

METHOD

To move a chart or chart object:

1. Click the chart's border or the chart object.
2. Drag the chart or chart object to a new location.

To resize a chart or chart object:

1. Select a chart or chart object.
2. Drag the selection handles until the chart or chart object reaches the desired size.

Hint: To select a chart for resizing, click the border once.

To move a legend using the Legend dialog box:

1. Select a chart, and then, from the Chart menu, choose Legend.
or
1. Double-click the legend.
2. If necessary, select the Legend Position tab.
3. From the Legend Position page, select an icon.
4. Choose OK.

EXERCISE

In the following exercise, you will move and resize a chart, chart objects, and use the Legend dialog box to position the legend.

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| 1. Click the chart's border once with the four-headed arrow pointer | <i>Selection handles appear on the border of the chart.</i> |
| 2. Position the pointer on the selection handle on the chart's right border, and then drag the chart to approximately cover the range F2..J13 | <i>As you drag, an outline of the chart area follows the mouse movement.</i> |
| 3. Drag the lower right corner selection handle to the right edge of M15 | <i>When positioned over the selection handle, the pointer becomes a four-headed arrow. The chart area is enlarged.</i> |
| 4. Select the chart for editing | |