

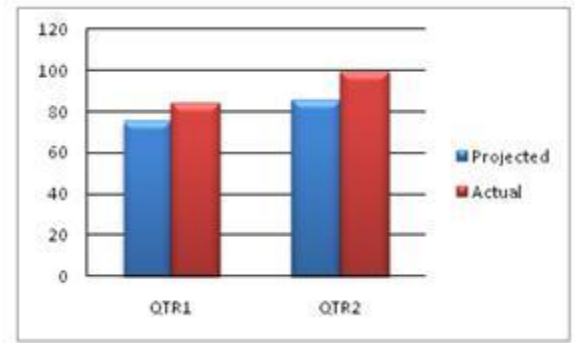
Creating Charts in Excel 2010

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A chart is a visual representation of your data. By using elements such as columns (in a column chart) or lines (in a line chart), a chart displays series of numeric data in a graphical format.

The graphical format of a chart makes it easier to understand large quantities of data and the relationship between different series of data. A chart can also show the big picture so that you can analyze your data and look for important trends.

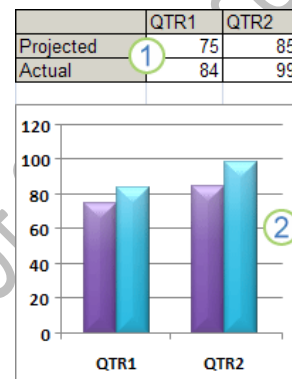


Learn about charts

Charts are used to display series of numeric data in a graphical format to make it easier to understand large quantities of data and the relationship between different series of data.

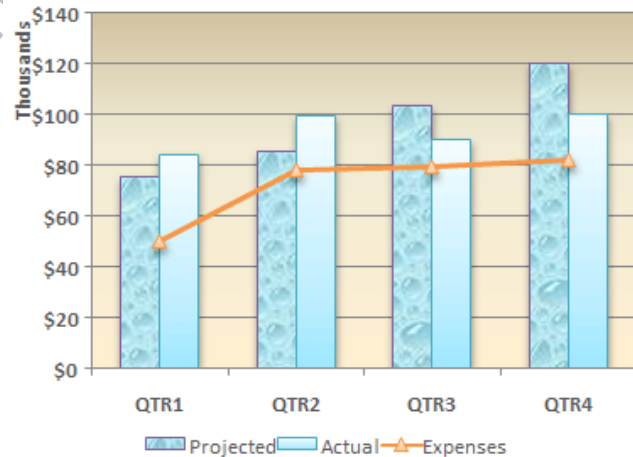
To create a chart in Excel, you start by entering the numeric data for the chart on a worksheet. Then you can plot that data into a chart by selecting the chart type that you want to use on the **Insert** tab, in the **Charts** group.

- 1 Worksheet data
- 2 Chart created from worksheet data



Excel supports many types of charts to help you display data in ways that are meaningful to your audience. When you create a chart or change an existing chart, you can select from a variety of chart types (such as a column chart or a pie chart) and their subtypes (such as a stacked column chart or a pie in 3-D chart). You can also create a combination chart by using more than one chart type in your chart.

The image is an example of a combination chart that uses a column and line chart type.



Getting to know the elements of a chart

A chart has many elements. Some of these elements are displayed by default, others can be added as needed. You can change the display of the chart elements by moving them to other locations in the chart, resizing them, or by changing the format. You can also remove chart elements that you do not want to display.



- 1 The chart area of the chart (the entire chart and all its elements).
- 2 The plot area of the chart. (In a 2-D chart, the area bounded by the axes, including all data series. In a 3-D chart, the area bounded by the axes, including the data series, category names, tick-mark labels, and axis titles.)
- 3 The data points of the data series that are plotted in the chart (Data points: individual values plotted in a chart and represented by bars, columns, lines, pie or doughnut slices, dots, and various other shapes called data markers. Data markers of the same color constitute a data series.) (Data series: related data points that are plotted in a chart. Each data series in a chart has a unique color or pattern and is represented in the chart legend. You can plot one or more data series in a chart. Pie charts have only one data series.)
- 4 The horizontal (category) and vertical (value) axis along which the data is plotted in the chart. (Axis: a line bordering the chart plot area used as a frame of reference for measurement. The y axis is usually the vertical axis and contains data. The x-axis is usually the horizontal axis and contains categories.)
- 5 The legend of the chart. (A box that identifies the patterns or colors that are assigned to the data series or categories in a chart.)
- 6 A chart and axis title that you can use in the chart.
- 7 A data label that you can use to identify the details of a data point in a data series. (A label that provides additional information about a data marker, which represents a single data point or value that originates from a datasheet cell.)

Modifying a basic chart to meet your needs

After you create a chart, you can modify any one of its elements. For example, you might want to change the way that axes are displayed, add a chart title, move or hide the legend, or display additional chart elements.

To modify a chart, you can do one or more of the following:

- **Change the display of chart axes:** You can specify the scale of axes and adjust the interval between the values or categories that are displayed. To make your chart easier to read, you can also add tick marks (small lines of measurement, similar to divisions on a ruler, that intersect an axis. Tick-mark labels identify the categories, values, or series in the chart.) to an axis, and specify the interval at which they will appear.

- **Add titles and data labels to a chart:** To help clarify the information that appears in your chart, you can add a chart title, axis titles, and data labels.
- **Add a legend or data table:** You can show or hide a legend, change its location, or modify the legend entries. In some charts, you can also show a data table that displays the legend keys and the values that are presented in the chart. (Legend keys: symbols in legends that show the patterns and colors assigned to the data series (or categories) in a chart. Legend keys appear to the left of legend entries. Formatting a legend key also formats the data marker that's associated with it.)
- **Apply special options for each chart type:** Special lines (such as high-low lines and trendlines (a graphic representation of trends in data series, such as a line sloping upward to represent increased sales over a period of months. Trendlines are used for the study of problems of prediction, also called regression analysis.)), bars (such as up-down bars and error bars), data markers (a bar, area, dot, slice, or other symbol in a chart that represents a single data point or value that originates from a worksheet cell. Related data markers in a chart constitute a data series.), and other options are available for different chart types.

Applying a predefined chart layout and chart style for a professional look

Instead of manually adding or changing chart elements or formatting the chart, you can quickly apply a predefined chart layout and chart style to your chart. Excel provides a variety of useful predefined layouts and styles. However, you can fine-tune a layout or style as needed by making manual changes to the layout and format of individual chart elements, such as the chart area, plot area, data series, or legend of the chart.

When you apply a predefined chart layout, a specific set of chart elements (such as titles, a legend, a data table, or data labels) are displayed in a specific arrangement in your chart. You can select from a variety of layouts that are provided for each chart type.

When you apply a predefined chart style, the chart is formatted based on the document theme that you have applied, so that your chart matches your organization's or your own theme colors, theme fonts, and theme effects.

You cannot create your own chart layouts or styles, but you can create chart templates that include the chart layout and formatting that you want.

Adding eye-catching formatting to a chart

In addition to applying a predefined chart style, you can easily apply formatting to individual chart elements such as data markers, the chart area, the plot area, and the numbers and text in titles and labels to give your chart a custom, eye-catching look. You can apply specific shape styles and WordArt styles, and you can also format the shapes and text of chart elements manually.

To add formatting, you can use one or more of the following:

- **Fill chart elements:** You can use colors, textures, pictures, and gradient fills to help draw attention to specific chart elements.
- **Change the outline of chart elements:** You can use colors, line styles, and line weights to emphasize chart elements.
- **Add special effects to chart elements:** You can apply special effects, such as shadow, reflection, glow, soft edges, bevel, and 3-D rotation to chart element shapes, which gives your chart a finished look.
- **Format text and numbers:** You can format text and numbers in titles, labels, and text boxes on a chart as you would text and numbers on a worksheet. To make text and numbers stand out, you can even apply WordArt styles.

Reusing charts by creating chart templates

If you want to reuse a chart that you customized to meet your needs, you can save that chart as a chart template (*.crtx) in the chart templates folder. When you create a chart, you can then apply the chart template just as you would any other built-in chart type. In fact, chart templates are custom chart types — you can also use them to change the chart type of an existing chart. If you use a specific chart template frequently, you can save it as the default chart type.

Step 1: Create a basic chart

Microsoft Excel no longer provides the chart wizard. Instead, you can create a basic chart by clicking the chart type that you want on the **Insert** tab in the **Charts** group. To create a chart that displays the details that you want, you can then continue with the next steps of the following step-by-step process.

For most charts, such as column and bar charts, you can plot the data that you arrange in rows or columns on a worksheet into a chart. However, some chart types (such as pie and bubble charts) require a specific data arrangement.

- 1) On the worksheet, arrange the data that you want to plot in a chart.
 - a) The data can be arranged in rows or columns — Excel automatically determines the best way to plot the data in the chart. Some chart types (such as pie and bubble charts) require a specific data arrangement.

How to arrange data on the worksheet

For this chart type	Arrange the data												
Column, bar, line, area, surface, or radar chart	In columns or rows, such as: <table border="1" data-bbox="522 1094 777 1329"><tr><td>Lorem</td><td>Ipsum</td></tr><tr><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td></tr></table> Or: <table border="1" data-bbox="899 1094 1138 1253"><tr><td>Lorem</td><td>1</td><td>3</td></tr><tr><td>Ipsum</td><td>2</td><td>4</td></tr></table>	Lorem	Ipsum	1	2	3	4	Lorem	1	3	Ipsum	2	4
Lorem	Ipsum												
1	2												
3	4												
Lorem	1	3											
Ipsum	2	4											
Pie or doughnut chart	For one data series, in one column or row of data and one column or row of data labels, such as: <table border="1" data-bbox="665 1472 784 1724"><tr><td>A</td><td>1</td></tr><tr><td>B</td><td>2</td></tr><tr><td>C</td><td>3</td></tr></table> Or: <table border="1" data-bbox="937 1472 1122 1629"><tr><td>A</td><td>B</td><td>C</td></tr><tr><td>1</td><td>2</td><td>3</td></tr></table>	A	1	B	2	C	3	A	B	C	1	2	3
A	1												
B	2												
C	3												
A	B	C											
1	2	3											


Pie or doughnut chart, cont.	<p>For multiple data series, in multiple columns or rows of data and one column or row of data labels, such as:</p> <table border="1" data-bbox="613 323 786 560"> <tr><td>A</td><td>1</td><td>2</td></tr> <tr><td>B</td><td>3</td><td>4</td></tr> <tr><td>C</td><td>5</td><td>6</td></tr> </table> <p style="text-align: center;">Or:</p> <table border="1" data-bbox="935 323 1118 560"> <tr><td>A</td><td>B</td><td>C</td></tr> <tr><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td></tr> </table>	A	1	2	B	3	4	C	5	6	A	B	C	1	2	3	4	5	6
A	1	2																	
B	3	4																	
C	5	6																	
A	B	C																	
1	2	3																	
4	5	6																	
XY (scatter) or bubble chart	<p>In columns, placing x values in the first column and corresponding y values and bubble size values in adjacent columns, such as:</p> <table border="1" data-bbox="709 674 1034 909"> <thead> <tr><th>X</th><th>Y</th><th>Bubble size</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td></tr> </tbody> </table>	X	Y	Bubble size	1	2	3	4	5	6									
X	Y	Bubble size																	
1	2	3																	
4	5	6																	
Stock chart	<p>In columns or rows in the following order, using names or dates as labels: high values, low values, and closing values</p> <p>Like:</p> <table border="1" data-bbox="475 1121 1000 1276"> <thead> <tr><th>Date</th><th>High</th><th>Low</th><th>Close</th></tr> </thead> <tbody> <tr><td>1/1/2002</td><td>46.125</td><td>42</td><td>44.063</td></tr> </tbody> </table> <p style="text-align: center;">Or:</p> <table border="1" data-bbox="1170 1058 1450 1367"> <tr><td>Date</td><td>1/1/2002</td></tr> <tr><td>High</td><td>46.125</td></tr> <tr><td>Low</td><td>42</td></tr> <tr><td>Close</td><td>44.063</td></tr> </table>	Date	High	Low	Close	1/1/2002	46.125	42	44.063	Date	1/1/2002	High	46.125	Low	42	Close	44.063		
Date	High	Low	Close																
1/1/2002	46.125	42	44.063																
Date	1/1/2002																		
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Close	44.063																		

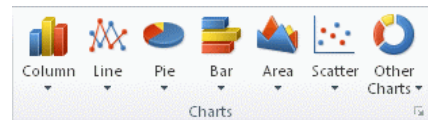
2) Select the cells that contain the data that you want to use for the chart.

Tip: If you select only one cell, Excel automatically plots all cells that contain data that is adjacent to that cell into a chart. If the cells that you want to plot in a chart are not in a continuous range, you can select nonadjacent cells or ranges as long as the selection forms a rectangle. You can also hide the rows or columns that you do not want to plot in the chart.

3) On the **Insert** tab, in the **Charts** group, do one of the following:

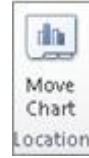
a) Click the chart type, and then click a chart subtype that you want to use.

b) To see all available chart types, click  to launch the **Insert Chart** dialog box, and then click the arrows to scroll through the chart types.



Tip: A ScreenTip displays the chart type name when you rest the mouse pointer over any chart type or chart subtype.

- 4) By default, the chart is placed on the worksheet as an *embedded chart* (a chart that is placed on a worksheet rather than on a separate chart sheet. Embedded charts are beneficial when you want to view or print a chart or a PivotChart report with its source data or other information in a worksheet.). If you want to place the chart in a separate *chart sheet* (a sheet in a workbook that contains only a chart. A chart sheet is beneficial when you want to view a chart or a PivotChart report separately from worksheet data or a PivotTable report.), you can change its location by doing the following:
- Click anywhere in the embedded chart to activate it.
 - This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.
 - On the **Design** tab, in the **Location** group, click **Move Chart**.
 - Under Choose where you want the chart to be placed, do one of the following:
 - To display the chart in a chart sheet, click **New sheet**.
Tip: If you want to replace the suggested name for the chart, you can type a new name in the **New sheet** box.
 - To display the chart as an embedded chart in a worksheet, click **Object in**, and then click a worksheet in the **Object in** box.
- 5) Excel automatically assigns a name to the chart, such as **Chart1** if it is the first chart that you create on a worksheet. To change the name of the chart, do the following:
- Click the chart.
 - On the **Layout** tab, in the **Properties** group, click the **Chart Name** text box.
Tip: If necessary, click the **Properties** icon in the **Properties** group to expand the group.
 - Type a new name.
 - Press ENTER.



Notes:

- To quickly create a chart that is based on the default chart type, select the data that you want to use for the chart, and then press ALT+F1 or F11. When you press ALT+F1, the chart is displayed as an embedded chart; when you press F11, the chart is displayed on a separate chart sheet.
- If you no longer need a chart, you can delete it. Click the chart to select it, and then press DELETE.

Step 2: Change the layout or style of a chart

After you create a chart, you can instantly change its look. Instead of manually adding or changing chart elements or formatting the chart, you can quickly apply a predefined layout and style to your chart. Excel provides a variety of useful predefined layouts and styles (or quick layouts and quick styles) that you can select from, but you can customize a layout or style as needed by manually changing the layout and format of individual chart elements.

Apply a predefined chart layout

- 1) Click anywhere in the chart that you want to format by using a predefined chart layout.
 - a) This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.
- 2) On the **Design** tab, in the **Chart Layouts** group, click the chart layout that you want to use.


Tip: To see all available layouts, click **More** .



Apply a predefined chart style

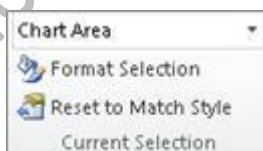
- 1) Click anywhere in the chart that you want to format by using a predefined chart style.
 - a) This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.
- 2) On the **Design** tab, in the **Chart Styles** group, click the chart style that you want to use.



Tip: To see all predefined chart styles, click **More** .

Change the layout of chart elements manually

- 1) Click the chart element for which you want to change the layout, or do the following to select it from a list of chart elements.
 - a) Click anywhere in the chart to display the **Chart Tools**.
 - b) On the **Format** tab, in the **Current Selection** group, click the arrow in the **Chart Elements** box, and then click the chart element that you want.
- 2) On the **Layout** tab, in the **Labels**, **Axes**, or **Background** group, click the chart element button that corresponds with the chart element that you selected, and then click the layout option that you want.



Note: The layout options that you select are applied to the chart element that you have selected. For example, if you have the entire chart selected, data labels will be applied to all data series. If you have a single data point selected, data labels will only be applied to the selected data series or data point.

Change the format of chart elements manually

- 1) Click the chart element for which you want to change the style, or do the following to select it from a list of chart elements.
 - a) Click anywhere in the chart to display the **Chart Tools**.
 - b) On the **Format** tab, in the **Current Selection** group, click the arrow in the **Chart Elements** box, and then click the chart element that you want.

- 2) On the **Format** tab, do one or more of the following:
 - a) To format any selected chart element, in the **Current Selection** group, click **Format Selection**, and then select the formatting options that you want.
 - b) To format the shape of a selected chart element, in the **Shape Styles** group, click the style that you want, or click **Shape Fill**, **Shape Outline**, or **Shape Effects**, and then select the formatting options that you want.
 - c) To format the text in a selected chart element by using WordArt, in the **WordArt Styles** group, click a style. You can also click **Text Fill**, **Text Outline**, or **Text Effects**, and then select the formatting options that you want.

Note: After you apply a WordArt style, you cannot remove the WordArt format. If you do not want the WordArt style that you applied, you can select another WordArt style, or you can click **Undo** on the **Quick Access Toolbar** to return to the previous text format.

Tip: To use regular text formatting to format the text in chart elements, you can right-click or select the text, and then click the formatting options that you want on the **Mini toolbar**. You can also use the formatting buttons on the ribbon (**Home** tab, **Font** group).

Step 3: Add or remove titles or data labels

To make a chart easier to understand, you can add titles, such as a chart title and axis titles. Axis titles are typically available for all axes that can be displayed in a chart, including depth (series) axes in 3-D charts. Some chart types (such as radar charts) have axes, but they cannot display axis titles. Chart types that do not have axes (such as pie and doughnut charts) cannot display axis titles either.

You can also link chart and axis titles to corresponding text in worksheet cells by creating a reference to those cells. Linked titles are automatically updated in the chart when you change the corresponding text on the worksheet.

To quickly identify a data series in a chart, you can add data labels to the data points of the chart. By default, the data labels are linked to values on the worksheet, and they update automatically when changes are made to these values.

Add a chart title

- 1) Click anywhere in the chart to which you want to add a title.
 - a) This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.

- 2) On the **Layout** tab, in the **Labels** group, click **Chart Title**.



- 3) Click **Centered Overlay Title** or **Above Chart**.

- 4) In the **Chart Title** text box that appears in the chart, type the text that you want.

Tip: To insert a line break, click to place the pointer where you want to break the line, and then press **ENTER**.

- 5) To format the text, select it, and then click the formatting options that you want on the **Mini toolbar**.

Tip: You can also use the formatting buttons on the ribbon (**Home** tab, **Font** group). To format the whole title, you can right-click it, click **Format Chart Title**, and then select the formatting options that you want.

Add axis titles

- 1) Click anywhere in the chart to which you want to add axis titles.
 - a) This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.
- 2) On the **Layout** tab, in the **Labels** group, click **Axis Titles**.
- 3) Do one or more of the following:
 - a) To add a title to a primary horizontal (category) axis, click **Primary Horizontal Axis Title**, and then click the option that you want.

Tip: If the chart has a secondary horizontal axis, you can also click **Secondary Horizontal Axis Title**.
 - b) To add a title to primary vertical (value) axis, click **Primary Vertical Axis Title**, and then click the option that you want.

Tip: If the chart has a secondary vertical axis, you can also click **Secondary Vertical Axis Title**.
 - c) To add a title to a depth (series) axis, click **Depth Axis Title**, and then click the option that you want.

Note: This option is only available when the selected chart is a true 3-D chart, such as a 3-D column chart.
- 4) In the **Axis Title** text box that appears in the chart, type the text that you want.
- 5) To format the text, select it, and then click the formatting options that you want on the **Mini toolbar**.

Tip: You can also use the formatting buttons on the ribbon (**Home** tab, **Font** group). To format the whole title, you can right-click it, click **Format Axis Title**, and then select the formatting options that you want.

Notes:

- If you switch to another chart type that does not support axis titles (such as a pie chart), the axis titles will no longer be displayed. The titles will be displayed again when you switch back to a chart type that does support axis titles.
- Axis titles that are displayed for secondary axes will be lost when you switch to a chart type that does not display secondary axes.

Link a title to a worksheet cell

- 1) On a chart, click the chart or axis title that you want to link to a worksheet cell.
- 2) On the worksheet, click in the formula bar, and then type an equal sign (=).
- 3) Select the worksheet cell that contains the data or text that you want to display in your chart.

Tip: You can also type the reference to the worksheet cell in the formula bar. Include an equal sign, the sheet name, followed by an exclamation point; for example, =**Sheet1!F2**
- 4) Press ENTER.

Add data labels

- 1) On a chart, do one of the following:
 - a) To add a data label to all data points of all data series, click the chart area.
 - b) To add a data label to all data points of a data series, click anywhere in the data series that you want to label.

- c) To add a data label to a single data point in a data series, click the data series that contains the data point that you want to label, and then click the data point that you want to label.
 - This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.
- 2) On the **Layout** tab, in the **Labels** group, click **Data Labels**, and then click the display option that you want.

Note: Depending on the chart type that you used, different data label options will be available.

Remove titles or data labels from a chart

- 1) Click the chart.
 - a) This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.
- 2) On the **Layout** tab, in the **Labels** group, do one of the following:
 - a) To remove a chart title, click **Chart Title**, and then click **None**.
 - b) To remove an axis title, click **Axis Title**, click the type of axis title that you want to remove, and then click **None**.
 - c) To remove data labels, click **Data Labels**, and then click **None**.

Tip: To quickly remove a title or data label, click it, and then press DELETE.

Step 4: Show or hide a legend

When you create a chart, the legend appears, but you can hide the legend or change its location after you create the chart.

- 1) Click the chart in which you want to show or hide a legend.
 - a) This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.
- 2) On the **Layout** tab, in the **Labels** group, click **Legend**.
- 3) Do one of the following:
 - a) To hide the legend, click **None**.

Tip: To quickly remove a legend or a legend entry from a chart, you can select it, and then press DELETE. You can also right-click the legend or a legend entry, and then click **Delete**.
 - b) To display a legend, click the display option that you want.

Note: When you click one of the display options, the legend moves, and the plot area automatically adjusts to make room for it. If you move and size the legend by using the mouse, the plot area does not automatically adjust.
 - c) For additional options, click **More Legend Options**, and then select the display option that you want.

Tip: By default, a legend does not overlap the chart. If you have space constraints, you might be able to reduce the size of the chart by clearing the **Show the legend without overlapping the chart** check box.

Tip: When a chart has a legend displayed, you can modify the individual legend entries by editing the corresponding data on the worksheet. For additional editing options, or to modify legend entries without affecting the worksheet data, you can change the legend entries in the **Select Data Source** dialog box (**Design** tab, **Data** group, **Select Data** button).

Step 5: Display or hide chart axes or gridlines

When you create a chart, primary axes are displayed for most chart types. You can turn them on or off as needed. When you add axes, you can specify the level of detail that you want the axes to display. A depth axis is displayed when you create a 3-D chart.

When the values in a chart vary widely from data series to data series, or when you have mixed types of data (for example, price and volume), you can plot one or more data series on a secondary vertical (value) axis. The scale of the secondary vertical axis reflects the values for the associated data series. After you add a secondary vertical axis to a chart, you can also add a secondary horizontal (category) axis, which might be useful in an xy (scatter) chart or bubble chart.

To make a chart easier to read, you can display or hide the horizontal and vertical chart gridlines that extend from any horizontal and vertical axes across the plot area of the chart.

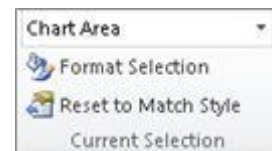
Display or hide primary axes

- 1) Click the chart for which you want to display or hide axes.
 - a) This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.
- 2) On the **Layout** tab, in the **Axes** group, click **Axes**, and then do one of the following:
 - a) To display an axis, click **Primary Horizontal Axis**, **Primary Vertical Axis**, or **Depth Axis** (on a 3-D chart), and then click the axis display option that you want.
 - b) To hide an axis, click **Primary Horizontal Axis**, **Primary Vertical Axis**, or **Depth Axis** (on a 3-D chart), and then click **None**.
 - c) To specify detailed axis display and scaling options, click **Primary Horizontal Axis**, **Primary Vertical Axis**, or **Depth Axis** (on a 3-D chart), and then click **More Primary Horizontal Axis Options**, **More Primary Vertical Axis Options**, or **More Depth Axis Options**.



Display or hide secondary axes

- 1) In a chart, click the data series that you want to plot along a secondary vertical axis, or do the following to select the data series from a list of chart elements:
 - a) Click the chart.
 - This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.
 - b) On the **Format** tab, in the **Current Selection** group, click the arrow in the **Chart Elements** box, and then click the data series that you want to plot along a secondary vertical axis.
- 2) On the **Format** tab, in the **Current Selection** group, click **Format Selection**.
- 3) Click **Series Options** if it is not selected, and then under **Plot Series On**, click **Secondary Axis** and then click **Close**.
- 4) On the **Layout** tab, in the **Axes** group, click **Axes**.



5) Do one of the following:

a) To display a secondary vertical axis, click **Secondary Vertical Axis**, and then click the display option that you want.

Tip: To help distinguish the secondary vertical axis, you can change the chart type for just one data series. For example, you can change one data series to a line chart.

b) To display a secondary horizontal axis, click **Secondary Horizontal Axis**, and then click the display option that you want.

Note: This option is available only after you display a secondary vertical axis.

c) To hide a secondary axis, click **Secondary Vertical Axis** or **Secondary Horizontal Axis**, and then click **None**.

Tip: You can also click the secondary axis that you want to delete, and then press **DELETE**.

Display or hide gridlines

1) Click the chart for which you want to display or hide chart gridlines.

a) This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.

2) On the **Layout** tab, in the **Axes** group, click **Gridlines**.

3) Do the following:

a) To add horizontal gridlines to the chart, point to **Primary Horizontal Gridlines**, and then click the option that you want. If the chart has a secondary horizontal axis, you can also click **Secondary Horizontal Gridlines**.

b) To add vertical gridlines to the chart, point to **Primary Vertical Gridlines**, and then click the option that you want. If the chart has a secondary vertical axis, you can also click **Secondary Vertical Gridlines**.

c) To add depth gridlines to a 3-D chart, point to **Depth Gridlines**, and then click the option that you want. This option is only available when the selected chart is a true 3-D chart, such as a 3-D column chart.

d) To hide chart gridlines, point to **Primary Horizontal Gridlines**, **Primary Vertical Gridlines**, or **Depth Gridlines** (on a 3-D chart), and then click **None**. If the chart has a secondary axes, you can also click **Secondary Horizontal Gridlines** or **Secondary Vertical Gridlines**, and then click **None**.

e) To quickly remove chart gridlines, select them, and then press **DELETE**.

Step 6: Move or resize a chart

You can move a chart to any location on a worksheet or to a new or existing worksheet. You can also change the size of the chart for a better fit.

Move a chart


- To move a chart, drag it to the location that you want.

Resize a chart

To resize a chart, do one of the following:

- Click the chart, and then drag the sizing handles to the size that you want.
- On the **Format** tab, in the **Size** group, enter the size in the **Shape Height** and **Shape Width** box.




Tip: For more sizing options, on the **Format** tab, in the **Size** group, click  to launch the **Format Chart Area** dialog box. On the **Size** tab, you can select options to size, rotate, or scale the chart. On the **Properties** tab, you can specify how you want the chart to move or size with the cells on the worksheet.

Step 7: Save a chart as a template

If you want to create another chart such as the one that you just created, you can save the chart as a template that you can use as the basis for other similar charts

- 1) Click the chart that you want to save as a template.
- 2) On the **Design** tab, in the **Type** group, click **Save as Template**.
- 3) In the **File name** box, type a name for the template.



Tip: Unless you specify a different folder, the template file (.ctx) will be saved in the **Charts** folder, and the template becomes available under **Templates** in both the **Insert Chart** dialog box (**Insert** tab, **Charts** group, **Dialog Box Launcher** ) and the **Change Chart Type** dialog box (**Design** tab, **Type** group, **Change Chart Type**).

Note: A chart template contains chart formatting and stores the colors that are in use when you save the chart as a template. When you use a chart template to create a chart in another workbook, the new chart uses the colors of the chart template — not the colors of the document theme that is currently applied to the workbook. To use the document theme colors instead of the chart template colors, right-click the chart area, and then click **Reset to Match Style**.