

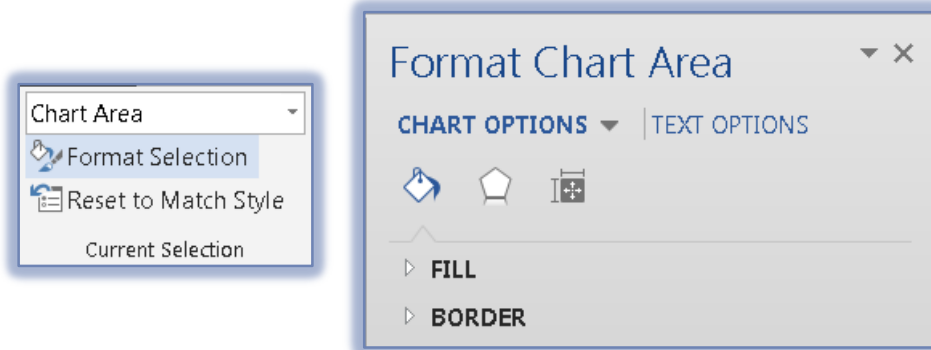
Format Chart Task Pane

There are several options available for formatting a chart within an Excel worksheet. This document explains some of the available options.

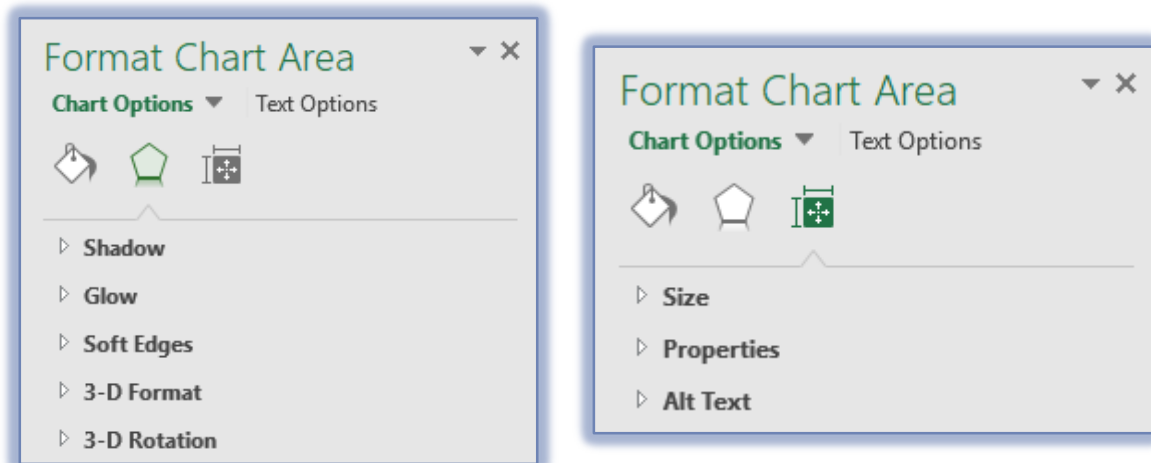
CHART AREA

The **Chart Area** is the background area of the chart.

- Click the **Chart Tools Format Tab**.
- Click the **Chart Element** list arrow and select **Chart Area** if necessary.
- In the **Current Selection Group**, click the **Format Selection** button.
- The **Format Chart Area Task Pane** will display.



- Click the **Fill and Line** button (first button) to make changes to the background and border of the chart area.
- Click the **Effects** button (second button) to add effects such as shadow and glow.
- Click the **Layout and Properties** button (third button) to change the size and properties of the chart or to add Alt Text to the chart. This is text that is read by Screen Readers.

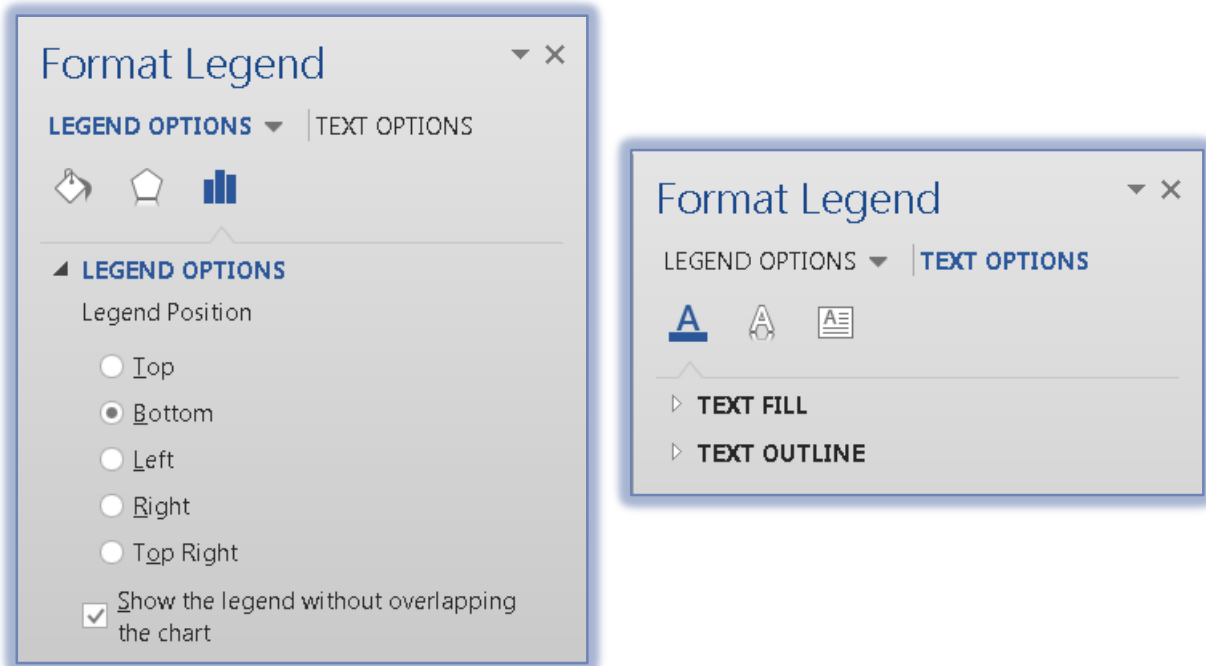


- Click the **Text Options** tab to make changes to any **Text Elements** in the **Chart Area**.

LEGEND

- Click the **Chart Tools Format Tab**.
- Click the **Chart Element** list arrow.
- Select **Legend** from the list.
- In the **Current Selection Group**, click the **Format Selection** button.

- ☞ The **Format Legend Task Panes** will display.



- ☞ Click the **Fill and Lines** button (first button) under the **Legend Options** tab to make changes to these options.
- ☞ Click the **Effects** link under the **Legend Options** tab to apply shadow, glow, and soft edges to the **Legend**.
- ☞ Click the **Size and Properties** button to make changes to these options and to add **Alt Text** for the Legend.
- ☞ Click the **Text Options** tab to change options for the text.

FORMAT OTHER ELEMENTS

- ☞ Click the **Chart Tools Format Tab**.
- ☞ Click the **Chart Element** list arrow.
- ☞ Select the **Element** from the list that is to be changed.
- ☞ In the **Current Selection Group**, click the **Format Selection** button.
- ☞ The **Format Task Pane** for the **Element** will display.
- ☞ Use the **Task Pane** to make changes to that **Element**.