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| <p>VII. <u>Moving & Resizing a Chart:</u></p> <ul style="list-style-type: none"> a. Charts are moved and resized in the same manner one would move or resize clipart, object, text box, or picture file. b. One should be mindful of the information in the chart. Excel will automatically adjust the chart with size. This may remove valuable information or make certain chart aspects difficult to read. | <p>D-6 Computers</p> |
| <p>VIII. <u>Updating a Chart:</u></p> <ul style="list-style-type: none"> a. If data in the worksheet changes, charts are automatically updated in order that they reflect the change in data. b. Have students change data in the worksheet and then view the changes in the chart. | <p>D-8 Computers</p> |
| <p>IX. <u>Modifying a Chart:</u></p> <ul style="list-style-type: none"> a. Many times a user will complete a chart and find that additional changes need to be made. The following are several ways that charts can be modified. As stated before, the chart toolbar may be used in this process or the chart may be selected and the Chart Wizard Icon is selected. b. Deleting a Data Series: <ul style="list-style-type: none"> i. Allows the user to remove a segment of data from the chart. Select the bar, piece of pie, etc. and select delete. c. Editing Chart Text: <ul style="list-style-type: none"> i. Change titles, fonts, etc. by selecting the chart and then selecting the chart wizard. d. Adding Labels: <ul style="list-style-type: none"> i. If titles and labels were not entered during the creation of the chart you may do so by selecting the chart and returning to the chart wizard. e. Adding Colors/Patterns: <ul style="list-style-type: none"> i. You may add color and patterns to your Excel charts just as you do in a worksheet. Simply select the element of the chart you would like to modify and then choose a fill color or pattern. | <p>D-10</p> |
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