


# Annotate and Draw on a Chart

You can use text annotations and graphics to point out critical information in a chart. **Text annotations** are labels that further describe your data. You can also draw lines and arrows that point to the exact locations you want to emphasize. Shapes such as arrows and boxes can be added from the Illustrations group on the INSERT tab or from the Insert Shapes group on the CHART TOOLS FORMAT tab on the Ribbon. The INSERT group is also used to insert pictures into worksheets and charts. **CASE** *You want to call attention to the Germany tour expense decrease, so you decide to add a text annotation and an arrow to this information in the chart.*

1. Make sure the chart is selected with the **CHART TOOLS FORMAT** tab selected, click the **Text Box** button  in the Insert Shapes group, then move the pointer over the worksheet


The pointer changes to , indicating that you will insert a text box where you next click.

2. Click to the **right of the chart** (anywhere *outside* the chart boundary)

A text box is added to the worksheet, and the DRAWING TOOLS FORMAT tab appears on the Ribbon so that you can format the new object. First you need to type the text.



3. Type **Great Improvement**


The text appears in a selected text box on the worksheet, and the chart is no longer selected, as shown in **FIGURE D-18**. Your text box may be in a different location; this is not important, because you'll move the annotation in the next step.

4. Point to an edge of the text box so that the pointer changes to , drag the **text box** into the chart to the left of the chart title, as shown in **FIGURE D-19**, then release the mouse button

The text box is a text annotation for the chart. You also want to add a simple arrow shape in the chart.

5. Click the **chart** to select it, click the **CHART TOOLS FORMAT** tab, click the **Arrow** button  in the Insert Shapes group, then move the pointer over the text box on the chart

The pointer changes to , and the status bar displays "Click and drag to insert an AutoShape." When  is over the text box, black handles appear around the text in the text box. A black handle can act as an anchor for the arrow.

6. Position  on the **black handle** to the right of the "t" in the word "improvement" (in the text box), press and hold the **left mouse button**, drag the **line** to the **Quarter 2 column** for the Germany category in the chart, then release the mouse button

An arrow points to the Quarter 2 expense for Germany, and the DRAWING TOOLS FORMAT tab displays options for working with the new arrow object. You can resize, format, or delete it just like any other object in a chart.

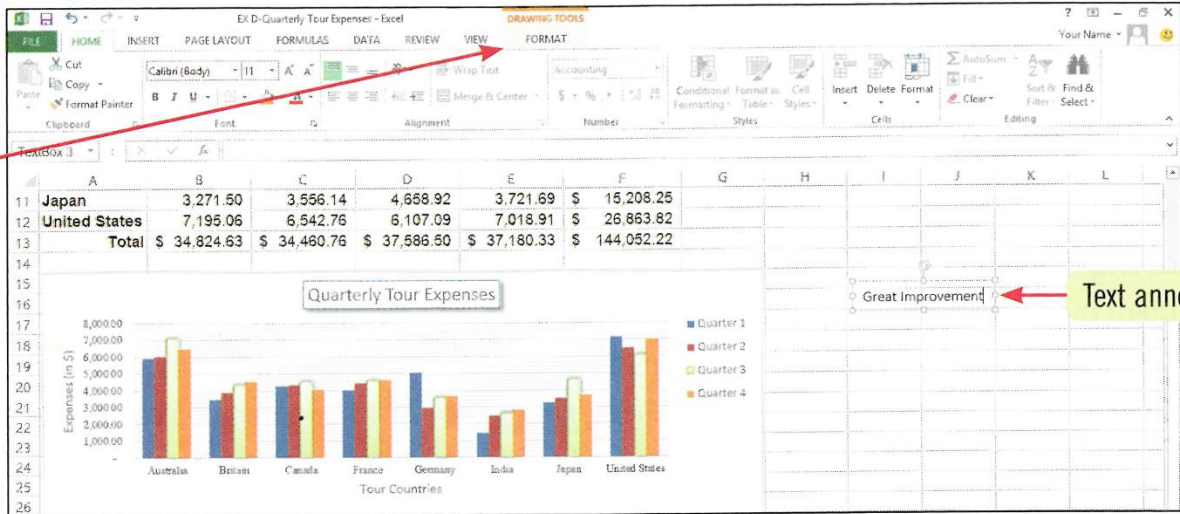
7. Click the **Shape Outline list arrow** in the Shape Styles group, click the **Automatic color**, click the **Shape Outline list arrow** again, point to **Weight**, then click **1½ pt**

Compare your finished chart to **FIGURE D-20**.

8. Save your work

**FIGURE D-18: Text box added**

DRAWING TOOLS  
FORMAT tab



Text annotation

**FIGURE D-19: Text annotation on the chart**

Text annotation



**FIGURE D-20: Arrow shape added to chart**

Arrow drawn and formatted

