


# Format a Chart

Formatting a chart can make it easier to read and understand. Many formatting enhancements can be made using the CHART TOOLS FORMAT tab. You can change the fill color for a specific data series, or you can apply a shape style to a title or a data series using the Shape Styles group. Shape styles make it possible to apply multiple formats, such as an outline, fill color, and text color, all with a single click. You can also apply different fill colors, outlines, and effects to chart objects using arrows and buttons in the Shape Styles group. **CASE**  You want to use a different color for one data series in the chart and apply a shape style to another to enhance the look of the chart.

1. With the chart selected, click the **CHART TOOLS FORMAT tab** on the Ribbon, then click any column in the **Quarter 4 data series**

The CHART TOOLS FORMAT tab opens, and handles appear on each column in the Quarter 4 data series, indicating that the entire series is selected.

2. Click the **Shape Fill list arrow** in the Shape Styles group on the CHART TOOLS FORMAT tab

3. Click **Orange, Accent 6** (first row, 10th from the left) as shown in **FIGURE D-15**

All the columns for the series become orange, and the legend changes to match the new color. You can also change the color of selected objects by applying a shape style.

4. Click any column in the **Quarter 3 data series**

Handles appear on each column in the Quarter 3 data series.

5. Click the **More button**  on the Shape Styles gallery, then *hover the pointer* over the **Moderate Effect – Olive Green, Accent 3 shape style** (fifth row, fourth from the left) in the gallery, as shown in **FIGURE D-16**

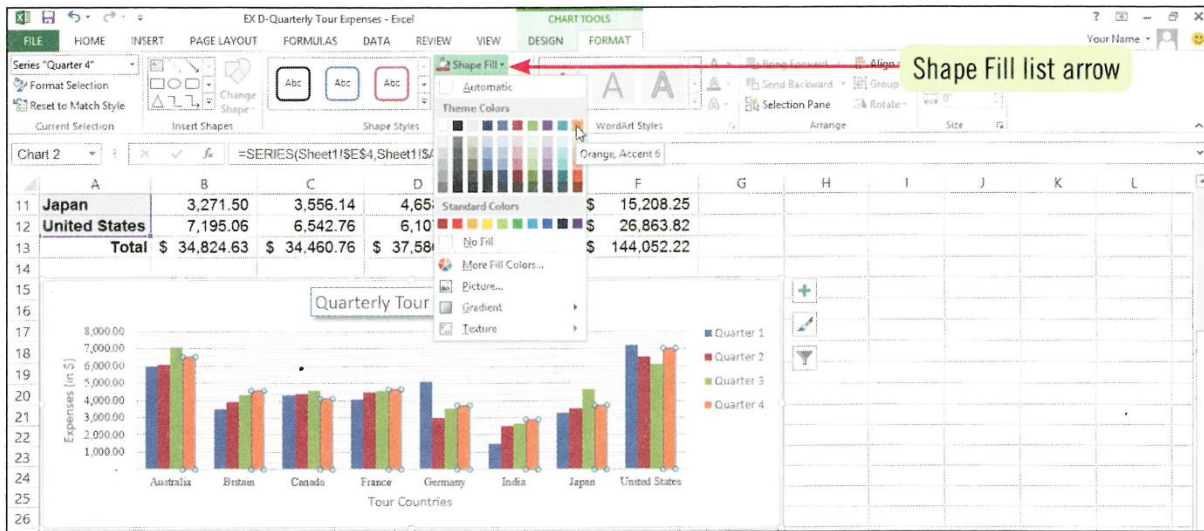
Live Preview shows the data series in the chart with the shape style applied.

6. Click the **Subtle Effect – Olive Green, Accent 3 shape style** (fourth row, fourth from the left) in the gallery

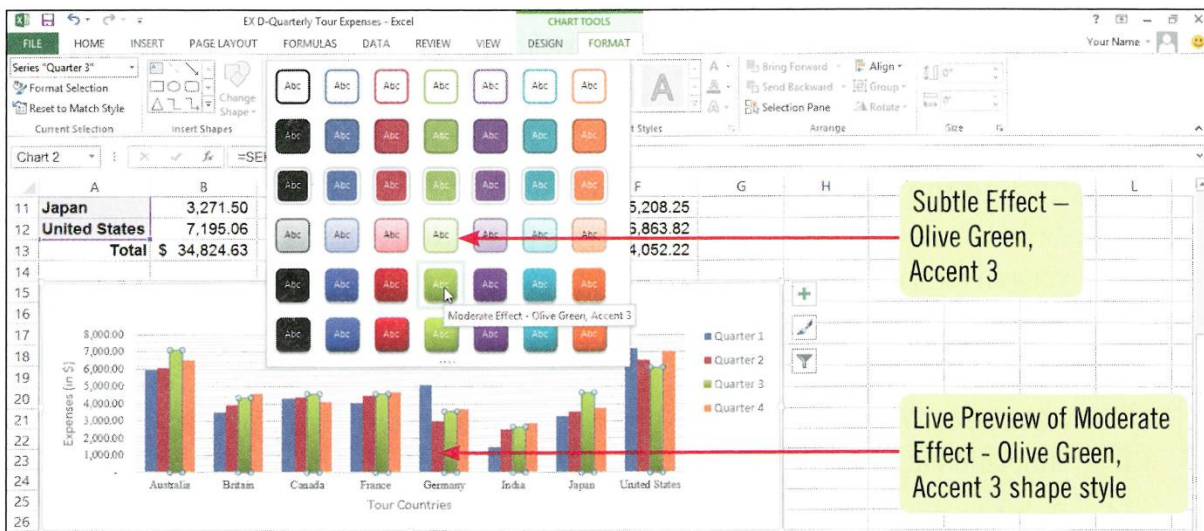
The style for the data series changes, as shown in **FIGURE D-17**.

7. Save your work

**FIGURE D-15: New shape fill applied to data series**



**FIGURE D-16: Live Preview of new style applied to data series**



**FIGURE D-17: Style of data series changed**

