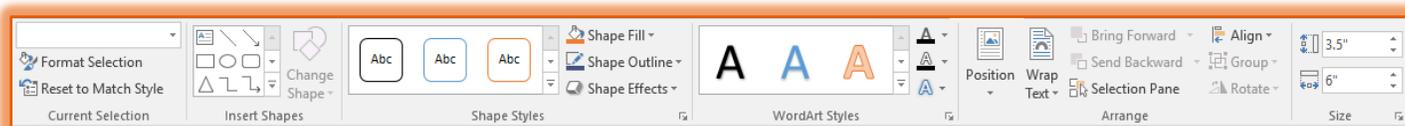# Chart Tools Contextual Tab-Format

This 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	This group is used to make changes to the currently selected chart.
Chart Elements	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 dialog box for that element. Changes to the background as well as other chart elements can be made using this Task Pane.
Reset to Match Style	Click this button to reset the selected chart element back to the visual style applied to the chart.
Insert Shapes Group	This group is used to insert different shapes into a chart.
Shapes Gallery	To insert a shape such as a line, rectangle, or oval into the chart, select this button. A gallery of different shapes will appear.
Change Shape	Select this option to change the shape of the insert object while preserving all the formatting.
Shape Styles Group	This group is used to make changes to different shapes within the chart, such as the data bars or the chart background.
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 Colors** link to see additional shapes. Click the **Custom** tab to make additional changes to the color.
Shape Outline	Use this button to change the border of the selected shape. A gallery of different colors and options 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 will appear when the button is clicked.
Dialog Box Launcher	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	This group is used to apply different types of formatting to WordArt shapes. WordArt is fancy text that can be inserted into charts.
Quick Styles	Use this button to add some artistic flair to the text in a chart by choosing from a list of predefined styles.
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 a shadow or glow to the selected WordArt image, click this button. A gallery of different effects will display.
Dialog Box Launcher	Click this button to open the **Format Chart Area: Text Options Task Pane**. This button is located in the bottom right corner of the **WordArt Styles Group**.
Arrange Group	This group is used to specify how different shapes within a chart are to be displayed.
Position	To position the object on the page, select this option. A gallery of different positions where the object will be placed will display.
Wrap Text	This option is used to determine how text will wrap around an object. To configure the object so it moves along with the text in the document, select In Line with Text.
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	When two or more objects have been inserted into a chart, this button makes it possible to align the objects at the top, bottom, right, or left.
Group	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	To change the orientation of the shape, click this button. A list of possible rotation options will be displayed.
Size Group	This group is used to change the size of a selected object such as a shape, clip art, picture or WordArt object.
Shape Height	Click the spinner arrows for this option to change the height of the object.

Groups/Buttons	Description
Shape Width	To change the width of the object, click the spinner arrows for this object.
Dialog Box Launcher	This button is used to open the **Size and Properties** dialog box. In this dialog box, 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**.