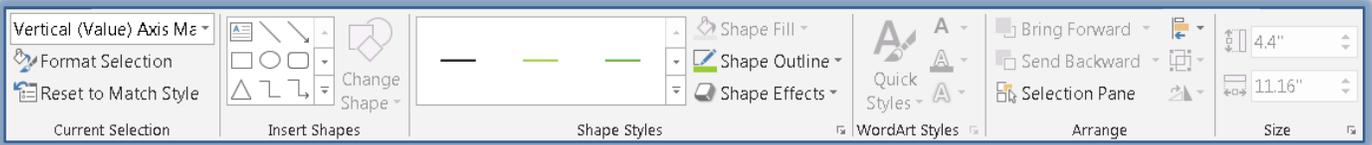# CHART TOOLS TAB-FORMAT

The chart tools ribbon is used to apply formatting to different elements within the chart, such as the data series or plot area. When shapes or WordArt are added to a chart, the groups on this ribbon are used to format these elements.

Groups/Buttons	Description
Current Selection Group	
Chart Area	To choose the element of the chart for which changes are to be made, click the arrow for this item. The default area that shows in the box when the chart is first displayed is the Plot Area.
Format Selection	Once an item has been selected, this button will launch the Format Task Pane for that element. Changes to the background as well as other elements can be made using this dialog box.
Reset to Match Style	Click this button to reset the selected chart element back to the visual style applied to the chart when it was created.
Shape Styles Group	
Shapes Gallery	This gallery is used to insert a shape, such as a rectangle, triangle, or action button to the chart.
Change Shape	To change the shape of the drawing while preserving the formatting, click this button.
Shape Styles Group	
Shape Styles Gallery	Click the element in the chart for which the changes are to be made, then click one of the styles in the Styles Gallery. To display additional styles, click the **More** button in the bottom right corner of the gallery. A gallery of different options will display when the button is clicked.
Shape Fill	To choose a new background color for a shape, click this button. A gallery of different colors will display. Click the More Fill Colors link to display additional colors. Click the gradient, texture, or picture options to apply other fill effects.
Shape Outline	Use this button to change the border of the selected shape. A gallery of different colors and options, such as weight or line style, will display when the button is clicked.
Shape Effects	To apply effects, such as shadows or glows to the selected shape, click this button. A gallery of different effects, such as glow or bevel, will appear when the button is clicked.
Format Shape Button	To open the **Format Chart Area Task Pane** where additional options for formatting a shape can be found, click this button. It is located in the bottom right corner of the **Shape Styles Group**.

Groups/Buttons	Description
WordArt Styles Group	
Quick Styles	To add some artistic flair to text, click this button. A gallery of different WordArt shapes and styles will display.
Text Fill	Click this button to apply a different fill color, a gradient, picture, or texture to the WordArt image.
Text Outline	Use this button to change the border of the selected text in the WordArt image. It is also possible to change the width and style of the line when using this option.
Text Effects	To apply an effect such as shadow or glow to the selected WordArt image, click this button. A gallery of different effects will display.
Format Text Effects: Text Box Button	Click this button to open the **Format Text Effects Task Pane**. This button is located in the bottom right corner of the **WordArt Styles Group**.
Arrange Group	
Bring to Front	When two objects have been placed in a chart, one on top of the other, this button will bring the back item to the front of the rest of the other objects. This object must be selected when this button is clicked.
Send to Back	To send an object that is on top of other objects to the back, click this button.
Selection Pane	This button is used to display the selection pane. In this pane, it is possible to select different objects and/or rearrange the order of the objects.
Align Objects	When two or more objects have been inserted into a chart or slide, this button makes it possible to align the objects at the top, bottom, right, or left.
Group Objects	To group two or more objects together so that they appear as one, click this button. For this button to be available, the objects must all be selected.
Rotate Objects	To change the orientation of the shape, click this button. A list of possible rotation options will be displayed.
Size Group	
Shape Height	Click the spinner arrows for this option to change the height of the object.
Shape Width	To change the width of the object, click the spinner arrows for this object.
Size and Position Button	This button is used to open the **Size and Position Task Pane**. In this task pane, it is possible to make additional changes to the size of the selected chart. This button is located in the bottom right corner of the **Size Group**.