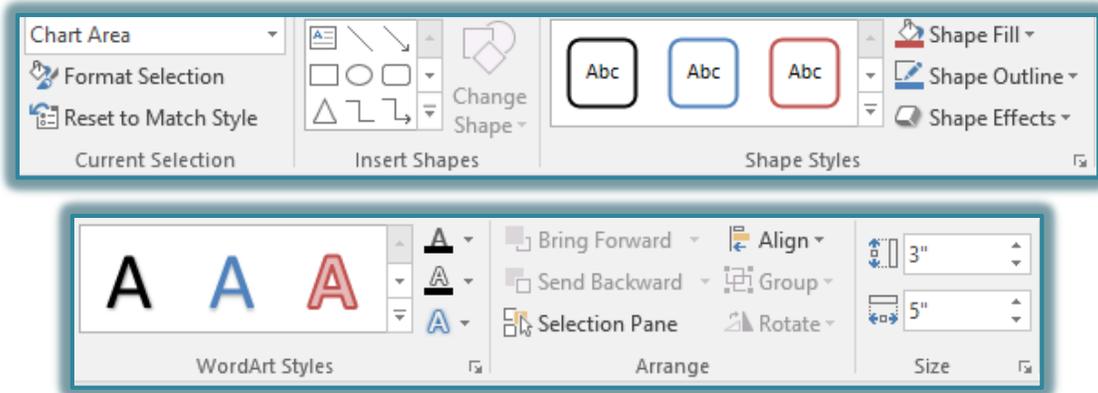


CHART TOOLS TAB-FORMAT

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	
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 Chart 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 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	
Shapes Gallery	To insert a shape, such as an arrow, into the chart, click this gallery. A gallery of different shapes will be displayed. Click the shape that is to be inserted and then draw the shape.
Change Shape	Select this option to change the shape of the drawing while preserving all the formatting.
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. This button can also be used to apply a background color to a WordArt image.
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.

Groups/Buttons	Description
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.
Format Chart Task Bar 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 .
WordArt Styles Group	
Quick Styles Gallery	To view a gallery of different WordArt shapes, click this button.
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 Chart Area Task Pane Launcher	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	When two or more objects have been inserted into a chart or workbook, 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	
Shape Height	Click the spinner arrows for this option to change the height of the object. Press the Enter key to have the height and width change at the same time.
Shape Width	To change the width of the object, click the spinner arrows for this object. Press the Enter key to have the height and width change at the same time.

Groups/Buttons	Description
Format Chart Area Task Pane Launcher	This button is used to open the Size and Properties 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 .