

**To create a chart using the Chart Expert:**

1. Select the cells with the numeric data to be charted.
2. From the Insert menu, choose Chart.
3. In the Chart Expert pane, follow the instructions.
4. When you are finished with all the steps in the Chart Expert pane, choose Next to proceed to the next pane.
5. Repeat steps 3 and 4 as required.
6. When you have completed the Chart Expert Pane - Step 5 of 5, choose Finish.
7. On the sheet, position the pointer where you want the upper left corner of the chart and click the mouse.

**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.

**To add a data series to a chart:**

1. In the sheet, select the new data to be added.
2. Position the pointer on an edge of the selected cells until the pointer changes to a four-way arrow.
3. Drag the cells over the floating chart.
4. Release the mouse button.

**To select a chart object:**

1. Click the object you want to select.

**To move a chart or chart object:**

1. Click the chart's border or 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.

**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.

**To delete a chart or chart object:**

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