

CHANGE CHART TYPE

The default chart type for Excel is the column chart. However, there are several types to choose from, as illustrated in the image below. It is important when creating a chart to experiment with a variety of chart types to find the one that shows the data in the most effective way.

- ✦ Select the chart for which the type is to be changed.
- ✦ Click the **Chart Tools Design Tab**.
- ✦ In the **Type Group** on the left side of the ribbon, click the **Change Chart Type** button.
- ✦ The **Change Chart Type** dialog box will display (see illustration below).
- ✦ In the frame on the left, select a chart type.
- ✦ In the frame on the right, click the subtype that the chart is to be changed to.
- ✦ Click the **OK** button.

