

Section 9: Charting Your Data

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| 6. On the Chart Tools Toolbar, click the Chart Gallery tool | <i>The Chart Gallery dialog box appears.</i> |
| 7. From the Category drop-down list, select Bar | <i>The chart styles for the Bar category appear in the Style area.</i> |
| 8. 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> |
| 9. Choose OK | <i>The Chart Gallery dialog box closes. The chart is changed to a bar chart.</i> |
| 10. Deselect the chart | |

END