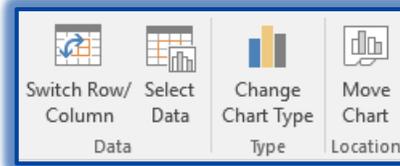# CHART TOOLS TAB-DESIGN

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 Layouts Group	
Add Chart Element	This button is used to add different elements to a chart such as a legend, data labels, or Chart Title.
Quick Layout	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.
Chart Styles Group	
Change Colors	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.
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 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.
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. 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.
Type Group	
Change Chart Type	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.
Location Group	
Move Chart	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.