

Microsoft Excel Tutorials – Chart Options

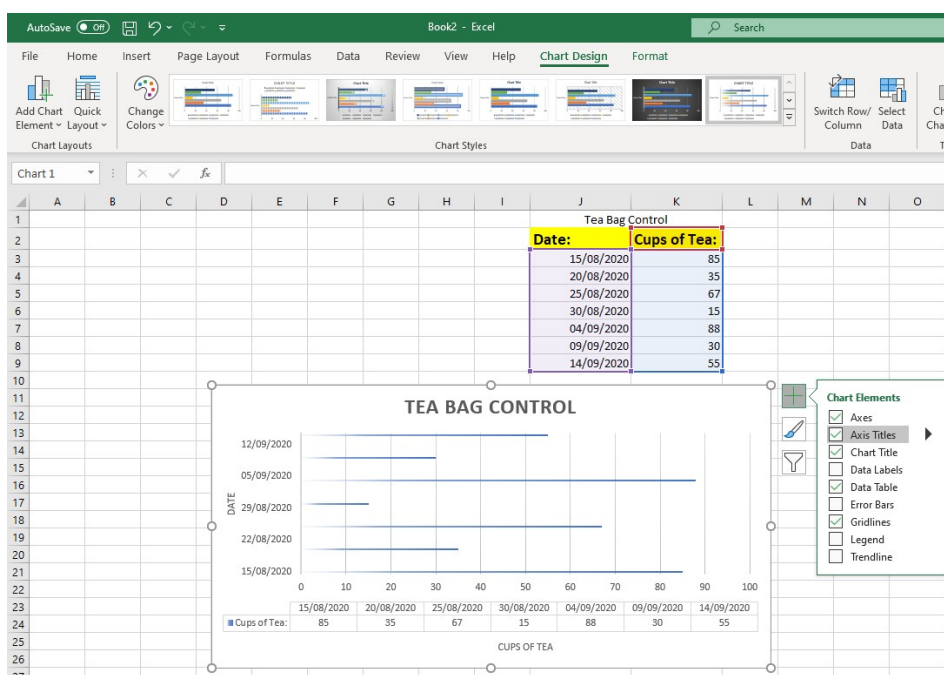
Axis Titles and Data plus other options

Purpose of tutorial: To be able to insert Axis Title and incorporate data into a chart

Accessing the commands: Select a chart for the chart layout and chart format ribbons, or double click the outer boundaries of a chart. Use the ribbon or use the plus sign to the side of the chart.

Select the chart > Chart Design > Chart Layouts grouping > Add Chart Element

Screenshot:



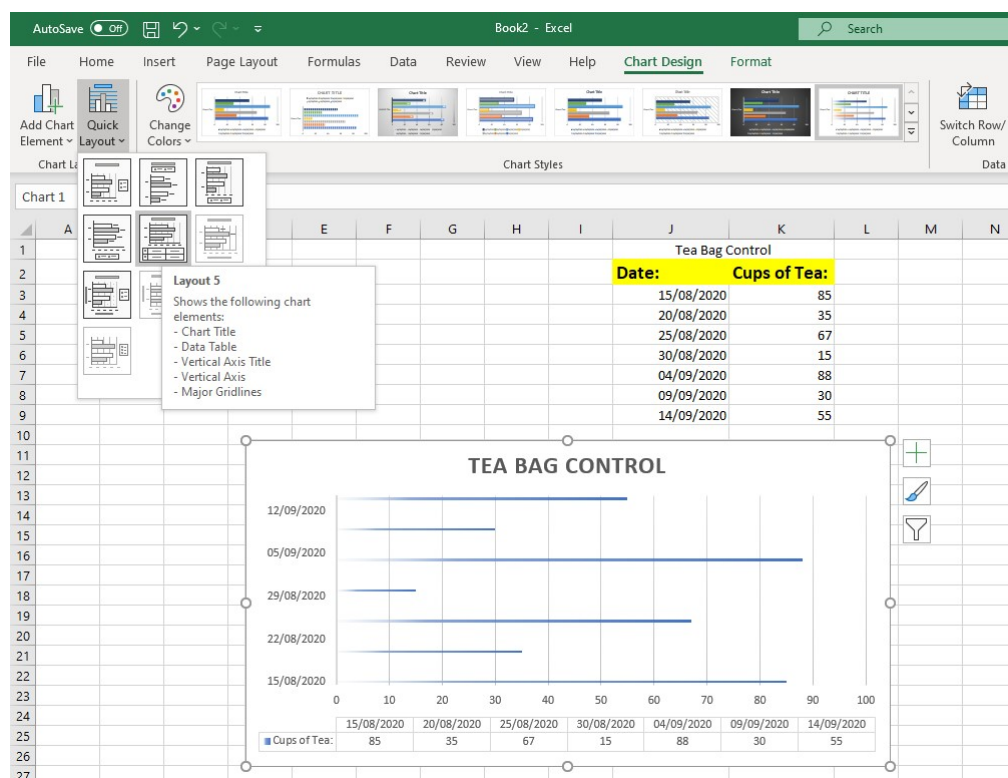
Clicking the plus sign provides Chart Elements options.

Double clicking within the axis title when it appears enables the user to edit the wording of the axis title.

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Axis Titles and Data plus other options

Using the Quick Layout drop down button on the Chart Layout grouping allows the user to select from various quick layout options including layout 5 that includes Data Table and Axis Titles.



If the axis title is removed by the appearance of the data table, the user can just use the plus sign to the top right of the chart to select Axis Titles again.

Or, use the Chart Elements button from the layout grouping on the Chart Design ribbon.

Notice the other options for Chart Elements.