CHART TOOLS TAB-DESIGN

This tab is used to make changes to the design of a chart once it has been created. Changes such as Chart Type and changes to the style for the chart can be made using this ribbon tab. The table below provides a listing and description of each of the groups and buttons within this tab.

Groups/Buttons	Description
Chart Layout Group	
Add Chart Element	To select which elements to include in the selected chart, click this button. A list of the different chart elements will appear. Move the mouse pointer over each of the elements to specify how that element should display on the page.
Quick Layout	Select this option to change the overall layout of the chart. When the button is selected, a gallery of different layouts will appear. Move the mouse pointer over each layout to view Live Preview of the layout.
Chart Styles Group	
Change Colors	This button is used to change the color variations for the chart. When the button is clicked a gallery of different colors will display. Move the mouse pointer over each color to see a Live Preview of the color changes.
Chart Styles Gallery	Click the different options in this group to change the style for the chart. To display additional styles, click the **More** button in the bottom right side of the Styles area. The styles in this group will change depending on the type of chart that was created.
Data Group	
Switch Row/Column	This is a toggle button that is used to switch the data in the chart from row to column or from column to row.
Select Data	When this option is selected, the Select Data Source dialog box will display. This dialog box is used to select the data for the chart.
Edit Data	This button is used to display the Excel Worksheet the chart is based on so that the data can be changed.
Refresh Data	To refresh the data this chart is based on, click this button.
Type Group	
Change Chart Type	To switch to a different type of chart, click this button. A gallery of different chart types will display, such as bar chart or line chart.