**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.

![Select Data Source Dialog Box](image)

**Change Data Range**

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

![Collapse Button](image)

† 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.