

## Chart Tools Contextual 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 of the chart can be made using this ribbon. The table below provides a listing and description of each of the groups and buttons within this tab.



Groups/Buttons	Description
<b>Chart Layouts Group</b>	To change the overall layout for the chart, click the different options in this group.
<b>Add Chart Element</b>	Select this option to add an element, such as Data Labels, to a chart or to make changes to the different elements in the chart.
<b>Quick Layout</b>	This option is used to change the overall layout of the chart. A gallery of seven different layouts will display when the button is clicked.
<b>Chart Styles Group</b>	The options in this group are used to make changes to the design, color scheme, and style of the chart.
<b>Change Colors</b>	To make changes to the color scheme for the chart, select this option. A gallery of different colors will display. Move the mouse pointer over each color to display a Live Preview of the color scheme.
<b>Chart Styles</b>	Click the different options in this group to change the style for the chart. To display additional styles, click the <b>More</b> button on the bottom right side of the Styles area. The styles in this group will change depending on the type of chart that was created.
<b>Data Group</b>	This group is used to change the orientation of the chart and to select or change the data within the chart.
<b>Switch Row/Column</b>	This is a toggle button that is used to switch the data in the chart from row to column or from column to row.
<b>Select Data</b>	When this option is selected, the Select Data Source dialog box will display in Excel.
<b>Edit Data</b>	To show the data that the chart is based on, click this button. The data sheet will display in Excel. Two options for editing the data are available, Edit Data or Edit Data in Excel.
<b>Refresh Data</b>	Click this button to refresh the data in the chart.
<b>Type Group</b>	This group is used to make changes to the type of chart. A list of different types of charts will display. When a Chart Type is selected a sub-type window will display with other Chart Types.
<b>Change Chart Type</b>	To switch to a different type of chart than the selected one, click this button. A gallery of different chart types will display, such as bar chart or line chart.