

Section 9: Charting Your Data

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.

To change the appearance of chart objects:

1. Double-click the chart object.
2. In the object's properties dialog box, on the desired page(s), select options.
3. Choose OK.

To add a text box to a chart:

1. Double-click the chart's border.
2. On the Toolbar, click the Text tool.
3. Drag the mouse to create a text box the desired size.
or
3. Click the chart for a default-size text box.
4. Enter the text.
5. Click outside the text box to deselect it.

To modify a text box:

1. Double-click the text box.
2. In the Text Box dialog box, on the desired page(s), select options.
3. Choose OK.

To add series labels to a chart:

Pie Chart method

1. Double-click the data series.
2. In the Pie Chart dialog box, select the Label Options tab.
3. On the Label Options page, in the Data Label area, select an option button.
4. Choose OK.

Bar, Line, or Area Chart method

1. Double-click the data series.
2. In the dialog box that appears, be sure the Series Options page is active.
3. In the Label Series text box, enter a series or use the Point mode button to select a block of labels.
4. Choose OK.

To add linked sheet cells to a chart:

1. Double-click the chart's border.
2. From the Insert menu, choose Link to Cells.
3. Drag the mouse over the area of the chart where the sheet cells are to be placed to define a rectangle.
4. In the Link To Cells dialog box, in the Select Cells text box, type the cell coordinates.
or
4. Use the Point mode button to select cells.
5. Select Border, Grid Lines, or Display Scaling options.
6. Choose OK.

To print a floating chart alone on a sheet:

1. Select the floating chart.
2. From the File menu, choose Print.
3. From the Chart Print dialog box, select options.
4. Choose Print.