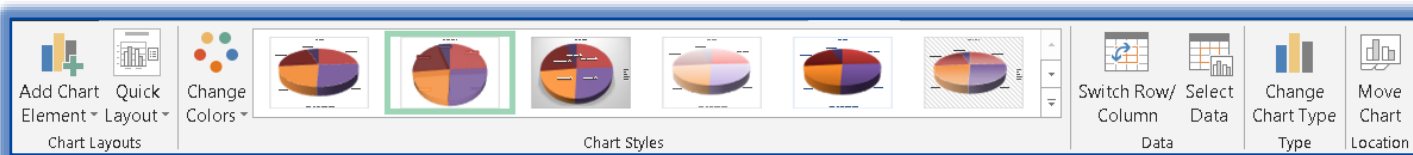


## CHART TOOLS TAB-DESIGN

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
<b>Chart Layouts Group</b>	
<b>Add Chart Element</b>	This button is used to add different elements to a chart such as a legend, data labels, or Chart Title.
<b>Quick Layout</b>	Use this option to change the overall layout of the chart. A gallery of different layouts will display. Move the mouse over the layout to see a Live Preview of the layout.
<b>Chart Styles Group</b>	
<b>Change Colors</b>	To customize the color for a chart, select this option. A gallery of different colors will display. Move the mouse over each color to see a Live Preview.
<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>	
<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 this dialog box, it is possible to select a different data range for the chart, to switch the columns and rows, and to specify which data is to display in the chart.
<b>Type Group</b>	
<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.
<b>Location Group</b>	
<b>Move Chart</b>	This button is used to specify where the chart will be located within the workbook. The two options are as a new sheet or within the current worksheet.