

Deleting a Chart or Chart Objects

Occasionally, the chart you create will contain objects that are not needed. For example, you might not need a legend on a chart with only one data series or you might decide to delete the entire chart and start over. In addition, sometimes it is necessary to remove a data series from a chart. Because Quattro Pro clears the series only from the chart and not from the sheet, you can reapply the data later by dragging the data series back into the chart.

When you delete a data series from a chart, the legend is not automatically updated. You must define a new series for the legend in the Chart Series dialog box.

METHOD

To delete a chart or chart object:

1. Select a chart or chart object.
2. Press **DELETE**

To define a new legend series:

1. Select the chart.
2. From the Chart menu, choose Series.
3. In the Chart Series dialog box, select the Legend text box and redefine the location of the legend series.
4. Choose OK.

EXERCISE

In the following exercise, you will delete chart objects and define a new legend series.

1. Select the February Sales column for Mysteries

The February data series is selected on the chart for all three categories.

2. Press **DELETE**

The February data series is removed from the chart. The legend does not reflect the change correctly.