Format Chart Task Pane

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

**CHART AREA**

The Chart Area is the background area of the chart.

1. Click the Chart Tools Format Tab.
2. Click the Chart Element list arrow and select Chart Area if necessary.
3. In the Current Selection Group, click the Format Selection button.
4. The Format Chart Area Task Pane will display (see illustration below).

   ![Format Chart Area Task Pane](image)

   - 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 add Alternate Text to the Chart Area. The Alt Text is used by text readers to explain what the element is.
   - 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 (see illustrations below).

☐ Click the Fill and Lines link 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 Legend Options button under the Legend Options tab to specify where the Legend should appear in the chart.
☐ 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.