

**METHOD**

To select a chart for editing

1. Double-click the floating chart's border.

To deselect a floating chart:

1. Click anywhere outside a selected chart.

To change the chart type and style using the Chart Tools Toolbar:

1. Select the chart.
2. On the Chart Tools Toolbar, click the Chart Gallery tool.
3. In the Chart Gallery dialog box, from the Category drop-down list, select the chart type you want.
4. In the Style area, select the chart style.
5. Choose OK.

**EXERCISE**

In the following exercise, you will select a floating chart and change the chart type and style.

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| 1. Double-click the chart's border                                      | <i>A hatched border appears around the floating chart and the Chart Tools Toolbar appears.</i>     |
| 2. On the Chart Tools Toolbar, click the Chart Gallery tool             | <i>The Chart Gallery dialog box appears.</i>   |
| 3. From the Category drop-down list, select Line or Area                | <i>The chart styles for the Line or Area category appear in the Style area.</i>                    |
| 4. In the Style area, select the first icon (in the upper left corner). | <i>A red border appears around the style choice and the sample chart area reflects the change.</i> |
| 5. Choose OK  | <i>The Chart Gallery dialog box closes. The chart is changed to a line chart.</i>                  |