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 (see illustration below).

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 (see illustration below).
❖ 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.