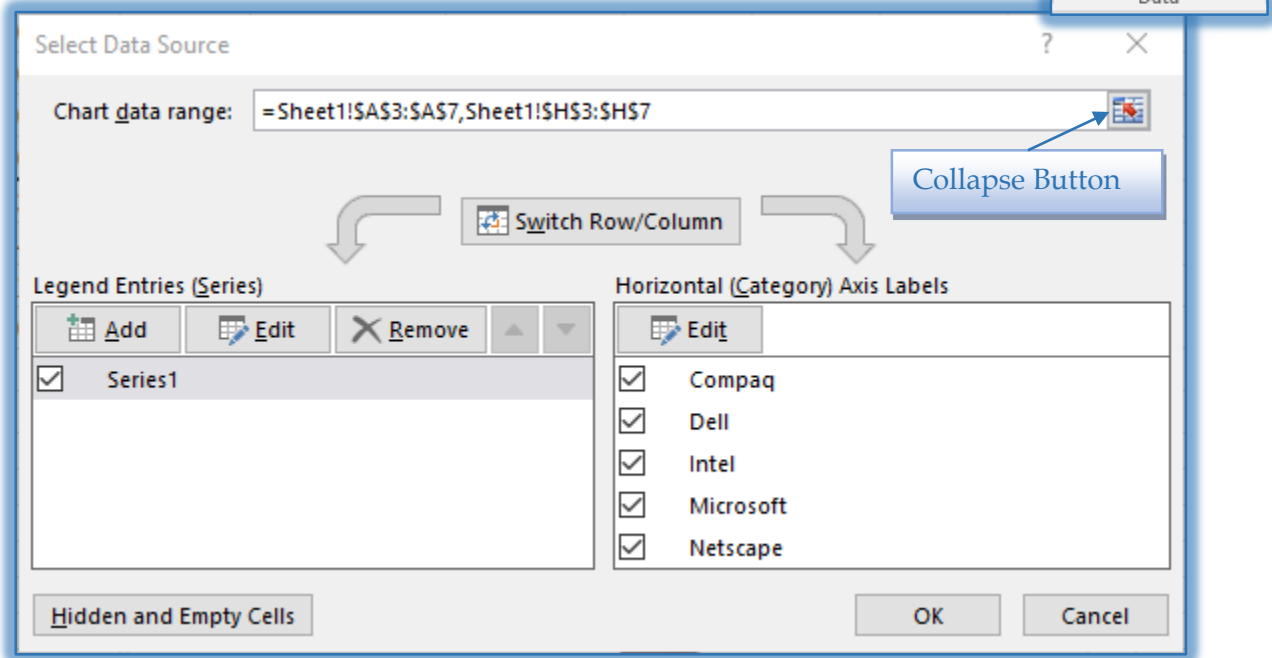


SELECT DATA SOURCE

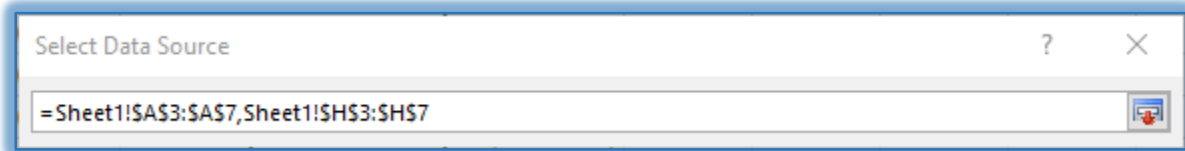
This box is used to specify the data that is to be plotted in a chart. It can also be used to make changes to the way the data is plotted in the chart.

- ✦ Click the **Chart Tools-Design** tab.
- ✦ In the **Data Group**, click the **Select Data** button.
- ✦ The **Select Data Source** dialog box will display.



Change Data Range

- ✦ Click the **Collapse Button** at the end of the **Chart Data Range** area.



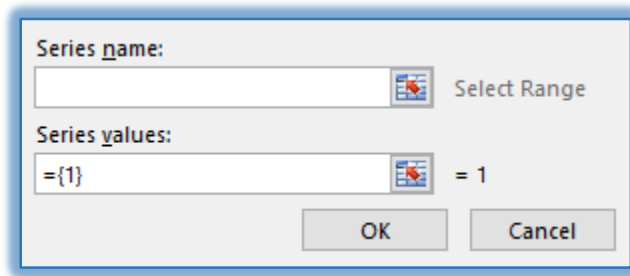
- ✦ The **Select Data Source** dialog box will collapse to just one line.
- ✦ Select the range of data that is to be plotted.
- ✦ Click the **Expand Button**. This is the same as the **Collapse Button**.
- ✦ The data range will appear in the box.

Switch Row/Column Areas

- ✦ Click the **Switch Row/Column** button.
- ✦ The areas in the two boxes will switch.

Change Legend:Options

- ✦ Click the **Add** button under **Legend Entries**.
- ✦ The **Edit Series** dialog box will display.
- ✦ This dialog box is used to add the series to the chart.



- ✦ To make changes to each of the data series in the **Legend** or the **Horizontal Axis Labels**, click the **Edit** button.
- ✦ To remove a legend item from the chart:
 - ⚙ Click the item that is to be removed.
 - ⚙ Click the **Remove** button.
- ✦ When all the changes have been made, click the **OK** button.