

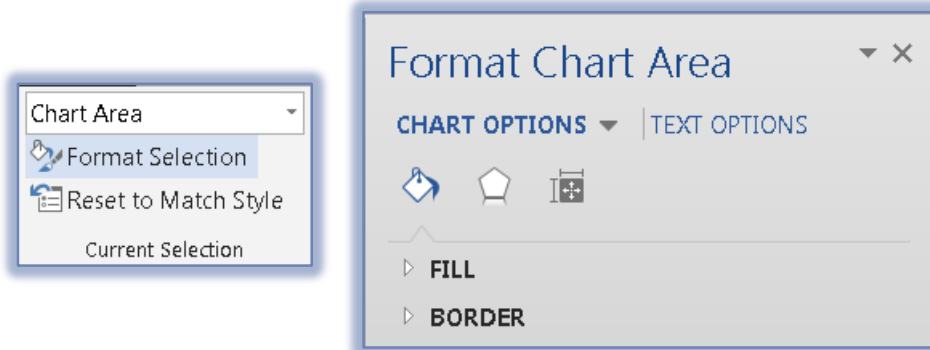
Format Chart Task Pane

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

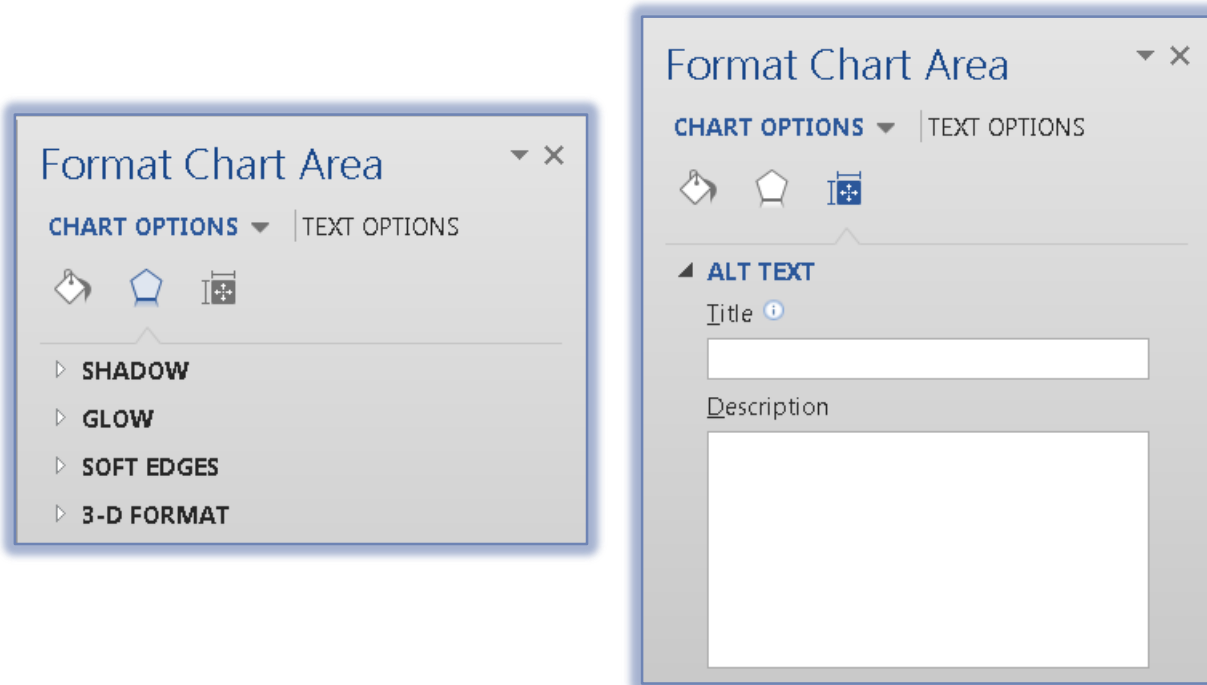
CHART AREA

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

- 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 (see illustration below).



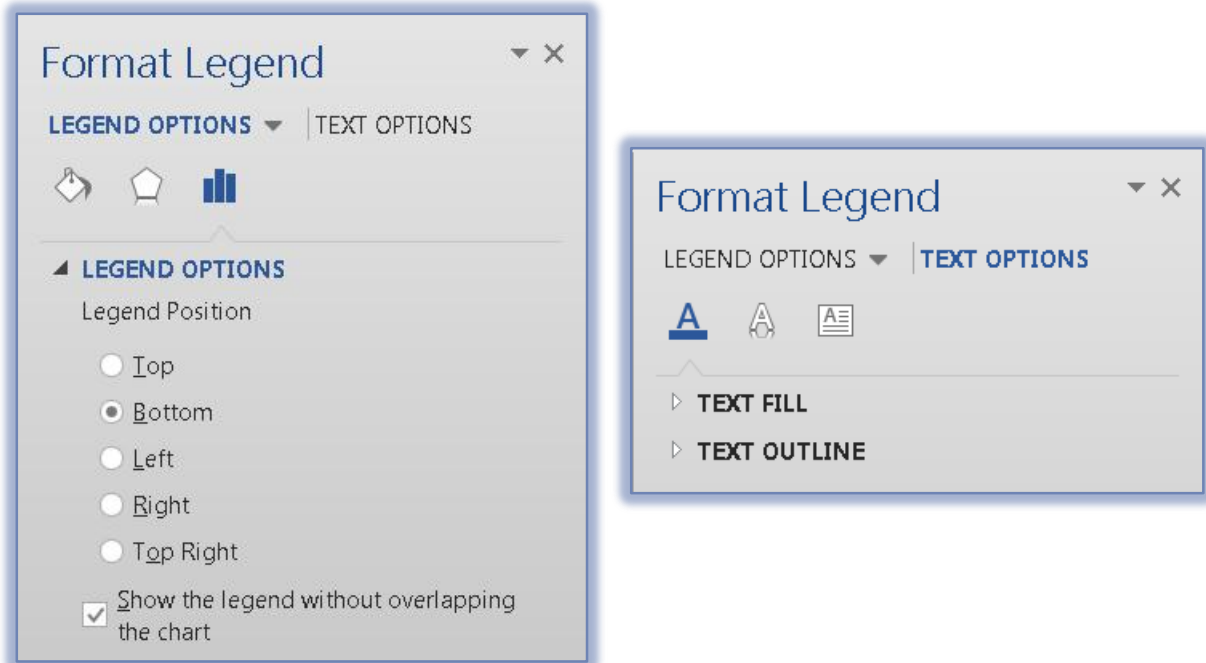
- Click the **Fill and Line** button (first button) to make changes to the background and border of the chart area.



- 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**.