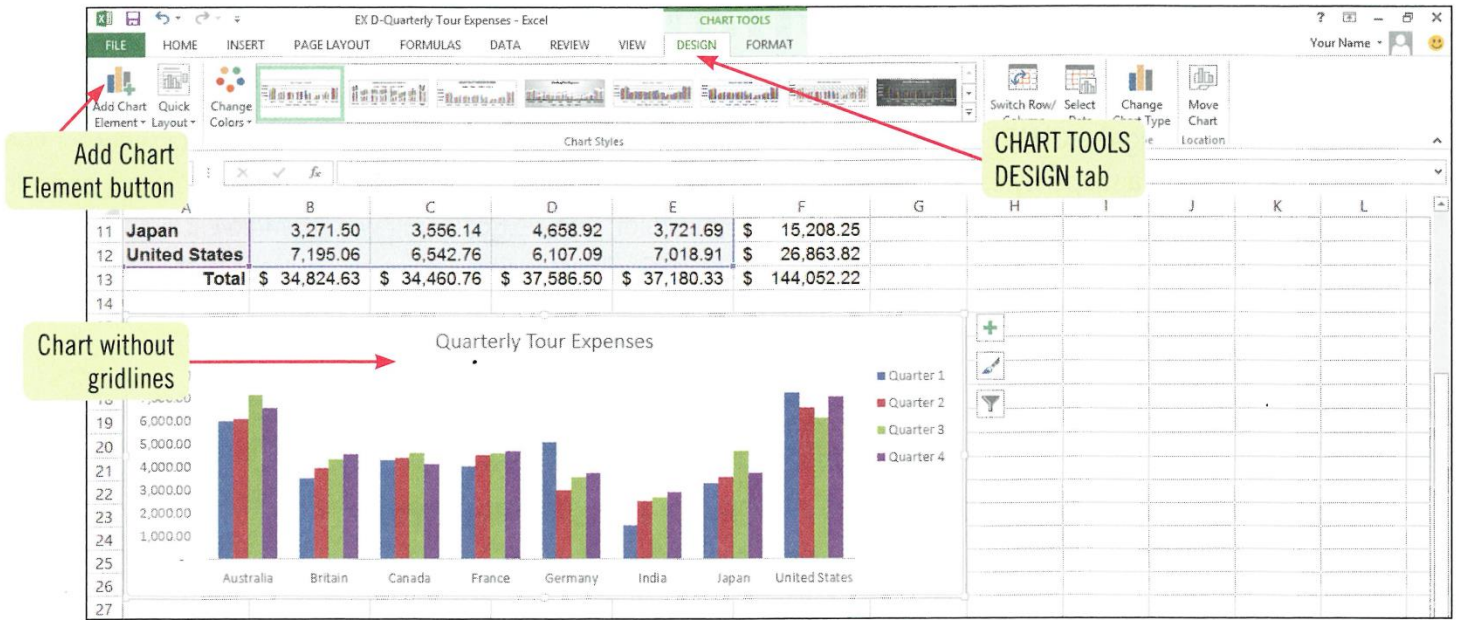
7. Right-click the **Chart Title** ("Quarterly Tour Expenses"), click **Format Chart Title** on the shortcut menu, click the **BORDER** arrow  in the Format Chart Title pane to display the options if necessary, then click the **Solid line** option button in the Format Chart Title pane

A solid border will appear around the chart title with the default blue color.

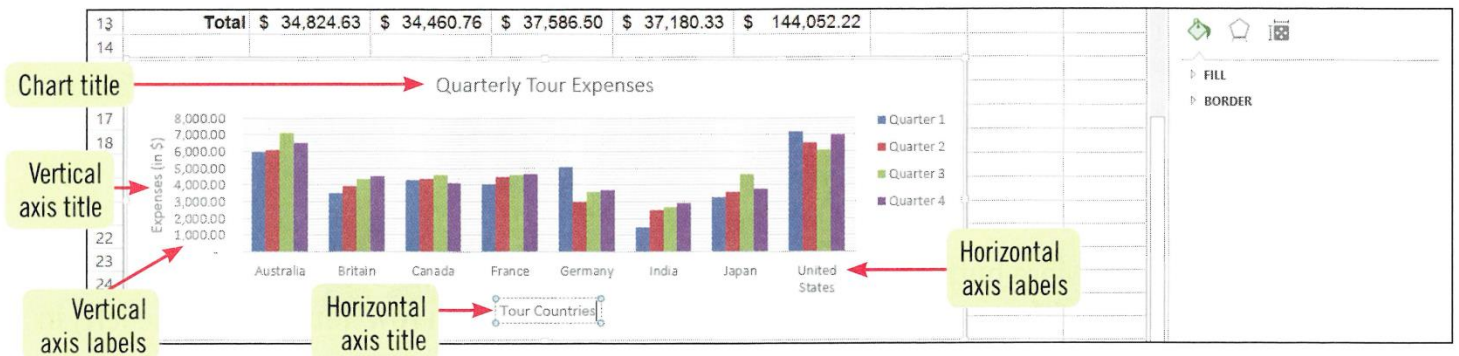
8. Click the **Effects** button  in the Format Chart Title pane, click **Shadow**, click the **Presets list** arrow, click **Offset Diagonal Bottom Right** in the Outer group (first row, first from the left), click the **Format Chart Title pane Close** button , then save your work

A blue border with a drop shadow surrounds the title. Compare your work to **FIGURE D-14**.

**FIGURE D-12: Gridlines removed from chart**



**FIGURE D-13: Axis titles added to chart**



**FIGURE D-14: Enhanced chart**

