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.

Note: Adding series labels to a pie chart is somewhat different because on a pie chart, there is only one data series.

EXERCISE

In the following exercise, you will add text to your chart.

1.	Select the Sales Reps 1996 sheet	*The Sales Reps 1996 sheet opens.*
2.	Double-click the chart	*The chart becomes selected for editing.*
3.	On the Toolbar, click the Text button (the button with the large letter A)	*The pointer changes to a letter A in a box with a + (plus sign).*
4.	Position the pointer at the top left corner of the chart	