

Microsoft Graph for Windows Help

To learn how to use Help, press F1.



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Toolbars and Toolbar Buttons

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Menu Commands

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To get information about individual menu commands

1. Click the Help button on the Standard toolbar.
The mouse pointer turns into a question mark.
2. Click the menu you want, and then click the command you want information about.
Graph displays the Help window.

See Also

Help



[Help Button](#)

'[Text]' is too long.

The text you are typing is too long. You can type a maximum of 255 characters in a dialog box. Use fewer characters in the text string or cancel the entry.

Number format is not valid.

Graph cannot accept the number format you typed. Correct the format or select one of the built-in formats.

See Also

Help

[Number Tab, Selected \[chart item\] Command \(Format Menu\)](#)

Disk is full.

The disk to which you are saving your document is full, or you are trying to save your document on a write-protected floppy disk. If you have saved the document on this disk before, your previous copy of the document on this disk might also have been erased to make room for the current version.

Either delete some files from the disk and try again, or save your document on another disk. If you are trying to save your document on a floppy disk, make sure the disk is not write-protected.

Cannot access read-only document '[filename]'.

You are trying to open or link to a document that cannot be accessed now. It is possible that the document you are trying to open is being used by another application. When the document is no longer being used, try to open it again.

The buttons that appear in the message box vary, depending on the cause of the error.

OK

Closes the message box.

Retry

Tries to access the document again.

Cancel

Cancels the command.

Maximum number of data series per chart is 255.

You can use up to 255 data series in a chart.

If you want to plot more than 255 data series, you must create two or more charts.

Maximum number of data points in a data series is 4000.

You can use up to 4000 data points per series.

If you want to plot more than 4000 data points, you must create two or more series.

Error drawing chart due to problem with printer '[printer]'.

Graph is unable to print. There are several possible reasons:

- Not enough memory. Try closing other documents and quitting other applications (such as Help), and then try again.
- If you use a network for printing, the network connection might have been canceled or your computer or printer might not be connected to the network.
- There might be loose cables or bad connections between your computer and printer.
- There might be a problem with the printer driver. Try installing it again.

Cannot delete built-in format.

You cannot delete the selected format because it is a built-in format; you can delete only custom formats.

See Also

Help

[Number Tab, Selected \[chart item\] Command \(Format Menu\)](#)

Number is not valid.

Depending on the command you've chosen, you must type either an integer or a decimal number.

If it appears that you have typed a valid number, try deleting the number completely and then retyping it.

Cannot open the Clipboard.

You are trying to do a procedure that requires the Clipboard, but Graph is unable to open the Clipboard. Some possible reasons are:

- Another application might be using the Clipboard for copying or pasting. Wait until the operation is finished and then try again.
- There might not be enough memory to use the Clipboard. After closing other documents and quitting other applications (such as Help), try again.

Cannot empty the Clipboard.

You are doing a procedure that requires using the Clipboard, but the Clipboard is full and Graph is unable to empty it. There are several possible reasons:

- Another application is using the Clipboard while Graph is trying to cut or copy data onto the Clipboard. Try the operation again.
- Another application used the Clipboard but did not close it properly, preventing other applications from using it. Quit Graph, restart Graph, and then try again.
- There is not enough memory to use the Clipboard. After closing other documents and quitting other applications (such as Help), try again.

Cannot shift nonblank cells off sheet.

To prevent possible loss of data, Graph will not allow you to use the Cells command on the Insert menu to shift cells containing data or borders beyond the edges of the sheet.

Delete or clear the cells, or move the data to a new location, and then try again.

Cannot shift objects off sheet.

To shift an object, move the object to a new location, and then try again.

Number must be greater than or equal to zero.

You must specify an error amount greater than or equal to zero.

See Also

Help

[Adding error bars to a data series](#)

[Formatting error bars](#)

Cannot open printer driver.

The printer driver that is needed to print your document cannot be opened.

There might not be enough memory. Close other documents and quit other applications (such as Help), and then try again.

File error: data may have been lost.

An error occurred as you opened a file. Some of the data in the file might not be in memory. The problem might have been caused by another application creating a file incorrectly.

Resave the file and try opening it again.

Cannot paste data.

The Clipboard might not contain information suitable for pasting into Graph, or another application might be using the Clipboard.

Cannot access '[filename]'.

You are trying to open or link to a document that cannot be accessed now. Some possible reasons for this are:

- The document name or path you specified in a dialog box does not exist. Check the spelling of the name or path, and try again.
- The document you are trying to open is being used by another application. When the document is no longer being used, try to open it again.

The buttons that appear in the message box vary, depending on the cause of the error.

Retry

Tries to access the document again.

Cancel

Cancels the command.

Cannot open or save any more documents.

There is not enough memory to open or save any more documents.

To open more documents or save an open document with read and write access:

- Close documents you no longer need.
- Quit any other applications you no longer need.
- Close and then reopen some of your documents as read-only. Read-only documents require less memory than documents with read and write access.

Filename is not valid.

The filename is not valid, the specified directory does not exist, or the directory is read-only.

A valid filename:

- Includes two parts separated by a period. The first part, called a name, can be up to eight characters long. The second part, called an extension, can be up to three characters long. For example: SALES.XLS
- Contains any of the following characters: a-z, A-Z, 0-9, . (period), %, ', -, @, {, }, ~, !, &, and _.

Replace existing '[filename]'?

You are trying to save your document with the same filename as another document on the disk.

OK

Saves the active document and replaces the document on the disk.

Cancel

Cancels the command.

Negative or zero values cannot be plotted correctly on log charts.

Only positive values can be interpreted on a logarithmic scale. Therefore, only values greater than zero can be plotted correctly on a log chart.

Use only positive values for the chart or select another chart type.

Tick mark intervals must be greater than 0.

On the Scale tab of the Format Axis dialog box, Major Unit and Minor Unit refer to subdivisions of the axis. The length of a subdivision must be a positive number.

Either select the Auto check boxes for the Major Unit and Minor Unit options, or specify a number greater than zero for both.

'[Filename]' is read-only.

To open the document as read-only, choose the OK button.

'[Filename]' is currently in use. Open as read-only?

The document you are trying to open is being used by another application. You can open the document, but you cannot change it.

OK

Opens the document as read-only.

Cancel

Cancels the command.

If you need to open and change the document, wait until it is no longer being used and try to open it again, or open it now as read-only and save it with a new name.

Value must be a number.

When you were working on the Scale tab of the Format Axis dialog box, you cleared one or more Auto check boxes in the dialog box, but did not specify a number in the associated text box.

Either type a number or select the Auto check box you want.

Minor unit must be less than major unit.

Major and minor units are subdivisions of the axis. Major units specify major subdivisions; minor units specify more refined or minor subdivisions of the axis. In the Scale tab of the Format Axis dialog box, the number you specify for the minor unit increment must be less than the number you specify for the major unit increment.

Specify major unit and minor unit increments only if you want to customize your chart. If you don't know what values to specify, select the Auto check boxes for Major Unit and Minor Unit on the Scale tab of the Format Axis dialog box. Microsoft Graph will suggest an appropriate set of values.

Maximum axis value must be greater than minimum axis value.

The minimum value is the smallest number on the axis and the maximum value is the largest number on the axis. Numbers labeled on the axis are scaled between the minimum and the maximum. On the Scale tab of the Format Axis dialog box, the number you specify for the minimum value must be less than the number you specify for the maximum value.

Specify numbers only if you want to customize your chart. If you don't know what values to specify, select the Auto check boxes for Minimum and Maximum on the Scale tab of the Format Axis dialog box. Microsoft Graph will determine an appropriate set of values. Select the Values In Reverse Order check box to plot data from the largest to the smallest number.

Cannot find '[filename]'.

Graph cannot find the document you are trying to open. The document does not exist, you specified the wrong directory or disk, or you made a spelling error.

Choose the OK button to close this message, and then choose the Import Chart or Import Data command from the Edit menu again. In the Import Chart or Import Data dialog box, find the correct name and location of the file you want to open, and then try again.

Cannot access '[filename]'.

You are trying to open or link to a document that cannot be accessed now. Some possible reasons for this are:

- The document name or path you specified in a dialog box does not exist. Check the spelling of the name or path, and try again.
- The document you are trying to open is being used by another application. When the document is no longer being used, try to open it again.

The buttons that appear in the message box vary, depending on the cause of the error.

OK

Closes the message box.

Retry

Tries to access the document again.

Cancel

Cancels the command.

Incorrect password.

You tried to open a protected document without the correct password. You cannot open a protected document without typing the correct password.

Check the password you typed and try again.

**Data on the Clipboard is not the same size and shape as the selected area.
Paste anyway?**

The size and shape of the area selected do not match the size and shape of the data on the Clipboard.

OK

Pastes the data from the Clipboard, starting at the upper-left corner of the selected area until it fills the selected area.

Cancel

Cancels the command, leaving the data on the Clipboard.

If you choose Cancel, you can reselect the area and try again.

A high-low-close stock chart must contain three series.

This type of chart is intended to compare a stock's high price, low price, and closing price for each day. The chart must contain three series in this order:

- High prices

- Low prices

- Closing prices

The chart categories should be the days on which the various prices occurred.

If the chart is being created from fewer than three days of stock data (or fewer than three different stocks), Microsoft Graph will assume that each day (or each stock) represents a series, instead of a category.

Cannot quit Microsoft Graph.

You tried to quit Microsoft Graph while it was busy.

To return to Microsoft Graph, choose the OK button to close this message. If a dialog box is still displayed, close it, and then try to quit Microsoft Graph again.

Number must be between '[number]' and '[number]'.

Numbers outside of this range are not valid.

Type a number that is within the specified range and try again.

Font name is too long.

The font name you typed on the Font tab or dialog box is too long. The maximum number of characters is 32.

Check the length of the font name you typed and then try again.

Command not available at cell:

The macro you are running has a function that corresponds to a command that is not supported in this version of Graph.

Edit the macro by replacing the unsupported function with one that is supported.

Cannot create backup file. Save '[filename]' without backup?

Graph cannot create a new backup file. The previous backup file might be locked or protected. To create a new backup file, unlock or unprotect the previous backup file and then try again.

OK

Continues to save without creating a backup.

Cancel

Cancels the action.

Existing categories will be permanently deleted.

You are pasting new data series onto a chart, and you chose to replace the existing categories.

OK

Permanently replaces existing categories with the new categories.

Cancel

Adds the new series to the chart and retains the existing categories for the chart's original series.

A volume-high-low-close stock chart must contain four series.

This type of chart is intended to show the daily volumes of stock traded and to compare a stock's high price, low price, and closing price for each day. The chart must contain four series in this order:

- Volume traded

- High prices

- Low prices

- Closing prices

The chart categories should be the days on which the various prices occurred.

If the chart is being created from fewer than four days of stock data (or fewer than four different stocks), Graph will assume that each day (or each stock) represents a series, instead of a category.

An open-high-low-close stock chart must contain four series.

This type of chart is intended to compare a stock's opening price, high price, low price, and closing price for each day. The chart must contain four series in this order:

- Opening prices

- High prices

- Low prices

- Closing prices

The chart categories should be the days on which the various prices occurred.

If the chart is being created from fewer than four days of stock data (or fewer than four different stocks), Graph will assume that each day (or each stock) represents a series, instead of a category.

A volume-open-high-low-close stock chart must contain five series.

This type of chart is intended to show the daily volumes of stock traded and to compare a stock's opening price, high price, low price, and closing price for each day. The chart must contain five series in this order:

- Volume traded

- Opening prices

- High prices

- Low prices

- Closing prices

The chart categories should be the days on which the various prices occurred.

If the chart is being created from fewer than five days of stock data (or fewer than five different stocks), Graph will assume that each day (or each stock) represents a series, instead of a category.

Cannot use that command on a protected sheet.

The toolbar button you selected cannot be used on a protected sheet.

To use this button, remove the protection from the sheet, entering the correct password. You can then try the command again.

Saving to an old file format; data may be lost.

The document you saved contains features that are not supported by the old Graph file format that you selected. To avoid losing data and formatting, save the document in the current format for your application.

Document not saved.

The save process was halted. Some possible reasons for this are:

- You pressed ESC to cancel the save operation.
- A disk read or write error occurred.
- The disk does not have enough space to hold the document.

Insert another disk, save on a disk in a different drive, or delete any unnecessary files, and then try saving again.

Text is too long.

The text you are typing is too long. You can type a maximum of 255 characters in a dialog box. Use fewer characters in the text string or cancel the entry.

Number format is too long.

You typed a custom format that is not valid. Check the type and number of placeholders and format codes, and then try again.

See Also

Help

[Number Command \(Format Menu\)](#)

[Number Tab, Selected \[chart item\] Command \(Format Menu\)](#)

Cannot access file '[filename]'.

You are trying to open or link to a document that cannot be accessed now. Some possible reasons for this are:

- The document name or path you specified in a dialog box does not exist. Check the spelling of the name or path, and try again.
- The document you are trying to open is being used by another application. When the document is no longer being used, try to open it again.
- The document has become corrupted or damaged.

The buttons that appear in the message box vary, depending on the cause of the error.

OK

Closes the message.

Retry

Tries to access the document again.

Cancel

Cancels the command.

A surface chart must contain at least two series.

You tried to create a surface chart with only one data series on the datasheet. Select two or more data series before creating the surface chart, or select another chart type.

Font size must be between 1 and 409 points.

Font size is measured in points. The maximum size you can enter is 409 points. Negative values and decimal values are not valid. The Font dialog box and the Font Tab of the Format [Selected chart item] dialog box list the sizes available for display or for printing. If you type a size that differs from those in the box, Microsoft Graph attempts to produce that size as closely as possible.

Depending on your screen display and your printer driver, the results may appear ragged. Check the font size you specified and try the operation again.

Cannot open chart created in Microsoft Excel for the Macintosh version 1.X.

This chart, created in Microsoft Excel for the Macintosh version 1.5 or earlier, cannot be opened.

You must open the Macintosh worksheet from which you got the data for the chart and then recreate the chart, using a newer version of Microsoft Excel.

Cannot open normal document created in Microsoft Excel for the Macintosh.

This is a normal document created in Microsoft Excel for the Macintosh version 1.5 or earlier.

To open the document in Graph for Windows

1. Open the file in Microsoft Excel for the Macintosh.
2. Save it in SYLK format.
3. Transfer the file to an IBM PC or compatible computer.
4. Open the file in Graph for Windows by choosing the Import Data command from the Edit menu.

Cannot read this binary file. If the file was created in a version of Microsoft Excel later than 5.0, use that version to save it as a Microsoft Excel 5.0 file. Open file as text?

You tried to open a binary file that was in a format that Graph could not read. This file could be:

- A file from a version of Microsoft Excel that is later than the version you are running. In this case, quit this version of Microsoft Excel, run the later version of Microsoft Excel, open the file, and use the Save As command on the File menu to change the file type to Excel 5.0.
- A file from another program in a format that Graph cannot read. Try copying the data from the other application and pasting it into Graph.
- A file, such as a program, that is not intended to be opened in a spreadsheet. Try opening another file.
- A file that has been corrupted. Try opening another file.

File may contain nondisplayable text and formats from the Far East.

You are trying to open a document that was created by a Chinese, Japanese, or Korean version of an application in a Western version of the application. Only ASCII characters are transferred in a readable form. The character sets are significantly different and have only ASCII characters in common. Kanji, Hiragana, Katakana, Chinese, Hangeul, and Hanja characters and number formats using these are not displayed properly in Western versions of applications.

This message can be ignored if the file contains only ASCII text and uses no Far Eastern number formats. To preserve and read the text properly, you must reopen the file using the Far Eastern version of the application that was used to create the file.

Resaving a Far Eastern file once in a Western version will not corrupt the Far Eastern text in the file. However, the text may be corrupted by the application's built-in code page conversion, if it is subjected to multiple open and save sequences in more than one environment (Macintosh, Windows, or OS/2).

Cannot save '[filename]' because the volume is locked.

You tried to save a file on a disk that is locked, or on a disk for which you do not have write privileges.
Try saving the document on a different disk.

That user-defined autoformat option does not exist.

One of the autoformat macro functions specifies a chart type that is not available. Change the number to correspond to an existing chart type.

Unit of log scale must be at least 10.

A log scale axis is based on powers of 10.

When specifying major and minor unit increments, you must specify a value of at least 10, and the value must be a multiple of 10.

Replace contents of destination cells?

You tried to move cells by selecting them and dragging them to a new location, but the destination area is not blank.

OK

Replaces the existing cells with the cells you are moving.

Cancel

Cancels the operation.

Cannot access directory '[directory name]'.

You are trying to open or link to a document in a directory that cannot be accessed now. It is possible that the path you specified in a dialog box does not exist. Check the spelling of the path, and then try again.

OK

Closes the message.

Retry

Tries to access the directory again.

Cancel

Cancels the operation.

Current printer is unavailable. Select another printer.

The printer you specified to print your document cannot be accessed. Make sure that the printer is properly connected and try again, or select a different printer by using the Printers option in Control Panel. For more information, see your Windows documentation.

There are no printers installed. Use the Printers option in Control Panel to install a printer.

There are no printers installed. Install a printer by selecting the Printers option in Control Panel. For more information, see your Windows documentation.

File error. Some number formats may have been lost.

The document you are opening contains some number format errors. These number formats have been changed to General. No data has been lost.

Delete the '[name]' toolbar?

You chose the Delete button in the Toolbars dialog box with the name of a custom toolbar selected in the Toolbars box.

OK

Permanently deletes the selected custom toolbar.

Cancel

Cancels the operation.

Cannot combine 2-D and 3-D types. Change all series in chart to 3-D?

Only one series in the chart is selected. You cannot change only one series to 3-D type.

OK

Changes all of the series in the chart to 3-D type.

Cancel

Cancels the change and leaves the chart formatted as 2-D.

See Also

Help

[Changing the chart type of a data series](#)

[Changing the chart type of an entire chart](#)

Cannot delete last entry in legend.

You cannot delete the last remaining entry in a legend. You must leave at least one entry in the legend, or else delete the entire legend.

To delete the legend

1. Click the legend border to select the legend.
2. Press DEL, or choose Clear from the legend shortcut menu.

See Also

Help

[Deleting data labels, titles, legends, or gridlines](#)

**The version of GRINTL.DLL is incorrect. Continuing can cause severe errors.
Cancel Microsoft Graph?**

OK

Quits Microsoft Graph.

Cancel

Starts Microsoft Graph, despite the possibility of severe errors.

Check to see whether you have more than one copy of GRINTL.DLL on your hard disk. If you do, delete all copies of GRINTL.DLL. Then run the Setup program for your main application to get the correct version of GRINTL.DLL.

Value must be between zero and 0.5.

In any chart other than an xy (scatter) chart, the value of a backward forecast period must be between 0 and 0.5.

To change the backward forecast period

1. Choose Selected Trendline from the Format menu, or choose Trendline from the Insert menu.
2. Select the Options tab.
3. Under Forecast, type a number between 0 and 0.5 in the Backward box.

Value must be greater than or equal to zero.

The value of a forecast period must be greater than or equal to zero.

To change the forecast period

1. Choose Selected Trendline from the Format menu, or choose Trendline from the Insert menu.
2. Select the Options tab.
3. Under Forecast, type **0** or a positive number in the Forward box or the Backward box.

Value must be greater than zero.

The intercept value for an exponential trendline must be greater than zero.

To change the intercept value

1. Choose Selected Trendline from the Format menu, or choose Trendline from the Insert menu.
2. Select the Options tab.
3. Type a positive number in the Set Intercept box.

Moving Average must have a period that is greater than one and less than the number of points in the source data series.

The moving average period must be an integer that is greater than 1 and less than the total number of points in the source data series.

To change the moving average period

1. Choose Selected Trendline from the Format menu, or choose Trendline from the Insert menu.
2. Select the Type tab.
3. Under Trend Or Regression Type, type a number that meets these criteria in the Period box.

Polynomial order must be an integer from 2 through 6.

The polynomial order must be an integer between 2 and 6, inclusive.

To change the polynomial order

1. Choose Selected Trendline from the Format menu, or choose Trendline from the Insert menu.
2. Select the Type tab.
3. Under Trend Or Regression Type, type an integer from 2 through 6 in the Order box.

Cannot open files from later versions of Graph.

You cannot open a file from a version of Graph later than version 5.0.

To open this file in Graph version 5.0

1. Open the file in the newer version of Graph.
2. Save it in Graph version 5.0 format.
3. Open it in Graph version 5.0.

See Also

Help

[File Formats](#)

This font style name does not exist.

The available font styles are listed in the Font Style box in the Font dialog box and on the Font Tab of the Format [Selected chart item] dialog box. Select a style from the Font Style list.

Cell in datasheet contains nonnumeric data

The category range for your xy (scatter) chart contains nonnumeric data. You are trying to change a data point on your chart by dragging it in the x-axis direction, but you cannot drag data points that correspond to nonnumeric data in the x-axis direction.

Switch to the datasheet and change the data series specified for the x-axis values to contain only numeric values. Or you can use the Plot On X Axis command on the Data menu to specify a different data series for the x-axis values.

See Also

Help

[Changing Data in a Chart](#)

[Plot On X Axis Command \(Data Menu\)](#)

Category range contains nonnumeric data.

The x-axis values specified in your xy (scatter) chart include nonnumeric data. You are trying to change a data point on your chart by dragging it in the x-axis direction, but you cannot drag data points that correspond to nonnumeric data in the x-axis direction.

Switch to the datasheet and change the data series specified for the x-axis values to contain only numeric values. Or you can use the Plot On X Axis command on the Data menu to specify a different data series for the x-axis values.

See Also

Help

[Changing Data in a Chart](#)

[Plot On X Axis Command \(Data Menu\)](#)

Names are not valid in complex references.

You are creating a complex reference for a series that contains a name. Only cell or range references are valid in complex references.

Check the cell or range reference that the name refers to, and enter that reference in the complex reference for the series.

See Also

Help

[Changing Data in a Chart](#)

File not loaded completely.

The text file is too large to be loaded completely.

- If the file has more than 4,000 lines, any lines after the 4,000th line are not loaded.
- If lines in the file have more than 255 separate fields, any fields after the 255th field are not loaded.

See Also

Help

[File Formats](#)

Unable to read file.

Graph cannot read the file due to an unrecoverable error. The file is probably corrupted. Try using the most recent backup copy of the file.

The picture is too large and will be truncated.

Select a smaller part of the picture, and try again.

See Also

Help

[Creating and formatting picture markers](#)

Some trendlines cannot be calculated from data containing negative or zero values.

- Series having logarithmic trendlines must have x values greater than 0.
- Series having exponential trendlines must have y values greater than 0.
- Series having power trendlines must have both x and y values greater than 0.

Note X values are limited only if the series is a scatter series.

See Also

Help

[Adding a trendline to a data series](#)

Graph cannot display the Network dialog box.

Some possible problems and solutions are:

- There is not enough memory available. Close any unneeded files and quit unneeded applications, restart Windows and Graph, and try again.
- The network connection has failed. Reconnect, restart Graph, and try again.

An error occurred while Graph was attempting to use the system Network dialog box.

Some possible problems and solutions are:

- The network connection has failed. Reconnect, restart Graph, and try again.
- There is not enough memory available. Close any unneeded files and quit unneeded applications, restart Windows and Graph, and try again.

To use multiple chart types, choose the Chart Type command or the chart type group command (for example, Line Group) from the Graph Format menu.

- From the Format menu in Graph, choose Chart Type.

See Also

Help

[Changing the chart type of a data series](#)

The name '[filename]' is a reserved device name. Use a different filename.

You cannot type an MS-DOS device name (LPT1, LPT2, LPT3, LPT4, COM1, COM2, COM3, COM4, AUX, CON, or PRN) in the File Name box in this dialog box. Type or select a filename that is not an MS-DOS device name.

Replace existing user-defined format?

OK

Replaces a previously saved user-defined autoformat with the formatting of the open chart.

Cancel

Cancels the Add operation.

If you want to save the user-defined autoformat with a unique name, type that name in the Format Name box.

See Also

Help

[Adding a custom autoformat to the Formats list](#)

Delete this user-defined format?

OK

Deletes the user-defined autoformat that is selected in the Formats list.

Cancel

Cancels the delete operation.

See Also

Help

[Deleting a custom autoformat from the Formats list](#)

No format name specified.

Type a name for the user-defined autoformat in the Format Name box.

See Also

Help

[Adding a custom autoformat to the Formats list](#)

Format name must not exceed 31 characters.

Type a user-defined autoformat name containing 31 or fewer characters.

See Also

Help

[Adding a custom autoformat to the Formats list](#)

Format description must not exceed 32 characters.

Type a user-defined autoformat description containing 32 or fewer characters .

See Also

Help

[Adding a custom autoformat to the Formats list](#)

Format name is not valid.

Type a name for the user-defined autoformat.

The following characters are not valid in a user-defined format name:

- Colon (:).
- Slash (/).
- Backslash (\).
- Question mark (?).
- Asterisk (*)
- An opening square bracket ([), followed by a closing square bracket (]), or at least one character and a closing square bracket.

See Also

Help

[Adding a custom autoformat to the Formats list](#)

Error in deleting format.

The file in which the user-defined autoformats are saved is read-only, or the user-defined autoformat does not exist.

See Also

Help

[Deleting a custom autoformat from the Formats list](#)

Cannot save User-defined AutoFormats file.

Some possible causes and solutions are:

- The file (GR5GALRY) in which the user-defined autoformats are saved is read-only. Change the file status to read-write.
- The directory or disk on which the user-defined autoformats file (GR5GALRY) is saved is read-only. Change the directory or disk status to read-write.
- The disk is full. Delete any unnecessary files, and try the save operation again.

See Also

Help

[Adding a custom autoformat to the Formats list](#)

Cannot combine 2-D and 3-D types. Change all series in chart to 2-D?

Only one series in the chart is selected. You cannot change individual series to 2-D type, leaving the rest 3-D.

OK

Changes all the series in the chart to 2-D type.

Cancel

Cancels the change and leaves the chart formatted as 3-D.

See Also

Help

[Changing the chart type of a data series](#)

[Changing the chart type of an entire chart](#)

Error accessing User-defined AutoFormat file.

Some possible problems and solutions are:

- Microsoft Graph does not have enough memory to access the GR5GALRY file, in which the user-defined autoformats are stored. Close any unneeded windows and documents, quit any unneeded applications, and then try again.
- The file is read-only. Quit Microsoft Graph, change the file status to read-write, and try again.
- The file is in use by another application. When the file is no longer being used, restart Microsoft Graph and try again.

See Also

Help

[Adding a custom autoformat to the Formats list](#)

Error adding User-defined AutoFormat.

Some possible causes and solutions are:

- The file in which the user-defined autoformats are stored (GR5GALRY) is read-only. Quit Microsoft Graph, change the file status to read-write, and try again.
- Microsoft Graph does not have enough memory to add a user-defined autoformat. Close any unneeded windows and documents, and close any unneeded applications, and then try again.
- There is not enough disk space to add a user-defined autoformat. Delete any unneeded files from the disk, and try again.

See Also

Help

[Adding a custom autoformat to the Formats list](#)

You must exit Windows and load SHARE.EXE in order to run Microsoft Graph.

1. Quit Microsoft Windows.
2. Open the file AUTOEXEC.BAT in a text editor program.
3. Insert a new line and type **share.exe /L:500**
4. Save AUTOEXEC.BAT and quit the text editor.
5. Restart your computer, start Windows, and start Microsoft Graph again.

Invalid number of arguments.

The method has the wrong number of arguments. This usually occurs when you use comma-separated positional arguments (instead of named arguments), and you have too many arguments.

For information about methods and arguments, refer to your main application's documentation for Visual Basic for applications.

An application lexicon '[filename]' is missing or damaged.

An application lexicon is missing or has been damaged.

Run the application Setup program to get the correct version of the Visual Basic for applications *.OLB file.

If running Setup does not correct this problem, you might need to delete the existing Visual Basic *.OLB file first, and then run Setup again. The Visual Basic *.OLB file is located in the System subdirectory of your Microsoft Windows directory, or in your application directory.

VBA Lexicon is wrong version.

The version number of the Visual Basic for applications lexicon does not match the version number of your application.

Run the application Setup program to get the correct version of the Visual Basic for applications lexicon.

'[Object]' does not have '[property name]' property

The property does not exist for this object.

For information about properties, refer to your main application's documentation for Visual Basic for applications.

'[Object]' does not have '[method name]' method

The method does not exist for this object.

For information about methods, refer to your main application's documentation for Visual Basic for applications.

Missing required argument '[argument]'

The method requires an argument that does not exist. Add the argument to the code.

For information about arguments, refer to your main application's documentation for Visual Basic for applications.

'[Method name]' method of '[object]' class failed

The method cannot be used on the object. Some possible reasons are:

- An argument contains a value that is not valid. A common cause of this problem is trying to access an object that does not exist; for example, a series collection.
- The method cannot be used in the applied context. For example, some Range object methods require that the Range contain data. If the Range contains no data, the method will fail.
- An external error occurred, such as a failure to read or write from a file.

For information about methods, refer to your main application's documentation for Visual Basic for applications.

Unable to set the '[property name]' property of the '[object]' class

The property cannot be changed. Some possible reasons are:

- The value you are using for the property is not valid; for example, setting a property to a string value when the property requires a Boolean value.
- The property is read-only and cannot be written.

For information about properties, refer to your main application's documentation for Visual Basic for applications.

'[Object]' does not have writeable '[property name]' property.

This property is read-only. For information about properties, refer to your main application's documentation for Visual Basic for applications.

'[Object]' does not have readable '[property name]' property

This property is write-only. For information about properties, refer to your main application's documentation for Visual Basic for applications.

Cannot start the source application for this object.

Microsoft Graph is unable to start the source application for the linked object you are trying to edit. There might not be enough memory, or the application might have quit due to an unrecoverable error.

Quit all unneeded applications, close all unneeded windows, and then try to edit the linked object again.

Unable to get the '[property name]' property of the '[object]' class

The property cannot be changed.

For information about properties, see your main application's documentation for Visual Basic for applications.

Unable to run Microsoft Graph Developer Edition. You must have Microsoft Graph to create or edit charts.

Run your main application's Setup program to install Microsoft Graph.

Document not saved. Any previously saved copy has been deleted.

The save process was halted. The original document was deleted from the disk in order to save the version in memory, but the new version was not saved.

Insert another disk, save on a disk in a different drive, or delete unnecessary files, and then try saving again.

This happens most often when the file contains additions that were made since the file was opened. These additions increased the size of the file beyond the capacity of its original source (disk).

Cannot add any more custom formats.

You can have a total of only 64 built-in and custom number formats.

Before you create another number format, you must delete one of the custom number formats. You cannot delete a built-in number format.

To delete a custom number format

1. From the Format menu, choose Number.
2. Select the custom format to delete.
3. Choose the Delete button.
4. Choose the OK button.

The series plotted on the x-axis cannot be deleted.

The selection includes the series marked with an X in the row or column heading. Because the scale for the x-axis is calculated from this series, it cannot be deleted from the chart.

To delete this series

- Select another series and choose the Plot On X Axis command from the Data menu.
- Or-
- Select a chart type other than xy (scatter).

The series plotted on the x-axis cannot be excluded.

The selection includes the series marked with an X in the row or column heading. Because the scale for the x-axis is calculated from this series, it cannot be excluded from the chart.

To exclude this series

- Select another series and choose the Plot On X Axis command from the Data menu.
- Or-
- Select a chart type other than xy (scatter).

Column width must be between 1 and 255.

Microsoft Graph sets column width based on the width of unformatted numeric characters. The maximum column width is 255 unformatted numeric characters. The number of characters actually displayed in a cell may vary, depending on the font and format. In the Column Width dialog box, specify a column width between 1 and 255 characters. Negative values are not valid.

The imported data extends beyond the edge of the datasheet. Choose OK to import what will fit.

Data is imported beginning from the active cell. The amount of space between the active cell and the lower-right corner of the datasheet is not enough to accommodate the data you are importing.

OK

Imports as much of the data as will fit in the space available.

Cancel

Cancels the import operation. You can then either specify a smaller range of data to import, or select a cell nearer the upper-left corner of the datasheet, and then try importing again.

Name is not defined.

Microsoft Graph can't find the range name you typed. Try one of the following:

- Check to see that you spelled the name as defined in the file.
- Give the range reference rather than a name (for example, A1:C5).
- If the file is not large, you could import the entire file.

Picture too big to copy. Only cell data will be copied.

The selection occupies an area that exceeds the internal Windows limit for an image area. The data itself will be copied, but not all of the formatting will be copied.

To copy as a picture, make the selection smaller by:

- Selecting a smaller area on the datasheet.
- Reducing the font size and width of columns within the selected area.
- Deleting empty or excluded rows or columns within the selected area.

See Also

Help

[Changing the column width](#)

[Changing the font, font size, and font style](#)

[Deleting rows and columns](#)

[Including and excluding data in a chart](#)

You must close the dialog box in Graph before Graph can close.

The main application is attempting to close Microsoft Graph, but Graph has an open dialog box. Choose the Cancel button to close the dialog box, or complete the operation in progress, so that Graph can close.

Updating Graph in '[main document]'. Waiting for response.

Graph is attempting to update the changes in the main document, but the main application has not responded. Try canceling the Exit And Return command. Then switch to the main application. If there is an open dialog box in the main application, close it. Switch back to Graph and choose Exit And Return again.

'[Text]' will be interpreted as a range name. Continue?

The name you typed contains characters that can be interpreted as a reference rather than a name. Cancel the message and correct the spelling of the reference. If what you typed is a range name, choose the OK button to continue importing the data.

Imported data will overwrite existing data. Continue?

The imported data will replace existing data in one or more cells. To avoid this, import the data somewhere else on the datasheet.

The imported data has more formats than Graph can hold. Change extra formats to General?

Microsoft Graph can hold up to 64 number formats in memory at once. Graph already has a number of formats in memory. Adding all the formats in the imported data would make more than 64. Choosing the OK button changes all formats beyond the sixty-fourth to General.

To import the data with its formats intact, delete the custom formats you don't need and try importing again.

Return the chart and data to your document before closing Graph?

Program Manager attempts to close all open applications before closing itself.

Yes

Returns the data and chart to the main application before closing Graph.

No

Discards the data and chart; then closes Graph.

Cancel

Cancels the close operation.

This program can only run from within another program.

Microsoft Graph creates charts which are embedded in documents created by other applications. It is not intended as an independent application and, except for the default chart (DEFAULT.GRA), does not create document files.

Update Graph in '[document]'?

Yes

Updates the changes you've made in the chart, and then quits Graph.

No

Quits Graph without updating the changes you've made in the chart.

Cancel

Cancels the command.

Opening a Microsoft Excel chart will overwrite existing data and chart formatting. Continue?

The imported data and chart formatting will replace the existing data and chart formatting.

OK

Continues with the operation, replacing the existing data and formatting. You will not be able to undo the operation..

Cancel

Cancels the operation, leaving the document as it was before the operation began.

Font size must be between 1 and 128 points.

Font size is measured in points. The maximum size you can enter in the datasheet is 128 points. Negative values and decimal values are not valid. The Font dialog box and the Font tab list sizes available for printing. If you type a size that differs from those in the box, Microsoft Graph attempts to produce that size as closely as possible. Depending on your screen display and your printer driver, the results may appear ragged.

Check the font size you specified and try the operation again.

Not enough memory to import data.

Microsoft Graph cannot import the data unless you free some memory.

Try one or both of these actions:

- Import a smaller range.
- Close any unneeded documents and quit any unneeded applications.

You cannot combine an XY chart with another chart type. Delete overlay?

If you want to use an xy (scatter) chart in a combination chart, both the main and overlay charts must be xy (scatter) charts.

You must type a name defined in this file, or a range using the format A1:D5

Type a defined name or a datasheet range in the Range box of the Import Data dialog box.

If you want to import the entire file, select the Entire File option button.

Cannot send data to '[main application]'. Return without changes?

The chart cannot be updated in the main application.

OK

Returns to the main application, but does not update the chart.

Cancel

Cancels the Return operation. Switch to the main application, cancel any operations that may be in process, and then try again.

Are you sure you want to break the link?

Yes

Breaks the link. The values displayed in the datasheet and the chart will no longer be updated when corresponding values in the source document change.

No

Cancel the Break Link operation. The values displayed in the datasheet and the chart will continue to be updated when corresponding values in the source document change.

See Also

Help

[Link Command \(Edit Menu\)](#)

Cannot open the AutoFormat file.

You are trying to import a chart from Microsoft Excel, but Graph is not able to open the workbook containing the user-defined autoformats.

Some possible reasons are:

- There is not enough memory to access the GR5GALRY file, in which the user-defined autoformats are stored. Close any unneeded windows and documents, quit any unneeded applications, and then try again.
- The file is read-only. Quit Microsoft Graph and Microsoft Excel, change the file status to read-write, and try again.
- The file is being used by another application. When the file is no longer being used, restart Microsoft Graph and Microsoft Excel and try again.

Cannot read this file.

The file you are trying to import is corrupted or is in a format that Graph cannot read. Try using the most recent backup copy of the file, or save a copy of the file in a format Graph can read.

See Also

Help

[File Formats](#)

File does not contain a chart. Chart will not be updated.

You are trying to import a chart from a Microsoft Excel workbook that does not contain a chart sheet. Determine which workbook contains the chart you want to import, and try again.

See Also

Help

[Importing Data](#)

The change to the OLE link has failed.

You are changing an object linking and embedding (OLE) link, and you typed a name with incorrect syntax or a name that is already being used in another context.

The correct syntax is: application|topic:item

Check the syntax of the name you typed and correct it if necessary. If the syntax is correct, make sure that you type a unique name.

Cannot update. The source file does not exist.

The link cannot be updated. You may have broken the link by saving the file with a different name or in a different directory. Check to locate the appropriate source file, open it, and create the link again.

See Also

Help

[Creating a link to data in another application](#)

An error occurred initializing the VBA libraries

A Visual Basic for applications library is either missing or has been damaged.

Run the Setup program for the main application to get the correct version of the Visual Basic for applications library file.

VBA Lexicon is wrong type (ship vs debug)

The version number of the Visual Basic for applications lexicon does not match the version number of your main application.

Run the Setup program for the main application to get the correct version of the Visual Basic for applications lexicon.

One of your object libraries '[filename]' is missing or damaged.

A Visual Basic for applications object library is either missing or has been damaged.

Run the Setup program for the main application to get the correct version of the Visual Basic for applications object library file.

An error occurred while returning data to '[main application]'. Exit Graph and discard changes?

Yes

Quits Graph; you lose any changes you have made to the file.

No

Cancels the Exit And Return command. The data is not returned to the main application.

User-defined AutoFormat file is read-only

The file in which the user-defined autoformats are saved (GR5GALRY) is read-only. Change the file status to read-write.

Datasheet too large. Try saving data cells only?

The datasheet range is too large to be sent in a DDE message.

OK

Graph tries to save the data cells only, discarding any formatting.

Cancel

Cancels the save operation.

The main application is not responding. Unable to update '[main application]'.

To update, switch to the main application. Close any open dialog boxes and cancel any operations that are in progress. Then, switch back to Graph and try the update operation again.

Adding Items to a Chart

Overview of Adding Data Labels, Titles, and Other Items to a Chart

- Adding data labels
- Adding a chart title and axis titles
- Adding a legend
- Adding gridlines
- Deleting data labels, titles, legends, or gridlines

Overview of Adding a Trendline to a Data Series

- Adding a trendline to a data series
- Modifying trendline settings
- Deleting a trendline
- Equations for Calculating Trendlines

Overview of Adding Error Bars to a Data Series

- Adding error bars to a data series
- Modifying error bar settings
- Deleting error bars
- Equations for Calculating Error Bars

Overview of Adding Data Labels, Titles, and Other Items to a Chart

Once you've created a chart, you can enhance it by adding [data labels](#), chart and axis titles, a [legend](#), and [gridlines](#). To add these items to a chart, you use the commands on the Insert menu or the shortcut menus.

Once an item is on a chart, you can double-click the item to display a formatting dialog box that contains various tabs. Each tab allows you to customize the chart item to your liking, adding patterns, colors, and so on. You can also use the commands on the Format menu to format chart items.

Another way to add data labels, a legend, and gridlines is to apply an [autoformat](#) with some or all of these items. For more information, see [Applying a chart autoformat](#).

If you are working in Microsoft Word, some of these items can also be added when you're creating a chart with the ChartWizard. For more information, see [ChartWizard](#).

See Also

[Adding a chart title and axis titles](#)

[Adding a legend](#)

[Adding data labels](#)

[Adding gridlines](#)

[Deleting data labels, titles, legends, or gridlines](#)

[Guide to Formatting Chart Items](#)

Adding data labels

■ Overview

You can add [data labels](#) to a data series, to an individual data point, or to all data points in the chart. The [chart type](#) assigned to your selected data points determines which kind of labels you can display.

1. [Activate](#) the chart.
2. Select the data series or the single data marker you want to add labels to.
To apply labels to all data points, do not select any [data markers](#).
3. From the Insert menu, choose Data Labels.
You can also choose Insert Data Labels from the [shortcut menu](#).
4. Select the kind of labels you want displayed.
For example, if your chart is a pie chart, you might want to display text labels and the percent of the whole each slice represents.
To display the legend key indicating the color and pattern of the data series along with the data label, select the Show Legend Key Next To Label check box.
5. Choose the OK button.

See Also

[Changing data labels](#)

[Data Labels Command \(Insert Menu\)](#)

[Data Labels Tab, Selected \[chart item\] Command \(Format Menu\)](#)

[Deleting data labels, titles, legends, or gridlines](#)

[Selecting items in a chart with the keyboard](#)

[Selecting items in a chart with the mouse](#)

Adding a chart title and axis titles

■ Overview

You can add a chart title or axis titles to a chart. For 3-D perspective charts, you can also add an axis title to the series axis.

1. Activate the chart.
2. From the Insert menu, choose Titles.
You can also choose Insert Titles from the shortcut menu.
3. To add a chart title, select the Chart Title check box.
To add one or more axis titles, select the check boxes you want.
4. Choose the OK button.
Placeholder text is added in the appropriate chart location.
5. Select the text you want to edit.
6. Type the new text you want.
To insert a line break in the text, press ENTER.
7. When you are finished typing, press ESC.

See Also

[Changing the font and alignment of chart text](#)

[Deleting data labels, titles, legends, or gridlines](#)

[Editing titles and text boxes](#)

[Overview of Formatting Axes, Tick Marks, and Gridlines](#)

[Selecting items in a chart with the keyboard](#)

[Selecting items in a chart with the mouse](#)

[Titles Command \(Insert Menu\)](#)

Adding a legend

■ Overview

When you create a chart, by default it has a legend to identify the different data series displayed. However, if you have deleted the legend from an existing chart, you can add it again later.

1. Activate the chart.
2. From the Insert menu, choose Legend.

Shortcut: Legend button

Graph inserts the legend to the right of the plot area and resizes the plot area to accommodate the legend.

See Also



Legend Button

Editing legend entries

Deleting data labels, titles, legends, or gridlines

Formatting legend entries and keys

Moving and sizing the legend

Adding gridlines

■ Overview

When you create a chart, by default it has major gridlines, which extend from the axis tick marks to make reading values and categories easier. However, you can change the kind of gridlines displayed.

1. Activate the chart.

2. From the Insert menu, choose Gridlines.

You can also choose Insert Gridlines from the shortcut menu.

Shortcuts: Horizontal Gridlines button (major gridlines)

 Vertical Gridlines button (major gridlines)

3. For each axis, select the appropriate check boxes for the gridlines you want displayed.

Major gridlines delineate larger ranges of values or categories along the axis; minor gridlines break down the ranges further.

To remove gridlines, clear the check boxes for the gridlines you don't want displayed.

4. Choose the OK button.

See Also



Horizontal Gridlines Button



Vertical Gridlines Button

Deleting data labels, titles, legends, or gridlines

Displaying or hiding axes

Formatting axes, tick marks, and gridlines

Deleting data labels, titles, legends, or gridlines

■ Overview

You can delete [data labels](#) for a [data series](#), a [data point](#), or the entire chart. You can also delete a [chart title](#), an [axis title](#), the entire [legend](#), a single legend entry and its key, or any type of [gridline](#).

1. Select the item you want to delete.
2. From the Edit menu, choose Clear, and then choose All.

Shortcut: DEL

Note To add or remove the legend to or from your chart, you can also click the Legend button. To turn major gridlines on or off, click the Horizontal Gridlines button or the Vertical Gridlines button.

See Also



[Horizontal Gridlines Button](#)



[Legend Button](#)



[Vertical Gridlines Button](#)

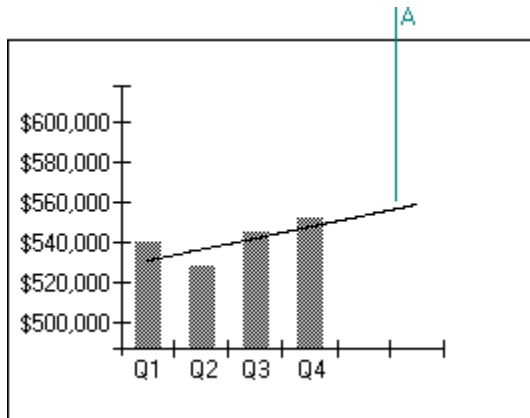
[Clear Command \(Edit Menu for Charts\)](#)

[Selecting items in a chart with the keyboard](#)

[Selecting items in a chart with the mouse](#)

Overview of Adding a Trendline to a Data Series

Trendlines graphically illustrate trends in data series. Trendlines are commonly used when you are charting problems of prediction, also called regression analysis. Using regression analysis, you can extend the trendline forward or backward beyond the actual data to show a trend. You can also create a moving average, which smooths out fluctuations in data, showing the pattern or trend more clearly.



A Linear trendline with forward forecasting

Which Chart Types Can Have Trendlines?

You can add trendlines to data series in area, bar, column, line, and xy (scatter) chart groups. You cannot add trendlines to a data series in 3-D charts, or stacked, 100%, radar, pie, or doughnut chart groups. If you change a data series to any of these chart types, you will lose any associated trendlines.

How Is a Regression Trendline Calculated?

You can choose from among five regression types: linear, polynomial, logarithmic, exponential, and power. The type you choose determines how the trendline is calculated. Based on the data you are evaluating, some regression types may prove more reliable for prediction purposes than others. Therefore, you might want to try several regressions to see which type works best for your data.

How Can You Tell How Valid a Regression Trendline Is?

You can assess the reliability of a regression trendline by eyeballing it or using tools such as the R-squared value to determine fit.

What Is a Moving Average?

You can also create a moving average based on the number of periods you specify. The moving average shows a sequence of averages that are computed from parts of the series.

See Also

[Adding a trendline to a data series](#)

[Deleting a trendline](#)

[Equations for Calculating Trendlines](#)

[Formatting a trendline](#)

[Modifying trendline settings](#)

Adding a trendline to a data series

■ Overview

You can add one or more trendlines to each data series belonging to an area, bar, column, line, or xy (scatter) chart group. If you add a moving average to an xy (scatter) chart, the moving average is based on the order of the x values plotted in the chart. To get the result you want, you might need to rearrange the x values before adding a moving average.

1. Activate the chart.
2. Select the data series to which you want to add a trendline or moving average.
3. From the Insert menu, choose Trendline.
4. On the Type tab, select the type of regression trendline or moving average you want.
5. If you selected Polynomial, in the Order box, specify the highest power for the independent variable. You can enter an integer between 2 and 6.

If you selected Moving Average, in the Period box, specify the number of periods to be used in calculating the moving average.

Tip To make any additional modifications, name the trendline, or display trendline label text, select the Options tab. For more information, see Modifying trendline settings.

6. When you are finished, choose the OK button.

Note To add another trendline to a data series, be sure to select the series before choosing the Trendline command.

See Also

Deleting a trendline

Equations for Calculating Trendlines

Formatting a trendline

Trendline Command (Insert Menu)

Modifying trendline settings

■ Overview

The options described here are available for regression trendlines, not for moving averages. You can name a trendline or change it to a different type. You can also display trendline labels, such as the R-squared value or the regression equation, or you can change the Y-intercept.

1. Activate the chart.
2. Double-click the trendline you want to modify.
3. Select the Options tab.
4. To give the trendline a custom name, under Trendline Name, type the name you want in the Custom box.
5. To change the trendline type, select the type you want.
6. To forecast forward, backward, or in both directions, under Forecast, click the arrows to specify the number of periods you want the trendline to include.
If your series belongs to an xy (scatter) chart type group, the forecast will be in units rather than in periods.
7. To set the Y-intercept, or to display the R-squared value or regression equation, select or clear the appropriate check boxes.
8. Choose the OK button.

See Also

[Adding a trendline to a data series](#)

[Deleting a trendline](#)

[Formatting a trendline](#)

[Options Tab, Selected Trendline Command \(Format Menu\)](#)

Deleting a trendline

■ Overview

1. Select the trendline you want to delete.
2. From the Edit menu, choose Clear, and then choose Trendline.

Shortcut: DEL

See Also

[Adding a trendline to a data series](#)

[Clear Command \(Edit Menu for Charts\)](#)

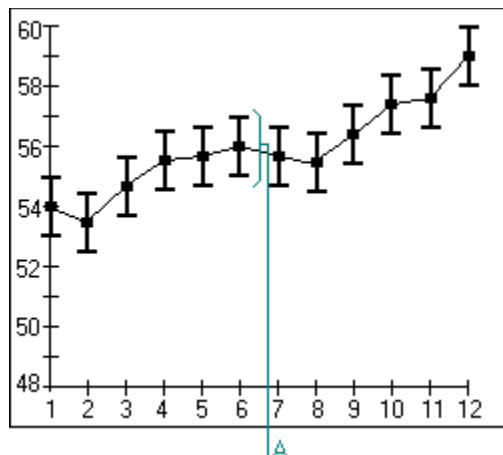
[Formatting a trendline](#)

[Modifying trendline settings](#)

[Trendline Command \(Insert Menu\)](#)

Overview of Adding Error Bars to a Data Series

Use error bars in charts to indicate the degree of uncertainty (that is, the "plus or minus" range) for data plotted in a data series. Error bars graphically express potential error relative to each data marker in a series. Error bars are typically used in engineering and statistical fields.



A Error bars indicate the range of uncertainty.

Which Chart Types Can Include Error Bars?

You can add error bars to data series formatted as area, bar, column, line, and xy (scatter) [chart groups](#). You cannot add error bars to a data series in 3-D charts, or radar, pie, or doughnut chart groups. If you change a data series to any of these chart types, you will lose any associated error bars.

All five chart types show y error bars corresponding to the value axis. XY charts can also display x error bars for the category axis.

Which Data Is Included When Error Bars Are Calculated?

For standard deviation, Graph uses the mean of the values of the plotted data points to calculate error. For standard error, Graph similarly uses the values actually plotted on the chart. Other data in the datasheet is not included in the calculation.

What Happens When a Series Is Moved or Changed?

Error bars are associated with a series. If the series moves (for instance, if you change its plot order) the error bars move with it. If you change any data in a series, Graph automatically recalculates the values and adjusts the error bars accordingly.

See Also

[Adding error bars to a data series](#)

[Deleting error bars](#)

[Equations for Calculating Error Bars](#)

[Formatting error bars](#)

[Modifying error bar settings](#)

Adding error bars to a data series

■ Overview

You can add error bars to data series in area, bar, column, line, and xy (scatter) chart groups. You can add error bars to both axes on xy charts.

1. Activate the chart.
2. Select the data series to which you want to add error bars.
3. From the Insert menu, choose Error Bars.
4. Under Display, select the type of error bar you want to display.
5. Under Error Amount, select the method you want Graph to use to determine the error.

You can enter a value to be used as the error amount or for calculating an error amount. For more information about the different methods of determining the error amount, see Error Bars Command (Insert Menu).

6. If the selected series belongs to an xy (scatter) chart group and you want to add x error bars, select the X Error Bars tab. Repeat steps 4 and 5.
7. Choose the OK button.

Note If you change the datasheet values or formulas associated with the data points in the series, the error bars are adjusted to reflect the change.

See Also

Deleting error bars

Equations for Calculating Error Bars

Error Bars Command (Insert Menu)

Formatting error bars

Modifying error bar settings

Modifying error bar settings

■ Overview

You can change how error bars are displayed, as well as the method and the error amount used to create them. When you select an error bar, any changes you make modify all of the error bars for that series.

1. Double-click the data series whose error bars you want to modify.
2. Select the Y Error Bars tab.
3. To select a different type of error bar, under Display, select the type you want.
4. To change the method used to determine the error, under Error Amount, select the method you want.
You can change the value to be used as the error amount or for calculating an error amount.
5. If the selected series belongs to an xy (scatter) chart type group and you want to modify the x error bars, select the X Error Bars tab. Repeat steps 3 and 4.
6. Choose the OK button.

See Also

[Adding error bars to a data series](#)

[Deleting error bars](#)

[Formatting error bars](#)

[X Error Bars Tab, Selected \[chart item\] Command \(Format Menu\)](#)

[Y Error Bars Tab, Selected \[chart item\] Command \(Format Menu\)](#)

Deleting error bars

■ Overview

Error bars can be deleted only for the entire series; you cannot delete individual error bars.

1. Select an error bar.
2. From the Edit menu, choose Clear, and then choose Error Bars.

Shortcut: DEL

See Also

[Adding error bars to a data series](#)

[Clear Command \(Edit Menu for Charts\)](#)

[Error Bars Command \(Insert Menu\)](#)

Equations for Calculating Trendlines

■ Overview

The following are the equations Graph uses to calculate regression trendlines, the R-squared value for regression trendlines, and moving average trendlines.

Regression

Linear:

Calculates the least squares fit for a line represented by the equation:

$$y = mx + b$$

where m is the slope and b is the intercept.

Polynomial:

Calculates the least squares fit through points using the equation:

$$y = b + c_1x + c_2x^2 + c_3x^3 + \dots + c_6x^6$$

where b and c1...c6 are constants.

Logarithmic:

Calculates the least squares fit through points using the equation:

$$y = c \ln x + b$$

where c and b are constants, and ln is the natural logarithm function.

Exponential:

Calculates the least squares fit through points using the equation:

$$y = ce^{bx}$$

where c and b are constants, and e is the base of the natural logarithm.

Power:

Calculates the least squares fit through points using the equation:

$$y = cx^b$$

where c and b are constants.

R-squared Value

$$R^2 = 1 - \frac{SSE}{SST}$$

where

$$SSE = \sum (Y_i - \hat{Y}_i)^2$$

and

$$SST = \sum (Y_i - \bar{Y})^2 = \frac{\sum Y_i^2 - (\sum Y_i)^2}{n}$$

Note The R-squared value that you can display with a trendline is not an adjusted R squared value. For logarithmic, power, and exponential trendlines, Graph uses a transformed regression model.

Moving Average

$$F_t = \frac{A_t + A_{t-1} + \dots + A_{t-n+1}}{n}$$

Note The number of points in a moving average trendline equals the total number of points in the series less the number you specify for the period.

See Also

Adding a trendline to a data series

Formatting a trendline

Modifying trendline settings

Trendline Command (Insert Menu)

Equations for Calculating Error Bars

■ Overview

The following are the equations Graph uses to calculate standard deviation and standard error for chart error bars.

Standard Deviation

$$S.D. = \sqrt{\frac{\sum_{s=1}^m \sum_{i=1}^n (y_{is} - M)^2}{(n_y - 1)}}$$

$$M = \frac{\sum_{s=1}^m \sum_{i=1}^n y_{is}}{n_y}$$

where:

s = series number

i = point number in series s

m = number of series for point y in chart

n = number of points in each series

y_{is} = data value of series s and the ith point

n_y = total number of data values in all series

M = arithmetic mean

Standard Error

$$S.E. = \sqrt{\frac{\sum_{s=1}^m \sum_{i=1}^n y_{is}^2}{(n_y - 1)(n_y)}}$$

See Also

[Adding error bars to a data series](#)

[Error Bars Command \(Insert Menu\)](#)

[Formatting error bars](#)

[Modifying error bar settings](#)

Charting Buttons Category



3-D Area Chart AutoFormat Button

Applies a stacked area chart autoformat (with 3-D data markers) to an active chart or selected embedded chart, replacing most existing formatting already in the chart.



3-D Bar Chart AutoFormat Button

Applies a simple bar chart autoformat (with 3-D data markers) to an active chart or selected embedded chart, replacing most existing formatting already in the chart.



3-D Column Chart AutoFormat Button

Applies a simple column chart autoformat (with 3-D data markers) to an active chart or selected embedded chart, replacing most existing formatting already in the chart.



3-D Line Chart AutoFormat Button

Applies a line chart autoformat (with lines shown as 3-D ribbons) to an active chart or selected embedded chart, replacing most existing formatting already in the chart.



3-D Perspective Column Chart AutoFormat Button

Applies a 3-D column chart autoformat (with each data series plotted separately) to an active chart or selected embedded chart.



3-D Pie Chart AutoFormat Button

Applies a 3-D pie chart autoformat (with data label values expressed as percentages) to an active chart or selected embedded chart, replacing most existing formatting already in the chart.



3-D Surface Chart AutoFormat Button

Applies a 3-D surface chart autoformat to an active chart or selected embedded chart, replacing most existing formatting already in the chart.



Area Chart AutoFormat Button

Applies a simple area chart autoformat to an active chart or selected embedded chart, replacing most existing formatting already in the chart.



Bar Chart AutoFormat Button

Applies a simple bar chart autoformat to an active chart or selected embedded chart, replacing most existing formatting already in the chart.



Chart Type Button

Clicking the arrow next to the Chart Type button displays a palette of 14 chart types.



Column Chart AutoFormat Button

Applies a simple column chart autoformat to an active chart or selected embedded chart, replacing most existing formatting already in the chart.



Doughnut Chart AutoFormat Button

Applies a doughnut chart autoformat (with data label values expressed as percentages) to an active chart or selected embedded chart, replacing most existing formatting already in the chart.

Horizontal Gridlines Button

Controls whether major and minor gridlines are visible on the active chart.

Legend Button

Adds a legend to the right of the plot area and resizes the plot area to accommodate the legend.



Line Chart AutoFormat Button

Applies a simple line chart autoformat to an active chart or selected embedded chart, replacing most existing formatting already in the chart.



Line/Column Chart AutoFormat Button

Applies a column chart (overlaid by a line chart) autoformat to an active chart or selected embedded chart, replacing most existing formatting already in the chart.



Pie Chart AutoFormat Button

Applies a pie chart autoformat (with data label values expressed as percentages) to an active chart or selected embedded chart, replacing most existing formatting already in the chart.



Radar Chart AutoFormat Button

Applies a radar chart autoformat (with data markers and lines) to an active chart or selected embedded chart, replacing most existing formatting already in the chart.



Stacked Column Chart AutoFormat Button

Applies a stacked column chart autoformat to an active chart or selected embedded chart, replacing most existing formatting already in the chart.

Vertical Gridlines Button

Controls whether major and minor gridlines are visible on the active chart.



Volume/High-Low-Close Chart AutoFormat Button

Applies a column chart (overlaid by a line chart with high, low, and close markers) autoformat to an active chart or selected embedded chart, replacing most existing formatting already in the chart.

**XY (Scatter) Chart AutoFormat Button**

Applies a xy (scatter) chart autoformat (with data markers and no connecting lines) to an active chart or selected embedded chart, replacing most existing formatting already in the chart.

▪ Chart Type Button

Clicking the arrow next to the Chart Type button displays a palette of 14 chart types. Clicking a chart type on the palette or the Chart Type button itself changes your chart to that type.

The picture on the Chart Type button itself shows the last chart type selected. For example, if the Chart Type button currently shows a picture of a bar chart, and you click the column chart type on the palette, the Chart Type button will change to show a picture of a column chart. You can apply that chart type to the active chart by simply clicking the Chart Type button.

The palette closes as soon as you click a chart type or anywhere else. To keep the palette open, drag it off the toolbar. The Chart Type button is on the Standard toolbar.

The 14 chart type buttons are:

▪ Area Chart

Area chart type.

▪ Bar Chart

Bar chart type.

▪ Column Chart

Column chart type.

▪ Doughnut Chart

Doughnut chart type.

▪ Line Chart

Line chart type.



▪ Pie Chart

Pie chart type.

▪ 3-D Area Chart

Stacked area chart type with 3-D markers.

▪ 3-D Bar Chart

Bar chart type with 3-D markers.

▪ 3-D Column Chart

Column chart type with 3-D markers.

▪ 3-D Line Chart

Line chart type with the lines shown as 3-D ribbons.

▪ 3-D Pie Chart

3-D Pie chart type.



▪ XY (Scatter) Chart

XY (scatter) chart type with data points only.

3-D Surface Chart

3-D surface chart type.



Radar Chart

Radar chart type with lines and markers.

See Also

[Changing the chart type of a data series](#)

[Changing the chart type of an entire chart](#)

[Chart Type Command \(Format Menu\)](#)

[Displaying, hiding, and customizing toolbars](#)

[Multiple Chart Types and a Secondary Axis](#)

[What's the Best Chart Type for Your Data?](#)

Standard Toolbar

The Standard toolbar appears when you start Graph. This toolbar contains buttons that help you complete your most frequent actions in Graph.



By Column Button

Associates chart data series with vertical columns on the datasheet.



By Row Button

Associates chart data series with horizontal rows on the datasheet.

Chart Type Button

Displays a palette of 14 chart types. Clicking any one applies that chart type to the active chart.



Color Button

Changes the foreground color of a selected object.



Cut Button

Removes the selection and places it onto the Clipboard.



Copy Button

Copies the selection and places it onto the Clipboard.



Drawing Button

Displays the Drawing toolbar.

Help Button

Adds a question mark (?) to the mouse pointer so that you can get information about commands or screen elements.

Horizontal Gridlines Button

Controls whether major horizontal gridlines, indicating large groupings of values, are visible on the chart.



Import Chart Button

Imports an existing chart from Microsoft Excel.



Import Data Button

Imports data from another application. The data you import is inserted into the datasheet and displayed graphically in the chart window.

Legend Button

Adds a legend to the right of the plot area and resizes the plot area to accommodate the legend. If the chart already has a legend, clicking the Legend button removes it.



Paste Button

Pastes the contents of the Clipboard into the selection.



Pattern Button

Changes the pattern and pattern color of a selected object.



Text Box Button

Draws a text box in which you can type text on a worksheet; lets you add unattached, or "floating," text to a chart.



Undo Button

Reverses the last command you chose, if possible, or deletes the last entry you typed.

■

Vertical Gridlines Button

Controls whether major vertical gridlines, indicating large groupings of values or categories, are visible on the chart.



View Datasheet Button

Displays the datasheet window, allowing you to edit or format the data.

See Also

[Displaying, hiding, and customizing toolbars](#)

■

Help Button

Adds a question mark (?) to the mouse pointer. When you place the new pointer over a command name or screen element and click the mouse button, you get information about that command or screen element. The Help button is on the Standard toolbar.

As you drag the mouse pointer over the toolbar buttons, the function of each button appears in the status bar.

The Help button remains selected until you choose a command, click a screen element, or press ESC.

If you double-click the Help button, the Search dialog box appears.

Shortcut: SHIFT+F1

See Also

Help

[Displaying, hiding, and customizing toolbars](#)

[Searching for a Help topic](#)

Changing Data in a Chart

Overview of Adding, Deleting, and Changing Chart Data

- [Changing data in the datasheet](#)
- [Deleting a data series from a chart](#)
- [Changing the value of a chart data point](#)

Overview of Changing Chart Text

- [Changing data labels](#)
- [Editing titles and text boxes](#)
- [Editing category and series tick-mark labels](#)
- [Changing the value axis scale](#)
- [Editing legend entries](#)

Overview of Changing the Way Your Data Is Plotted

- [Defining data series in rows or columns](#)
- [Reversing the plot order of categories, values, or series](#)

Overview of Adding, Deleting, and Changing Chart Data

Once you have created a chart, you may want to update it by adding more data series or data points. You do this by switching to the datasheet and changing values, entering new data, or deleting existing data. The chart is automatically updated, and if the chart has a legend displayed, the corresponding data series in the legend are updated.

If you have linked a chart to data in another application such as Microsoft Excel, you can change the range of data specified in the link.

See Also



[View Datasheet Button](#)

[Changing data in the datasheet](#)

[Changing the value of a chart data point](#)

[Deleting a data series from a chart](#)

Changing data in the datasheet

■ [Overview](#)

To display the datasheet

- With the chart [activated](#), click the View Datasheet button or choose Datasheet from the View menu.

To change a value in a datasheet cell

1. On the datasheet, select the cell and type the new value.
2. Press ENTER.

To add data to a chart

- On the datasheet, type the data in the appropriate location relative to the other values plotted in the chart.

To delete data from a chart

- On the datasheet, select the values, choose Clear from the Edit menu, and then choose Contents.

Shortcut: DEL

See Also



[View Datasheet Button](#)

[Clear Command \(Edit Menu for Charts\)](#)

[Entering and editing data](#)

[Including and excluding data from the chart](#)

[Overview of Working with Cells, Rows, and Columns](#)

Deleting a data series from a chart

■ Overview

1. Activate the chart.
2. Select the data series you want to delete.
3. From the Edit menu, choose Clear, and then choose Series.

You can also choose Clear from the shortcut menu.

Shortcut: DEL

Note When you delete a data series from a chart, the corresponding row or column is excluded on the datasheet. The data is dimmed and the chart-type graphic in the row or column header is deleted. You can include the data on the chart once again by double-clicking the row or column in the datasheet.

See Also

Clear Command (Edit Menu for Charts)

Including and excluding data in a chart

Undo and Redo Commands (Edit Menu)

Changing the value of a chart data point

■ Overview

To change a data point value in a datasheet cell

1. If necessary, display the datasheet by clicking the View Datasheet button or choosing Datasheet from the View menu.
2. Select the cell containing the value you want to change, and type the new value.
3. Press ENTER.

To change data point values by dragging in the chart

In 2-D line, 2-D column, 2-D bar, 2-D pie, and xy (scatter) charts, you can drag data markers to change their values.

1. Activate the chart.
2. Select a data marker: click once to select the data series and once more to select the individual data marker.
3. Drag the largest selection square in the direction you want to adjust the value.

To change values in bar or column charts formatted as stacked and 100% stacked, drag the selection square at the top of the selection.

While you drag, a line moves along the value axis showing the adjusting value of the data marker. If the data marker belongs to a series formatted as an xy (scatter) chart, lines move along both axes.

See Also



[View Datasheet Button](#)

[Entering and editing data](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

[Overview of Working with Cells, Rows, and Columns](#)

Overview of Changing Chart Text

You can change text in a chart, including [data labels](#), titles, text boxes, [tick-mark labels](#), and [legend entries](#). This text is automatically linked to the datasheet.

Text you have added to a chart, including chart titles, axis titles, and text boxes, can be edited directly in the chart. When you edit data labels, the automatic link is broken.

See Also

[Changing data labels](#)

[Changing the font and alignment of chart text](#)

[Changing the value axis scale](#)

[Changing tick-mark labels](#)

[Editing category and series tick-mark labels](#)

[Editing legend entries](#)

[Editing titles and text boxes](#)

[Entering and editing data](#)

Changing data labels

■ [Overview](#)

[Data labels](#) are created from and automatically linked to values in datasheet cells. It's easiest to edit this text directly on the datasheet, although you can make some changes in the chart.

For an entire data series or a single data point, you can change data labels to show labels or values, depending on the assigned chart type. For pie or doughnut charts, you can show percentages, values, labels, or a combination of all three.

To edit data label values in datasheet cells

1. If necessary, display the datasheet by clicking the View Datasheet button or choosing Datasheet from the View menu.
2. Select the cell containing the value you want to change, and type the new value.
3. Press ESC or click another part of the chart.

To edit data label text in the chart

Important Editing a data label breaks the link to the datasheet cell.

1. Select the data label whose text you want to edit.
2. Place the insertion point in the text and type the new text.
If you select the entire label, the text you type will replace the existing label.
3. Press ENTER.

To change data label options in the chart

1. Double-click the data point or data series associated with the data labels you want to change.
2. Select the Data Labels tab.
3. Select the options you want.
For example, you might want to display only the percentage for each data point in a pie chart.
4. Choose the OK button.

See Also



[View Datasheet Button](#)

[Adding data labels](#)

[Changing the font and alignment of chart text](#)

[Entering and editing data](#)

[Guide to Formatting Chart Items](#)

[Moving and sizing chart items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Editing titles and text boxes

■ Overview

You can edit chart titles, axis titles, and text boxes directly in the chart. You can change the whole text item or individual characters. When selected, a vertical text item rotates horizontally so that you can edit it more easily.

1. Select the chart title, axis title, or text box you want to edit.
2. To replace all of the text, just type the new text you want.

--Or--

To edit some characters, position the mouse pointer directly over the text item until it changes to an I-beam, and then select the characters you want to change.

Make the edits you want.

3. To insert a line break in the text, press ENTER.

See Also

[Adding a chart title and axis titles](#)

[Changing the font and alignment of chart text](#)

[Creating and deleting text boxes](#)

[Editing the text in a text box](#)

Editing category and series tick-mark labels

■ [Overview](#)

Tick-mark labels are created from and automatically linked to the cells on your datasheet. To change category and series tick-mark labels, change the data in the datasheet cells as described below. Value tick-mark labels must be changed in the chart; for more information, see [Changing the value axis scale](#).

1. If necessary, display the datasheet by clicking the View Datasheet button or choosing Datasheet from the View menu.
2. Select the cell containing the label name you want to change, and type the new name.
3. Press ENTER.

See Also



[View Datasheet Button](#)

[Changing the category or series axis scale](#)

[Displaying or hiding axes](#)

[Entering and editing data](#)

[Formatting and arranging tick-mark labels](#)

[Guide to Formatting Chart Items](#)

[How a Datasheet Range Translates into a Chart](#)

Editing legend entries

■ Overview

Legend entries are the names of the chart data series; they are created from and automatically linked to the cells in the datasheet. To change them, change the information in the datasheet cells.

1. If necessary, display the datasheet by clicking the View Datasheet button or choosing Datasheet from the View menu.
2. Select the cell containing the series (or category) name you want to change, and type the new name.
3. Press ENTER.

See Also



[View Datasheet Button](#)

[Adding a legend](#)

[Entering and editing data](#)

[Formatting legend entries and keys](#)

[Guide to Formatting Chart Items](#)

[How a Datasheet Range Translates into a Chart](#)

[Moving and sizing the legend](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Overview of Changing the Way Your Data Is Plotted

There are two ways you can change the way data is plotted within a [chart type group](#). You can change whether the data series are plotted from datasheet rows or columns. You can also reverse the plotting order of categories or values in a chart and the series plotting order in 3-D charts.

If you want to rearrange the plotting order of categories or data series, other than simply reversing them, activate the datasheet and make the changes you want by moving data in the datasheet.

See Also

[Defining data series in rows or columns](#)

[Guide to Formatting Chart Items](#)

[Overview of Moving, Copying, and Deleting data](#)

[Reversing the plot order of categories, values, or series](#)

Reversing the plot order of categories, values, or series

■ Overview

You can reverse the plot order of categories or values for all charts, as well as for data series in 3-D charts with a third axis. You cannot reverse the values on a radar chart.

1. Double-click the axis for the categories, values, or series whose plot order you want to reverse.
2. Select the Scale tab.
3. To reverse the plot order on the category (x) axis, select the Categories In Reverse Order check box.
To reverse the plot order on the value (y) axis, select the Values In Reverse Order check box.
To reverse the plot order on the series (z) axis for 3-D charts, select the Series In Reverse Order check box.
4. Choose the OK button.

See Also

[Changing the category or series axis scale](#)

[Changing the value axis scale](#)

[Defining data series in rows or columns](#)

[Guide to Formatting Chart Items](#)

What's the Best Chart Type for Your Data?

■ [Overview](#)

You can choose from 14 chart types to present your data clearly and effectively. Each chart type has several subtypes, or variations. The following topics describe and illustrate each chart type:

[Area Chart Type](#)

[Bar Chart Type](#)

[Column Chart Type](#)

[Doughnut Chart Type](#)

[Line Chart Type](#)

[Pie Chart Type](#)

[Radar Chart Type](#)

[XY \(Scatter\) Chart Type](#)

[3-D Area Chart Type](#)

[3-D Bar Chart Type](#)

[3-D Column Chart Type](#)

[3-D Line Chart Type](#)

[3-D Pie Chart Type](#)

[3-D Surface Chart Type](#)

Tip To quickly apply chart types, or some chart subtypes and combinations, you can use chart [autoformats](#). For more information, see [Working with Chart Types and Autoformats](#) and [Charting Buttons Category](#)

See Also

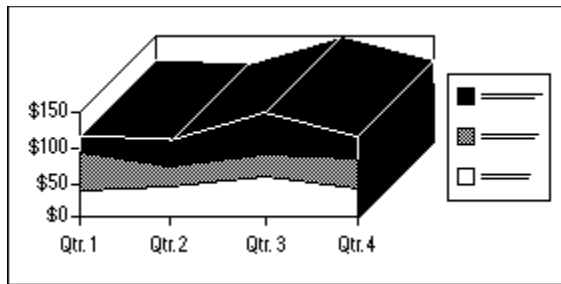
[Changing Data in a Chart](#)

[Creating a Chart](#)

[Creating Graphic Objects on Charts](#)

[Formatting a Chart](#)

3-D Area Chart Type



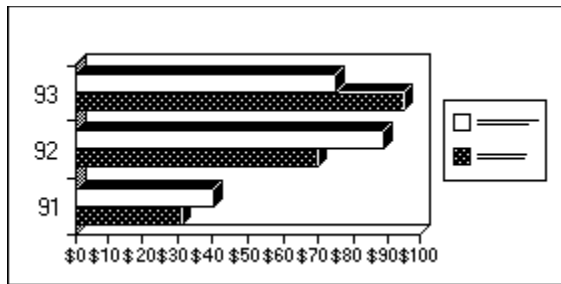
Shows a 3-D view of an area chart, which emphasizes the sum of plotted values and separates chart data series into distinct rows to show differences between the data series.

See Also

[Area Chart Type](#)

[What's the Best Chart Type for Your Data?](#)

3-D Bar Chart Type



Shows a 3-D view of a bar chart, which emphasizes the values of individual items at a specific time or draws comparisons between items. The stacked and 100% stacked subtypes show relationships to a whole.

See Also

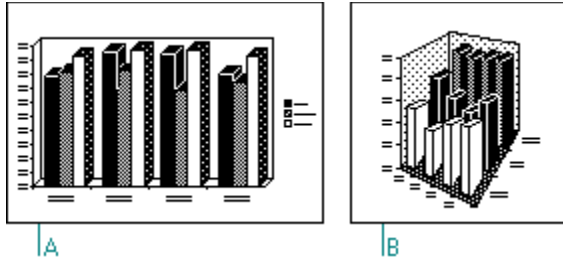
[3-D Column Chart Type](#)

[Bar Chart Type](#)

[Column Chart Type](#)

[What's the Best Chart Type for Your Data?](#)

3-D Column Chart Type



A Simple 3-D column chart

B 3-D perspective column chart

Shows a 3-D view of a column chart in one of two variations. The simple 3-D column chart displays 3-D column markers along the x (category) axis. The 3-D perspective column chart compares data points along two axes: the x (category) axis and the y (series) axis. In both variations, the data values are plotted along the z axis. This chart type allows you to compare data within a data series more easily and still view the data by category.

See Also

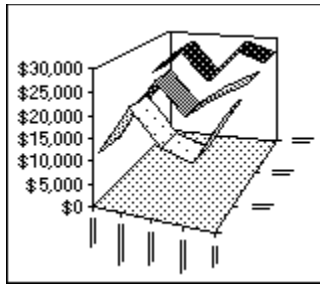
[3-D Bar Chart Type](#)

[Bar Chart Type](#)

[Column Chart Type](#)

[What's the Best Chart Type for Your Data?](#)

3-D Line Chart Type



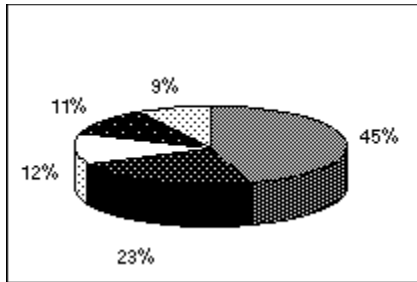
Shows lines in a line chart as 3-D ribbons. This chart type is often used to display data attractively for presentations.

See Also

[Line Chart Type](#)

[What's the Best Chart Type for Your Data?](#)

3-D Pie Chart Type



Shows a 3-D view of a pie chart, which emphasizes the data values in the front wedges. You can show one data series in a pie chart; if you want to show more than one series in a round chart shape, you can use the 2-D doughnut chart type.

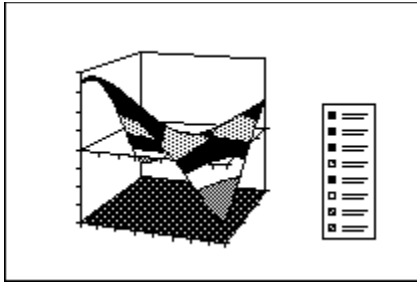
See Also

[Doughnut Chart Type](#)

[Pie Chart Type](#)

[What's the Best Chart Type for Your Data?](#)

3-D Surface Chart Type



Shows what appears to be a rubber sheet stretched over a 3-D column chart. A 3-D surface chart is useful for finding the best combinations between two sets of data. This chart may show relationships between large amounts of data that otherwise would be difficult to see. As in a topographic map, colors or patterns indicate areas that are at the same value. Unlike other chart types, colors do not mark the data series in the 3-D surface chart.

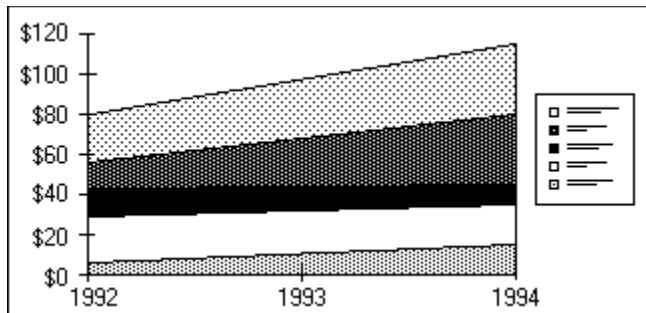
The wire frame format shows the data without color. The contour chart formats provide 2-D views of these charts from above, like 2-D topographic maps.

See Also

[Formatting 3-D Surface Chart Levels](#)

[What's the Best Chart Type for Your Data?](#)

Area Chart Type



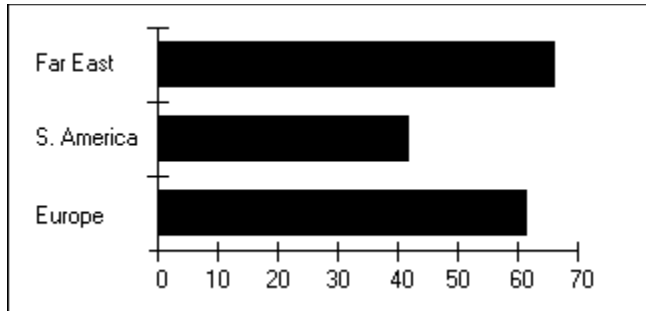
Shows the relative importance of values over a period of time. Although similar to a line chart, an area chart emphasizes the amount of change (magnitude of values) rather than time and the rate of change.

See Also

[3-D Area Chart Type](#)

[What's the Best Chart Type for Your Data?](#)

Bar Chart Type



Shows individual figures at a specific time or illustrates comparisons between items. The stacked and 100% stacked subtypes show relationships to a whole. The categories on a bar chart are organized vertically, the values horizontally, placing more emphasis on comparisons and less emphasis on time.

See Also

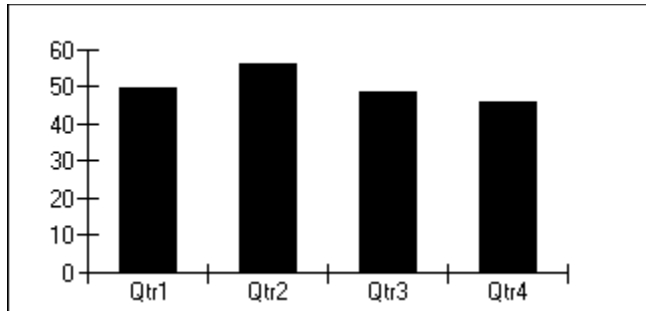
[3-D Bar Chart Type](#)

[3-D Column Chart Type](#)

[Column Chart Type](#)

[What's the Best Chart Type for Your Data?](#)

Column Chart Type



Shows variation over a period of time or illustrates comparisons between items. The stacked and 100% stacked subtypes show relationships to a whole. Although similar to a bar chart, a column charts categories are organized horizontally, its values vertically.

See Also

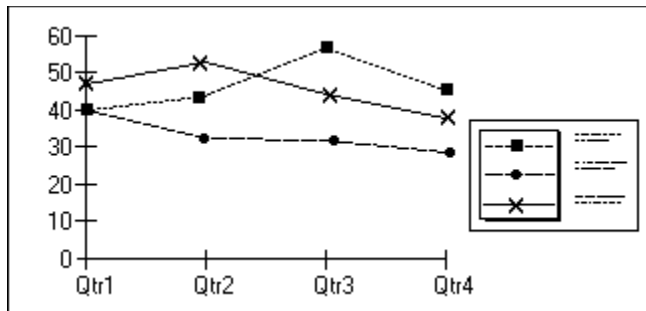
[3-D Bar Chart Type](#)

[3-D Column Chart Type](#)

[Bar Chart Type](#)

[What's the Best Chart Type for Your Data?](#)

Line Chart Type



Shows trends or changes in data over a period of time, at even intervals. Although similar to an area chart, a line chart emphasizes time flow and rate of change, rather than the amount of change.

When you need to show trends or changes in data at uneven or clustered intervals, an xy (scatter) chart is usually more appropriate than a line chart.

High-Low-Close and Open-High-Low-Close Charts

The high-low-close and open-high-low-close subtypes are often used for stock prices; the open-high-low-close subtype is sometimes called a candlestick chart. The high-low-close chart subtype can also be used for scientific data, for example, to indicate temperature changes.

Important: You must organize your data series in the correct order to create these charts. That is, the order of the data in datasheet rows or columns must be the high values followed by the low and close values, or the open values followed by the high, low, and close values.

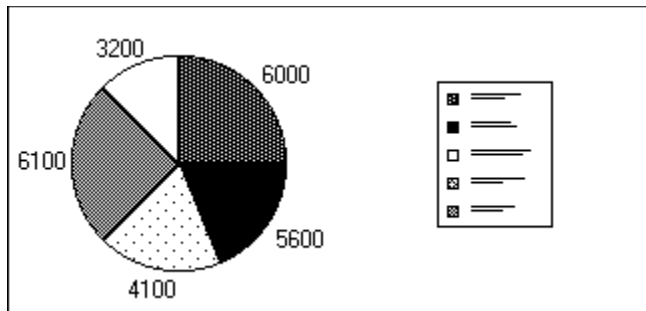
See Also

[3-D Line Chart Type](#)

[What's the Best Chart Type for Your Data?](#)

[XY \(Scatter\) Chart Type](#)

Pie Chart Type



Shows the proportions of parts to a whole. This chart type is useful for emphasizing a significant element. A pie chart always contains one data series; if you have more than one data series selected, only one will be displayed in your chart.

Tip If you want to show more than one data series in a round chart, you can use the doughnut chart type.

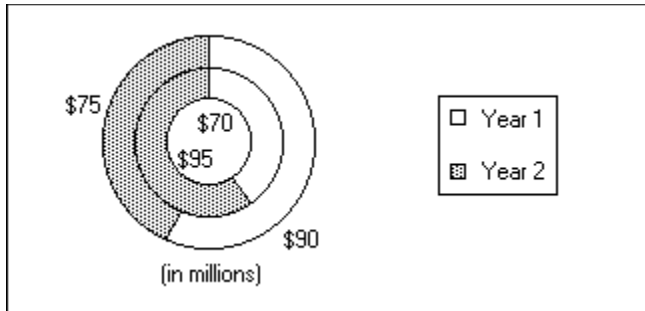
See Also

[3-D Pie Chart Type](#)

[Doughnut Chart Type](#)

[What's the Best Chart Type for Your Data?](#)

Doughnut Chart Type



Like the pie chart, shows the proportions of parts to a whole. The main difference, other than the "doughnut hole," is that it can show more than one data series, unlike the pie chart. The doughnut chart is widely used in Asian countries.

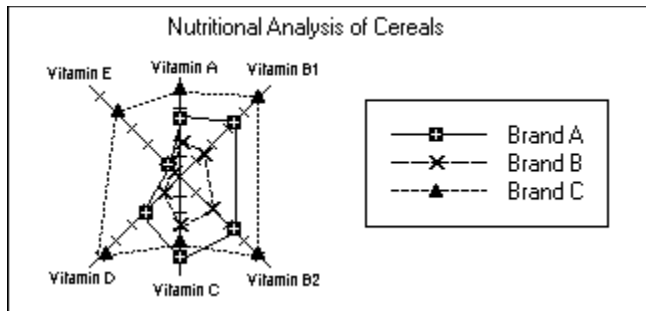
See Also

[3-D Pie Chart Type](#)

[Pie Chart Type](#)

[What's the Best Chart Type for Your Data?](#)

Radar Chart Type

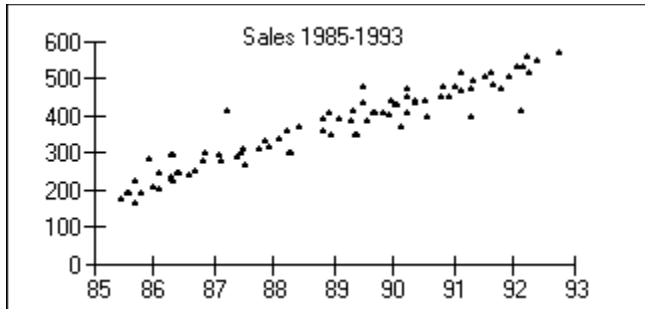


Shows changes or frequencies of data series relative to a center point and to one another. Each category has its own value axis radiating from the center point; lines connect all the data markers in the same series. The radar chart is widely used in Asian countries.

See Also

[What's the Best Chart Type for Your Data?](#)

XY (Scatter) Chart Type



Shows the relationship or degree of relationship between the numeric values in several chart data series, or plots two groups of numbers as one series of xy coordinates. The xy (scatter) chart shows uneven intervals, or clusters, of data. It is commonly used for scientific data.

Tips You can connect the points in a xy (scatter) chart with a line by selecting the appropriate autoformat when you create the chart. If you want to connect the points in an existing xy (scatter chart), double-click the data series to display the Format Data Series dialog box, and specify a line in the Patterns tab. To smooth the angles in the lines, select the Smoothed Line check box.

See Also

[Entering data for an xy \(scatter\) chart](#)

[Line Chart Type](#)

[What's the Best Chart Type for Your Data?](#)

Creating a Chart

Overview of Creating a Chart

- How You Can Modify a Chart
- Default Charts
- Changing the default chart format
- About the ChartWizard

Overview of Activating a Chart and Selecting Chart Items

- Activating a chart within your document
- The Parts of a Chart
- Selecting items in a chart with the mouse
- Selecting items in a chart with the keyboard

Overview of Creating a Chart

When you open Graph from your main application, a default chart is created using sample data or data you have sent from the main application. The default chart displays the data in 3-D columns, with a legend displayed and some other standard formatting.

You can enter your own data to replace the sample data, or you can import data from another document. In either case, the chart is updated to display the new data.

If you want your chart to look different, you can modify it by clicking buttons on the Graph toolbars and choosing commands from the menus and shortcut menus.

If you sent data from Microsoft Word, the ChartWizard is displayed; you can work with the ChartWizard to make changes to your chart quickly and easily.

See Also

[About the ChartWizard](#)

[Activating a chart within your document](#)

[Changing the default chart format](#)

[Default Charts](#)

[How You Can Modify a Chart](#)

[What You Can Create Using Graph](#)

About the ChartWizard

■ Overview

Important The ChartWizard is sometimes displayed as the chart is created in Graph, depending on the task you are performing and the main application you are working with. For example, you can use the ChartWizard if you have sent data from a Microsoft Word document. The ChartWizard is not available for use with all applications that work with Graph.

The ChartWizard is a series of dialog boxes that guides you through several steps for modifying a chart. With the ChartWizard you can quickly accomplish several tasks that would otherwise take longer to complete using menu commands and toolbar buttons. You can also view the changes you are making in a sample displayed in the ChartWizard.

You can use the ChartWizard to specify a different chart type and format and confirm how you want your data to be plotted. You can also add a legend, a chart title, and a title to each axis.

See Also

[Changing the default chart format](#)

[How You Can Modify a Chart](#)

How You Can Modify a Chart

■ Overview

After you have created a chart, you can use Graph's commands and toolbar buttons to make changes to your chart. For example, you can add data labels and titles by choosing the appropriate commands from the Insert menu. The Insert menu also has commands you can choose to add a legend and gridlines, or you can click the Legend button, the Horizontal Gridlines button, or the Vertical Gridlines button on the Standard toolbar.

You can change the chart type or combine multiple chart types by clicking the Chart Type button on the Standard toolbar. Clicking this button displays a palette of chart types to choose from.

Choosing the AutoFormat command allows you to quickly apply preset formatting to a chart. For example, you can use autoformats to apply formatting such as stacked columns, gridlines, and data labels.

See Also

[Adding a chart title and axis titles](#)

[Adding a legend](#)

[Adding data labels](#)

[Adding gridlines](#)

[Applying an autoformat to a chart](#)

[Changing the chart type of an entire chart](#)

[Changing the chart type of a data series](#)

[Guide to Formatting Chart Items](#)

Default Charts

■ Overview

When you create a new chart, by default it is a simple 3-D column chart with a legend displayed and some standard formatting applied. You can change these attributes using the commands on the Format menu. You can also add items to your chart using the commands on the Insert menu.

However, if you want most or all of the charts you create to be a type other than column or to have other than standard formatting, you can change the default format. This does not affect any of your existing charts, but all charts you subsequently create will have the new characteristics you specify. The default chart format stays in effect until you change it.

See Also

[Adding a custom autoformat to the Formats list](#)

[Applying an autoformat to a chart](#)

[Changing the default chart format](#)

[Guide to Formatting Chart Items](#)

Changing the default chart format

■ Overview

Every chart you create is based on a default chart format. You can select a different default format before you create a chart, and you can reset the default format to the original Graph format.

To select a different default chart format before creating a chart

1. If you want to use the chart you are currently working with as the default format, make all the formatting changes you want included.
2. From the Tools menu, choose Options, and then select the Chart tab.
3. Under Default Chart Format, select the default format you want.
To make the chart you are currently working with the default format, choose the Use The Current Chart button.
To reset the default to the original Graph format, select (Built-in).
4. Choose the OK button.

Any charts you subsequently create will use the default format you selected.

To make your active chart the default chart format

1. From the Tools menu, choose Options.
2. Select the Chart tab.
3. Choose the Use The Current Chart button.
The active chart format is now listed as Custom Default under Default Chart Format.
5. Choose the OK button.

To view custom chart formats

1. Activate a chart.
2. From the Format menu or the shortcut menu, choose AutoFormat.
3. Under Formats Used, select the User-Defined option button.
4. Under Formats, select the custom format you want to view.
The dialog box displays a sample of that format using the data in your active chart.
5. Choose the Cancel button.

See Also

[Adding a custom autoformat to the Formats list](#)

[Applying an autoformat to a chart](#)

[AutoFormat Command \(Format Menu for Charts\)](#)

[Chart Tab, Options Command \(Tools Menu\)](#)

[Default Charts](#)

Overview of Activating a Chart and Selecting Chart Items

To make changes to a chart, you must first activate it. Once the chart is active, the chart commands are available, and you can select items within the chart and make the changes you want. For example, you can add or delete items, such as a legend, and you can format items, such as data markers, using the commands on the Insert menu and the Format menu.

Some commands are not available until you've selected an item those commands can work on. For example, you must select a data series before you can choose Trendline or Error Bars from the Insert menu.

You can move or size an embedded chart object while working in your main application, or when you are working in Graph and the chart is activated directly on the document. To delete the chart from the document, you must exit Graph and return to the main application.

See Also

[Activating a chart](#)

[Guide to Formatting Chart Items](#)

[Selecting items in a chart with the keyboard](#)

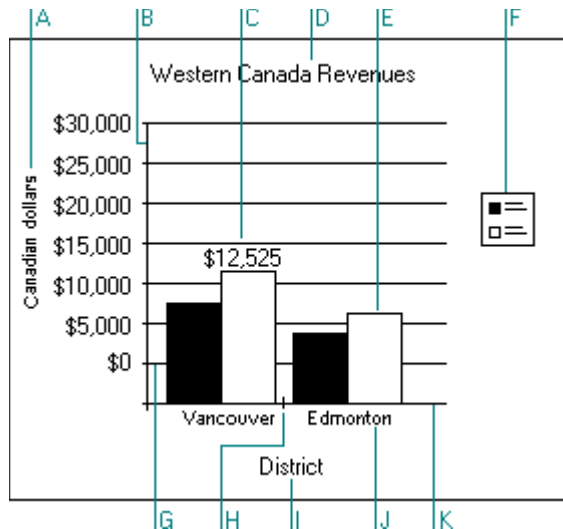
[Selecting items in a chart with the mouse](#)

[The Parts of a Chart](#)

The Parts of a Chart

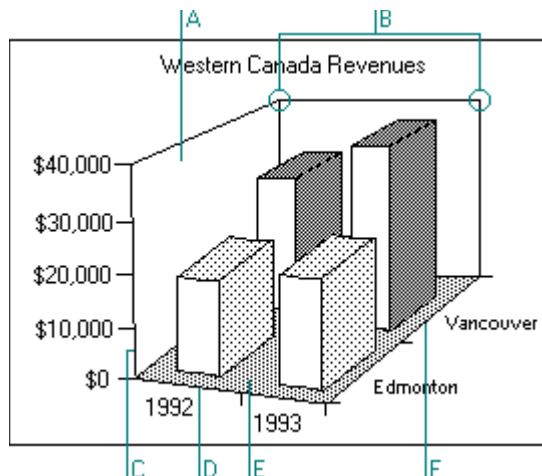
■ Overview

The following illustration shows the parts of a 2-D column chart.



- A Y-axis title
- B Value (Y) axis
- C Data label
- D Chart title
- E Data marker
- F Legend
- G Gridline
- H Tick mark
- I X-axis title
- J Tick-mark label
- K Category (X) axis

The following illustration shows the parts of a 3-D perspective column chart.



- A Wall
- B Corner
- C Value (Z) axis
- D Category (X) axis
- E Floor
- F Series (Y) axis

See Also

- [Activating a chart within your document](#)
- [Selecting items in a chart with the keyboard](#)
- [Selecting items in a chart with the mouse](#)
- [The Parts of the Datasheet](#)

Selecting items in a chart with the mouse

■ Overview

When a chart is active, you can use the mouse to select the chart area, the plot area, graphic objects, and most chart items, one at a time.

Many items are grouped together. For some grouped items, such as data series, you click once to select the entire group, and then you click the individual item you want to select within the group. These grouped items are marked with an asterisk (*) in the following table. Other grouped items, such as gridlines and 3-D walls, you click only once to modify or format the whole group.

Chart Data

To select this item	Do this
Data series*	Click any <u>data marker</u> belonging to a data series.
Single <u>data point</u>	Select the series, and then click the data marker for the data point.
Doughnut data series*	Click any doughnut ring to select a data series.
Pie data series*	Click once anywhere in the pie.
Pie or doughnut slice	Select the pie or the doughnut ring, and then click the slice (data point).
<u>Trendline</u>	Click the trendline.
<u>Error bars</u> *	Click any error bar associated with a data series.
Y or X error bars	Select the error bars, and then click the x or y error bar.

Text Items

To select this item	Do this
<u>Data labels</u> *	Click any data label associated with a data series.
Single data label	Select the data labels, and then click an individual label.
<u>Legend</u> *	Click anywhere in the legend, or click its border.
Single legend entry	Select the legend, and then click the legend entry.
Single legend key	Select the legend, and then click the legend key.
Title or <u>text box</u>	Click the chart title, axis title, or text box.

Major Areas

To select this item	Do this
Plot area	Click near the <u>data markers</u> in an area not occupied by any other item.
Chart area	Click just outside the plot area.
Corners	Click any corner of a 3-D chart.
3-D Walls	Click anywhere on the visible walls except on gridlines.
3-D Floors	Click anywhere on the visible floor.
<u>Axis</u>	Click the axis or a <u>tick-mark label</u> to format or modify the axis, tick marks, or tick-mark labels.

Other Items

To select this item	Do this
Various lines and bars	Click any gridline, <u>drop line</u> , <u>series line</u> , <u>high-low line</u> , <u>up bar</u> , or <u>down</u>

bar.

Graphic objects

Click any arrow or other graphic object.

To cancel a selection

- Press ESC.

See Also

[Activating a chart within your document](#)

[Guide to Formatting Chart Items](#)

[Overview of Moving and Sizing Charts and Chart Items](#)

[Selecting items in a chart with the keyboard](#)

Selecting items in a chart with the keyboard

■ [Overview](#)

To make a selection

Once a chart is active, you can use the keyboard to cycle through the chart and select the chart, plot area, most chart items, and any graphic objects, one at a time.

Some items, such as data series and data labels, are grouped together. First you select the entire group, and then you select the individual item you want within the group.

1. Use the UP ARROW and DOWN ARROW keys to select the grouped items you want, such as the chart area, the plot area, data series, graphic objects, and other chart items.
2. Use the RIGHT ARROW and LEFT ARROW keys to select individual items within that group, such as data points, pie slices, legend entries, data labels, and other chart items.

To cancel a selection

- Press ESC.

See Also

[Activating a chart within your document](#)

[Guide to Formatting Chart Items](#)

[Overview of Moving and Sizing Charts and Chart Items](#)

[Selecting items in a chart with the mouse](#)

Data Menu

Series In Rows Command (Data Menu)

Series In Columns Command (Data Menu)

Include Row Or Column Command (Data Menu)

Exclude Row Or Column Command (Data Menu)

Plot On X Axis Command (Data Menu)

Series In Rows Command (Data Menu)

■

By Row button

Associates chart [data series](#) with horizontal rows on the datasheet. The By Row button is on the [Standard toolbar](#).

When data series are associated with rows, graphics indicating the chart type for each series appear in the row headers.

Tip If you want to work with multiple chart types in a single chart, you should specify whether the data series are in rows or columns before assigning chart types to the data series.

See Also

[Defining data series in rows or columns](#)

[Displaying, hiding, and customizing toolbars](#)

[How a Datasheet Range Translates into a Chart](#)

[Overview of Working with Chart Types](#)

Series In Columns Command (Data Menu)

■

By Column button

Associates chart [data series](#) with vertical columns on the datasheet. The By Column button is on the [Standard toolbar](#).

When data series are associated with columns, graphics indicating the chart type for each series appear in the column headers.

Tip If you want to work with multiple chart types in a single chart, you should specify whether the data series are in rows or columns before assigning chart types to the data series.

See Also

[Defining data series in rows or columns](#)

[Displaying, hiding, and customizing toolbars](#)

[How a Datasheet Range Translates Into a Chart](#)

[Overview of Working With Chart Types](#)

Include Row Or Column Command (Data Menu)

Adds the values in the selected datasheet row or column to the data displayed in the associated chart. You can include a row or column by double-clicking the header instead of choosing the command.

If you select entire rows or columns, instead of one or more cells, and then choose the command, the selection is included automatically; the dialog box is not displayed.

Include

Rows

Specifies that rows are being included in the chart display.

Columns

Specifies that columns are being included in the chart display.

See Also

[Exclude Row Or Column Command \(Data Menu\)](#)

[Including and excluding data in a chart](#)

[Overview of Moving, Copying, and Deleting Data](#)

Exclude Row Or Column Command (Data Menu)

Removes the values in the selected datasheet row or column from the data displayed in the associated chart. You can exclude a row or column by double-clicking the header instead of choosing the command.

If you select entire rows or columns, instead of one or more cells, and then choose the command, the selection is excluded automatically; the dialog box is not displayed.

Exclude

Rows

Specifies that rows are being excluded from the chart display.

Columns

Specifies that columns are being excluded from the chart display.

See Also

[Include Row or Column Command \(Data Menu\)](#)

[Including and excluding data in a chart](#)

[Overview of Moving, Copying, and Deleting Data](#)

Plot On X Axis Command (Data Menu)

Specifies the data series whose values are used to calculate tick-mark labels along the category (x) axis in an xy (scatter) chart. By default, the values in the first series in the datasheet are used for tick-mark labels. To use values in a different data series for this purpose, choose this command.

The character X appears in the row or column header adjacent to the data series you have assigned to be plotted on the x axis.

See Also

[Entering data for an xy \(scatter\) chart](#)

[How a Datasheet Range Translates into a Chart](#)

[XY \(Scatter\) Chart Type](#)

Drawing Buttons Category



Arc Button

Draws an arc or a circle segment.



Arrow Button

Creates an arrow on a chart.



Bring To Front Button

Places one or more selected objects in front of all other objects.

Color Button

Changes the foreground color of a selected object.

Drawing Button

Displays the Drawing toolbar.



Drop Shadow Button

Adds a dark border to the right side and bottom of the selected range or object.



Ellipse Button

Draws an ellipse or a circle.



Filled Arc Button

Draws a filled arc or circle segment



Filled Ellipse Button

Draws a filled ellipse or circle.



Filled Freeform Button

Draws a shape that is a combination of freehand and straight lines.



Filled Polygon Button

Draws a filled polygon with straight sides.



Filled Rectangle Button

Draws a filled rectangle or square.



Freehand Button

Draws freehand lines.



Freeform Button

Draws a shape that is a combination of freehand and straight lines.



Group Objects Button

Creates a single group of graphic objects from multiple objects.



Line Button

Draws a straight line.



Pattern Button

Changes the pattern and pattern color of a selected object.



Polygon Button

Draws a polygon with straight sides.



Rectangle Button

Draws a rectangle or a square.



Reshape Button

Changes the shape of a polygon.



Selection Button

Selects one or more graphic objects.



Send To Back Button

Places one or more selected objects behind all other objects.



Shape Button

Displays a palette of buttons for drawing shapes on charts.



Text Box Button

Draws a text box in which you can type text on a chart.



Ungroup Objects Button

Separates grouped objects into individual objects.

-

Arc Button

-

Filled Arc Button

Draws an arc or a circle segment, unfilled or filled. The Arc buttons appear on the [Drawing toolbar](#). Click the Drawing button on the Standard toolbar to display the Drawing toolbar.

- The circle segment is one quarter of a full circle.
- When you click one of the Arc buttons, the mouse pointer changes to a cross hair.
- To draw a circle segment, hold down SHIFT while you drag.
- To draw multiple arcs, double-click one of the Arc buttons. The button remains selected until you click it again, click another button, press ESC, or click another part of the chart without dragging.
- If you hold down SHIFT while clicking either the Filled Arc button or the Arc button, it functions just like the other one.

See Also

- [Drawing Button](#)
[Displaying, hiding, and customizing toolbars](#)
[Drawing a rectangle, an ellipse, or an arc](#)

-

Arrow Button

Creates an arrow on a chart. The Arrow button appears on the Drawing toolbar. Click the Drawing button on the Standard toolbar to display the Drawing toolbar.

- When you click the Arrow button, the mouse pointer changes to a cross hair. Drag to create an arrow.
- To draw multiple arrows, double-click the Arrow button. The Arrow button remains selected until you click it again, click another button, press ESC, or click another part of the chart without dragging.
- To draw horizontal, vertical, or 45-degree diagonal arrows, hold down the SHIFT key while you drag.
- When you release the mouse button, the arrow is automatically selected.

See Also

- Drawing Button
Displaying, hiding, and customizing toolbars
Drawing a line or an arrow

-

Color Button

Changes the foreground color of an object. The Color button appears on the Standard toolbar.

- If you click the arrow next to the Color button, it displays a palette of colors from which you can select. The selected color is used for the button image until you select another color. To keep the palette open, drag it off of the toolbar.
- If you have not chosen a pattern for an object fill pattern, this button assigns a solid pattern.

See Also

[Displaying, hiding, and customizing toolbars](#)

[Formatting an object's border and fill pattern](#)

-

Drop Shadow Button

Adds a dark border to the right side and bottom of the object. The Drop Shadow button appears on the [Drawing toolbar](#). Click the Drawing button on the Standard toolbar to display the Drawing toolbar.

- The Drop Shadow button remains selected until you click it again, click another button, press ESC, or click another part of the chart.
- To remove the drop shadow, select the object, and then click the Drop Shadow button again.

See Also

- [Drawing Button](#)
[Creating and deleting text boxes](#)
[Displaying, hiding, and customizing toolbars](#)
[Drawing a rectangle, an ellipse, or an arc](#)

-

Freehand Button

Draws freehand lines. The Freehand button appears on the [Drawing toolbar](#). Click the Drawing button on the Standard toolbar to display the Drawing toolbar.

- When you click the Freehand button, the mouse pointer changes to a cross hair.
- To draw freehand lines, hold down the mouse button and drag.
- When you release the mouse button, the graphic object is automatically selected.

See Also

- [Drawing Button](#)
[Displaying, hiding, and customizing toolbars](#)
[Drawing a polygon](#)
[Drawing multiple arrows, lines, or shapes](#)

-

Freeform Button

-

Filled Freeform Button

Draws a filled or unfilled shape that is a combination of freehand and straight lines. The Freeform buttons appear on the [Drawing toolbar](#). Click the Drawing button on the Standard toolbar to display the Drawing toolbar.

- When you click either of the Freeform buttons, the mouse pointer changes to a cross hair.
- To draw a freehand line, drag the mouse.
- To draw a straight line, click the mouse button. Without pressing the mouse button, point to the place where you want the line to end. Then click the mouse button again.
- The button remains selected until you close the shape or double-click the end point of the line.
- If you hold down SHIFT while you click either the Filled Freeform or Freeform button, it functions just like the other one.
- To draw multiple polygons, double-click one of the Freeform buttons. The button remains selected until you click it again, click another button, press ESC, or click another part of the chart without dragging.

See Also

- [Drawing Button](#)
- [Filled Polygon Button](#)



[Polygon Button](#)

[Displaying, hiding, and customizing toolbars](#)

[Drawing a polygon](#)

[Editing a polygon](#)



Line Button

Draws a straight line. The Line button appears on the [Drawing toolbar](#). Click the Drawing button on the Standard toolbar to display the Drawing toolbar.

- When you click the Line button, the mouse pointer changes to a cross hair.
- To draw multiple lines, double-click the Line button. The button remains selected until you click it again, click another button, press ESC, or click another part of the chart without dragging.
- To draw horizontal, vertical, or 45-degree diagonal lines, hold down SHIFT while you drag.

See Also

- [Drawing Button](#)
[Displaying, hiding, and customizing toolbars](#)
[Drawing a line or an arrow](#)

-

Ellipse Button

-

Filled Ellipse Button

Draws an ellipse or a circle, filled or unfilled. The Ellipse buttons appear on the Drawing toolbar. Click the Drawing button on the Standard toolbar to display the Drawing toolbar.

- When you click either of the Ellipse buttons, the mouse pointer changes to a cross hair.
- To draw a circle, hold down SHIFT while you drag.
- To draw multiple ellipses or circles, double-click the Ellipse or the Filled Ellipse button. The button remains selected until you click it again, click another button, press ESC, or click another part of the chart without dragging.
- If you hold down SHIFT while you click either the Filled Ellipse or Ellipse button, it functions just like the other one.

See Also

- Drawing Button
Displaying, hiding, and customizing toolbars
Drawing a rectangle, an ellipse, or an arc



Polygon Button

■

Filled Polygon Button

Draws a filled or unfilled polygon with straight sides. The Polygon buttons appear in the [Drawing category](#).

- When you click a Polygon button, the mouse pointer changes to a cross hair.
- The button remains selected until you close the shape or double-click the end point of the line.
- If you hold down SHIFT while you click either the Filled Polygon button or Polygon button, it functions just like the other one.
- To draw multiple polygon shapes, double-click one of the Polygon buttons. The button remains selected until you click it again, click another button, press ESC, or click another part of the chart without dragging.

See Also

- [Filled Freeform Button](#)
- [Freeform Button](#)

[Displaying, hiding, and customizing toolbars](#)

[Drawing a polygon](#)

[Editing a polygon](#)



Rectangle Button

■

Filled Rectangle Button

Draws a rectangle or a square, filled or unfilled. The Rectangle buttons appear on the [Drawing toolbar](#). Click the Drawing button on the Standard toolbar to display the Drawing toolbar.

- When you click a Rectangle button, the mouse pointer changes to a cross hair.
- To draw a square, hold down SHIFT while you drag.
- To draw multiple rectangles or squares, double-click the Rectangle or the Filled Rectangle button. The button remains selected until you click it again, click another button, press ESC, or click another part of the chart without dragging.
- If you hold down SHIFT while you click either the Filled Rectangle button or the Rectangle button, it functions just like the other one.

See Also

- [Drawing Button](#)
[Displaying, hiding, and customizing toolbars](#)
[Drawing a rectangle, an ellipse, or an arc](#)

-

Reshape Button

Changes the shape of a polygon. The Reshape button appears on the Drawing toolbar. Click the Drawing button on the Standard toolbar to display the Drawing toolbar.

- When you click the Reshape button, handles appear along the freehand line and at the beginning and end of each straight line. You can add or move vertices by dragging the handles.
- The vertices remain selected until you click the Reshape button again.
- The mouse pointer changes to a cross hair when you position it over a handle.
- To add a vertex, hold down SHIFT while you position the pointer on a line of the polygon, and then drag the pointer to where you want the new vertex.
- To move a vertex, drag the handle to where you want to place the vertex.
- To delete a vertex, hold down CTRL, and click the handle of the vertex.

See Also

- Drawing Button
Displaying, hiding, and customizing toolbars
Editing a polygon

-

Selection Button

Selects one or more graphic objects. The Selection button appears on the [Drawing toolbar](#). Click the Drawing button on the Standard toolbar to display the Drawing toolbar.

- When you click the Selection button, the mouse pointer changes to a cross hair.
- Drag the mouse to draw a rectangle around the objects you want to select.
- When you release the mouse button, Graph selects all of the objects that are completely enclosed by the selection rectangle and displays handles around each of the objects.
- To add another area to the selection, hold down CTRL while you select the new area.
- The Selection button remains selected until you click it again.

See Also

- [Drawing Button](#)
- [Displaying, hiding, and customizing toolbars](#)
[Grouping and ungrouping graphic objects](#)
[Selecting multiple graphic objects](#)

-

Text Box Button

Draws a text box, in which you can add unattached, or "floating," text, on a chart. The Text Box button appears on the Standard toolbar.

- After you draw the text box to the size and shape you want, you can type text in the box.
- To start a new line, press ENTER.
- When you finish typing, click outside the box.

See Also

[Creating and deleting text boxes](#)

[Displaying, hiding, and customizing toolbars](#)

[Formatting the text in a text box](#)

Drawing Toolbar

The Drawing toolbar contains buttons that help you create and format graphic objects.

Line Button

Draws a straight line.

Rectangle Button

Draws unfilled rectangles or squares.

Ellipse Button

Draws unfilled ellipses or circles.

Arc Button

Draws unfilled arcs or circle segments.

Freeform Button

Draws shapes that are a combination of freehand and straight lines.

Text Box Button

Adds unattached, or "floating," text to a chart.

Arrow Button

Creates an arrow on a chart.

Freehand Button

Draws freehand lines.

Filled Rectangle Button

Draws filled rectangles or squares.

Filled Ellipse Button

Draws filled ellipses or circles.

Filled Arc Button

Draws filled arcs or circle segments.

Filled Freeform Button

Draws filled shapes that are a combination of freehand and straight lines.

Bring To Front Button

Places one or more selected objects in front of all other objects.

Send To Back Button

Places one or more selected objects behind all other objects.

Group Objects Button

Creates a single group of graphic objects from multiple objects.

Ungroup Objects Button

Separates grouped objects into individual objects.

■

Reshape Button

Changes the shape of a polygon.

■

Drop Shadow Button

Adds a dark border to the right side and bottom of the selected range or object.

■

Pattern Button

Changes the pattern and pattern color of a selected graphic object or chart item.

See Also

[Displaying, hiding, and customizing toolbars](#)

■

Pattern Button

Changes the pattern and pattern color of a graphic object or chart item. The Pattern button is on the [Standard toolbar](#).

- Click the arrow next to the Pattern button to display a palette of patterns and colors. You can drag the palette off the toolbar to keep it open.
- The pattern and color you last selected is used as the button image; you can apply that pattern and color by selecting cells, objects, or chart items and clicking the button.

See Also

Help

[Displaying, hiding, and customizing toolbars](#)

■

Drawing Button

Displays the Drawing toolbar. The Drawing button appears on the Standard toolbar.

See Also

Displaying, hiding, and customizing toolbars

Drawing Toolbar

-

Shape Button

Displays a palette of buttons for drawing shapes on charts. The Shape button is in the [Drawing category](#).

- The most recently selected button is used as the button image.
- The palette closes when you click to select a drawing button or click anywhere else.
- To keep the palette open, drag it off the toolbar.

See Also

Help

- [Arc Button](#)
- [Arrow Button](#)
- [Ellipse Button](#)
- [Filled Arc Button](#)
- [Filled Ellipse Button](#)
- [Filled Freeform Button](#)
- [Filled Rectangle Button](#)
- [Freeform Button](#)
- [Freehand Button](#)
- [Line Button](#)
- [Rectangle Button](#)
- [Selection Button](#)
- [Text Box Button](#)

[Displaying, hiding, and customizing toolbars](#)

Edit Menu

Undo and Redo Commands

Cut Command (Edit Menu)

Copy Command (Edit Menu)

Paste Command (Edit Menu)

Clear Command (Edit Menu for Datasheets)

Clear Command (Edit Menu for Charts)

Paste Link Command (Edit Menu)

Delete Command (Edit Menu)

Link Command (Edit Menu)

Import Data Command (Edit Menu)

Import Chart Command (Edit Menu)

Undo and Redo Commands (Edit Menu)

■

Undo button

Reverses certain commands or deletes the last entry you typed. The Undo button is on the Standard toolbar.

- The command name reflects the command or action to be undone; for example, Undo Cut, Undo Typing.
- Can't Undo, instead of Undo, appears on the Edit menu if you cannot undo the previous action.

Shortcuts: CTRL+Z
 ALT+BACKSPACE

Note When you are working with a chart and you undo an action, you have the option of changing your mind. The Redo command appears on the Edit menu; choosing it repeats the action you have just undone.

See Also

Displaying, hiding, and customizing toolbars
Undoing changes

Cut Command (Edit Menu)

■

Cut button

Removes the selection from the datasheet or chart, and places it on the [Clipboard](#). The selection can be a cell, a cell range, characters in the cell, a chart, or a graphic object. The Cut button is on the [Standard toolbar](#).

- When you cut characters in a cell, the characters are deleted and placed on the Clipboard. The cut characters are then available for pasting to a new location.
- Within the datasheet, the selection to be cut must be a single, continuous rectangular area.
- To completely remove selected cells and shift other cells to fill the space, use the Delete command on the Edit menu.

Shortcut: CTRL+X

See Also

[Deleting a data series](#)

[Deleting data](#)

[Displaying, hiding, and customizing toolbars](#)

[Moving data](#)

[Undoing changes](#)

Copy Command (Edit Menu)

Copy button

Copies the selection onto the [Clipboard](#). On the datasheet, the selection can be a cell, a cell range, or characters in a cell. In a chart, the selection can be a graphic object, a data series, or the entire chart. After copying, you can paste the selection in the location you want. The Copy button is on the [Standard toolbar](#).

Shortcut: CTRL+C

Note When the chart is active, the Copy command changes to the Copy Chart command on the Edit menu.

When copying and pasting graphic objects on charts, you can copy an individual object or several objects together. If you copy more than one object at a time, the objects maintain the same relative positions when pasted into a new location.

See Also

[Copying data](#)

[Displaying, hiding, and customizing toolbars](#)

[Moving data](#)

[Undoing changes](#)

Paste Command (Edit Menu)

■

Paste button

Pastes the contents of the Clipboard onto the datasheet, into a chart, or into your document in the main application you are working with. The Paste button is on the Standard toolbar.

Shortcuts: CTRL+V
 ENTER

Datasheet

- Choosing this command pastes the contents and formats of copied or cut cells into the selected cells.
- The paste area can be a single cell or a cell range.
- If the paste area is a single cell, this cell is the upper-left corner of the paste area; the rest of the copied data is pasted below and to the right of this cell.
- If you choose the Cut command before pasting and you are pasting into a cell range, the paste area must be the same size and shape as the cut area, or a single cell.
- If you choose the Copy command before pasting, you can paste multiple copies, either simultaneously or sequentially.

Within a Datasheet Cell

- Choosing Paste inserts the contents of the Clipboard into the cell at the insertion point.
- If any characters in the cell are selected, those characters are replaced with the Clipboard contents.

Chart

- If you copied a chart, you can use the Paste command to paste the chart into another active chart or onto another document.

Graphic Objects

- If the paste area is a graphic object, choosing Paste creates a new graphic object consisting of a picture of the copied information. Graphic objects can be created in charts only, not on the datasheet.

See Also

[Copying data](#)

[Displaying, hiding, and customizing toolbars](#)

[Moving data](#)

[Undoing changes](#)

Paste Link Command (Edit Menu)

Creates a link from the Graph datasheet to a data source document in another application such as Microsoft Excel. The linked data is automatically updated in the Graph datasheet and accompanying chart whenever it changes in the source document.

File Name

Type the filename of the source document, or select one from the Files list.

Directories

Change to the directory containing the file, if necessary

Note When you create a link to a Microsoft Excel worksheet, all information, including row and column headers, is deleted from the Graph datasheet. When selecting data in the source document to be linked, include text for headers and footers in the selection. If you are working in the ChartWizard, you can specify whether column and row headers are included in the selection. This determines whether the data is placed to allow for headers.

See Also

[Creating a link to another application](#)

[Importing data](#)

[Link Command \(Edit Menu\)](#)

Clear Command (Edit Menu for Datasheets)

Removes the contents, number formats, or both from selected cells on the datasheet.

- The Delete command removes not only the contents of a cell, but the cell itself.

All Command

Removes contents and formats from selected cells.

Series Command

Removes the selected data series.

Formats Command

Removes formats only; cell contents are unchanged. The cells return to the General format.

Contents Command



Clear Contents button

Removes the contents from selected cells without affecting formats. The Clear Contents button is in the Edit category.

- If the datasheet is active, the Contents command removes the contents (data and formulas) from selected cells.

Shortcut: DEL

See Also

[Clear Command \(Edit Menu for Charts\)](#)

[Deleting data](#)

[Deleting rows and columns](#)

[Undoing changes](#)

Delete Command (Edit Menu)

Removes selected cells, rows, or columns from the datasheet. Surrounding cells shift to fill the space.

- If you delete an entire row or column, rows or columns are shifted to fill the space.
- If you select less than an entire row or column, a dialog box appears asking whether to shift the surrounding cells up or to the left, or to delete the entire column or row.
- To remove the contents (formulas and data), formats, or both from selected cells, but not the cells themselves, use the [Clear command](#).

Shortcut: CTRL+MINUS SIGN

Shift Cells Left

Shifts surrounding cells to the left.

Shift Cells Up

Shifts surrounding cells up.

Entire Row

Deletes the entire row and shifts entire rows to fill the space.

Entire Column

Deletes the entire column and shifts entire columns to fill the space.

See Also

[Deleting data](#)

[Deleting rows and columns](#)

[Undoing changes](#)

Link Command (Edit Menu)

Lists the source document for the datasheet and chart if you have created a link. Provides options you can use to change the link.

Link

Shows the existing link.

Source File

Lists the name of the source document.

Item

Lists the source of the link.

Type

Describes the linked item.

Update

Indicates whether the link is updated manually or automatically.

Open Source

Opens the selected source document.

Change Source

Displays the Change Link dialog box, which you can use to change the link to another source document.

Type

Specifies the application in which the source document exists. For example, for a worksheet in Microsoft Excel version 5.0, the text in this box reads "Microsoft Excel 5.0 Worksheet"

File Name

Specifies the source document the Graph chart is currently linked to.

Item

Specifies the linked data in the source document. For example, if the source document is a Microsoft Excel worksheet, the cell range containing the linked data is listed.

Update Now

Updates the datasheet and chart with information from the selected source documents.

Break Link

Removes the link from the datasheet and chart; they will no longer be updated when data in the former source document changes.

See Also

[Creating a link to another application](#)

[Importing data](#)

[Paste Link Command \(Edit Menu\)](#)

Clear Command (Edit Menu for Charts)

Removes either the chart item or its formatting, depending on the item selected.

All Command

Removes the selected chart item and its formatting.

- Available for all selected chart items, except series, points, trendlines, and error bars.
- If an embedded chart is selected, removes it from the worksheet.
- If the chart area is selected, removes all of the chart items, leaving a blank chart window.

Shortcut: DEL

Series/Trendline/Error Bars Command

Removes the selected data series (or points), trendline, or error bars.

- The name of this command changes depending on which of these chart items is selected.
- This command is also available for the selected chart area, but not for any other chart items.

Shortcuts: DEL

Formats Command

Removes the formatting from any selected chart item; the data is not affected.

- If a data series or point is selected, restores the original default formatting provided by the Built-in default chart format, which is located on the [Chart tab](#) (Options command, Tools menu).

Shortcut: Clear Formats button

See Also

[Clear Command \(Edit Menu for Datasheets\)](#)

[Clearing formatting from data markers](#)

[Deleting a data series](#)

[Deleting a trendline](#)

[Deleting error bars](#)

Import Chart Command (Edit Menu)

■

Import Chart button

Imports an existing chart from Microsoft Excel. The Import Chart button is on the Standard toolbar.

File Name

Type the name of the file you want to import, or select the name from the Files list.

Directories

Change to the directory containing the file, if necessary.

Note When you are importing data from a Microsoft Excel workbook, only the first chart sheet in the workbook is available. If necessary, reorder the chart sheets in the workbook before importing a chart into Graph.

See Also

[Displaying, hiding, and customizing toolbars](#)

[Importing data](#)

Import Data Command (Edit Menu)

■ Import Data button

Imports data from another application. The data you import is inserted into the datasheet and displayed graphically in the chart window. The Import Data button is on the Standard toolbar.

Note Imported data replaces any existing data in cells. If there are cells not needed for the imported data, any existing data in those cells is left intact, and you may need to delete it.

File Name

Type the name of the file you want to import, or select the name from the Files list.

Directories

Change to the directory containing the file, if necessary.

Drives

Lists the available drives. Select the drive that contains the file you want to open.

List Files Of Type

Lists the available [file formats](#). Select the format of the file you want to open.

Import

Entire File

Imports all data in the document you have specified.

Range

Imports the range of data you specify in the edit box, for example, A1:D40, or a named range.

When you are importing data from a Microsoft Excel workbook, only the data on the first worksheet in the workbook is available. If necessary, reorder the sheets in the workbook before importing data into Graph.

Network

Displays a dialog box of available network servers so you can connect to a different server when your system is running on the supported network.

See Also

[Displaying, hiding, and customizing toolbars](#)

[Importing data](#)

[TextWizard](#)

Move Command (Shortcut Menu)

Moves the selection to the new location.

See Also

[Moving data](#)

File Menu

Update Command (File Menu)

Exit and Return Command (File Menu)

Update Command (File Menu)

Updates or inserts the embedded chart object in the application document. If you have created a new chart, it appears in the document for the first time. If you have revised the data or formatting in an existing chart, the changes are now shown in the chart as displayed in the document.

This command is available when the activated chart is displayed in a separate window. For some applications, you activate the chart directly in the document, and it is automatically updated as you make changes to it.

See Also

[Activating a chart within your document](#)

[How Your Graph Chart Is Saved](#)

[Starting and quitting Graph](#)

Exit and Return Command (File Menu)

Closes Graph and displays the main application document again.

This command is available when the activated chart is displayed in a separate window. For most applications, you activate the chart directly in the document, and it is automatically updated as you make changes to it.

Note When you update the chart, your changes are shown in the document but not saved with the document file. You must use the application's Save command on the File menu to permanently save the changes.

See Also

[Activating a chart within your document](#)

[How Your Graph Chart Is Saved](#)

[Starting and quitting Graph](#)

Move Command (Control Menu)

Displays a four-headed arrow. Use the arrow keys to move the Graph window, or a dialog box.

- If the window is maximized, this command is unavailable.
- You can also move a window that is not maximized, or an open dialog box, by dragging the title bar.

See Also

[Activating a chart within your document](#)

[The Graph Views](#)

Size Command (Control Menu)

Displays a four-headed arrow you can use to change the size of the Graph window. Use the arrow keys to make the window the size you want, and then press ENTER.

- If the window is maximized, this command is unavailable.

See Also

[Activating a chart within your document](#)

[The Graph Views](#)

Next Window Command (Control Menu)

Switches to the next window.

See Also

[Activating a chart within your document](#)

[The Graph Views](#)

Restore Command (Control Menu)

Restores the Graph window to the size and location it had before you maximized or minimized the window.

- To restore a minimized window, click the icon and choose the Restore command, or double-click the icon.
- Restoring a window does not affect changes made to the window with the [Move command](#) or [Size command](#) on the Control menu.

See Also

[Activating a chart within your document](#)

[The Graph Views](#)

Minimize Command (Control Menu)

Shrinks the Graph window to an icon.

- Double-clicking a minimized window icon restores the window to its former size. You can also restore a minimized window by using the Restore command on the Control menu.
- As an icon, Graph remains in memory, but does not take up room on the desktop.

See Also

[Activating a chart within your document](#)

[The Graph Views](#)

Maximize Command (Control Menu)

Enlarges the Graph window to fill the available space.

- A maximized chart or datasheet window fills as much of the Graph window as possible and has no borders.
- The maximized Graph window fills the entire screen.
- You can maximize the Graph window only if it does not fill the screen, or if it has been minimized to an icon.
- To restore a maximized window to its former size, choose the Restore command from the Control menu.

See Also

[Activating a chart within your document](#)

[The Graph Views](#)

Close Command (Control Menu)

Closes the active window. This window may be chart window, the datasheet window, or the Graph window.

- Double-clicking the Control-menu box of a workbook window has the same effect as choosing the Close command from the Control menu.
- Double-clicking the Graph application window's Control-menu box is the same as choosing the Exit and Return command from the File menu.

See Also

[Activating a chart within your document](#)

[The Graph Views](#)

Switch To Command (Application Control Menu)

Displays the Task List dialog box of Windows Program Manager.
For more information, see your Windows documentation.

Shortcut: CTRL+ESC

See Also

[Activating a chart within your document](#)

[The Graph Views](#)

Formatting a Chart

Overview of Changing Colors, Patterns, Borders, Text, and Numbers

- Guide to Formatting Chart Items
- Applying colors, patterns, and borders to chart items
- Changing the font and alignment of chart text
- Changing number formats for chart values
- Custom Color Palettes for Charts

Overview of Moving and Sizing Charts and Chart Items

- Moving and sizing chart items
- Moving and sizing a chart embedded in your document

Overview of Formatting Data Series and Chart Type Groups

- Using special lines and bars to emphasize data
- Formatting a trendline
- Formatting error bars

Overview of Formatting Data Markers

- Formatting data markers
- Formatting pie and doughnut slices
- Formatting data markers in line, radar, and xy (scatter) charts
- Formatting 3-D surface chart levels
- Arranging and spacing data markers in bar and column charts
- Creating and formatting picture markers
- Clearing formatting from data markers

Overview of Formatting the Legend

- Moving and sizing the legend
- Formatting legend entries and keys

Overview of Formatting Axes, Tick Marks, and Gridlines

- Displaying or hiding axes
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- Changing the category or series axis scale
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Overview of Changing the 3-D Chart View

- Formatting a 3-D chart's walls and floor
- Rotating and elevating a 3-D chart
- Setting a 3-D chart's height and perspective
- Changing a 3-D chart's depth and width

Overview of Changing Colors, Patterns, Borders, Text, and Numbers

There are several ways to format a chart. The quickest and easiest method is to apply a built-in or custom [autoformat](#) to the chart.

You can also select the [chart area](#) or [plot area](#), and then apply colors, patterns, borders, and text fonts. In fact, you can apply one type of formatting to the chart area and another to the plot area.

Finally, you can select one chart item at a time and apply any formatting you like. This third method requires more effort, but it offers the most control. You can then add your custom-designed chart to the list of custom autoformats, and later apply it to other charts.

Many formatting tasks are common to many chart items. You can change colors, patterns, and borders; align and change text fonts; and apply number formats to values in charts. You can also customize the color palette that controls all available colors for charts.

See Also

[Adding a custom autoformat to the Formats list](#)

[Applying colors, patterns, and borders to chart items](#)

[Changing number formats for chart values](#)

[Changing the font and alignment of chart text](#)

[Custom Color Palettes for Charts](#)

[Guide to Formatting Chart Items](#)

Guide to Formatting Chart Items

■ Overview

After creating a chart and adding chart items, you can format the entire chart area or one item at a time. To display the formatting dialog box, either double-click a chart item, or select the item and then choose the appropriate command from the Format menu or the shortcut menu.

The selected chart item defines the name of the first command on the Format menu. For example, if the legend is selected, the command reads Selected Legend. If a data series is selected, the command says Selected Data Series. For information about chart items, see The Parts of a Chart.

The formatting dialog box offers one or more formatting-related tabs. Like the command itself, the tabs and tab options available are contingent on the item selected. To read more about these tabs, you can select topics from the following list.

This tab topic	Relates to
<u>Patterns Tab</u>	All chart items, including chart area and <u>plot area</u>
<u>Font Tab</u>	<u>Chart text</u> items, chart area
<u>Alignment Tab</u>	Chart text items
<u>Number Tab</u>	Numeric chart items, <u>tick-mark labels</u>
<u>Value (Y) Axis Scale Tab</u> <u>(for 2-D Charts)</u>	2-D charts, including xy (scatter) and excluding radar charts
<u>Value (Y) Axis Scale Tab</u> <u>(for Radar Charts)</u>	Radar charts only
<u>Value (X) Axis Scale Tab</u>	XY (scatter) charts only
<u>Category (X) Axis Scale</u> <u>Tab (for 2-D Charts)</u>	2-D charts, excluding xy (scatter) and radar charts
<u>Value (Z) Axis Scale Tab</u>	3-D charts
<u>Category (X) Axis Scale</u> <u>Tab (for 3-D Charts)</u>	3-D charts
<u>Series (Y) Axis Scale Tab</u>	3-D charts
<u>Axis Tab</u>	<u>Data series</u> , two or more in a <u>chart type</u> group
<u>Placement Tab</u>	Legend only
<u>Data Labels Tab</u>	Data series, <u>data point</u>
<u>Y Error Bars Tab</u>	Data series and all <u>error bars</u>
<u>X Error Bars Tab</u>	Data series and error bars for xy charts
<u>Type Tab</u>	<u>Trendlines</u>
<u>Options Tab</u>	Trendlines

See Also

Applying colors, patterns, and borders to chart items

Changing number formats for chart values

Changing the font and alignment of chart text

Clearing formatting from data markers

Overview of Activating a Chart and Selecting Chart Items

Overview of Moving and Sizing Charts and Chart Items

Applying colors, patterns, and borders to chart items

■ Overview

You can format most chart items by applying colors and patterns to the immediate area around the item. You can also add a border to some items and format it. These items include the [chart area](#), [plot area](#), [data markers](#), all [chart text](#), [3-D walls and floors](#), [legend](#) and legend key, [up bars](#), and [down bars](#).

This procedure does not apply to the levels of a surface chart; see [Formatting 3-D surface chart levels](#).

1. [Activate](#) the chart.
2. Double-click the chart item.
3. Select the Patterns tab.
4. Under Border, select the style, color, and weight of the line to border the chart item.
To clear custom formatting and restore default formatting, select the Automatic option button.
5. Under Area, select a fill color for the chart item, and a pattern and pattern color to overlay the fill color.
To clear custom formatting and restore default formatting, select the Automatic option button.

Tip If you're formatting the chart area, you can also select the Font tab and make simultaneous font changes to all the text in the chart.

6. Choose the OK button.

See Also

[Changing number formats for chart values](#)

[Changing the font and alignment of chart text](#)

[Guide to Formatting Chart Items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

[Patterns Tab, Selected \[chart item\] Command \(Format Menu\)](#)

Changing the font and alignment of chart text

■ [Overview](#)

You can change the font and alignment of all [chart text](#). For information about formatting, moving, and aligning [tick-mark labels](#), see [Formatting and arranging tick-mark labels](#).

To change font and alignment for a whole text item

1. [Activate](#) the chart.
2. Double-click the chart text you want to format.
3. Select the Font tab.
4. Select the font name, size, color, and other options you want.
5. Select the Alignment tab.
6. Select the text alignment options and the Orientation option you want.
7. Choose the OK button to apply all your changes.

Tip You can also change text characteristics with the font and alignment buttons and boxes on the Formatting toolbar.

To change the font for individual characters in titles, text boxes, and data labels

This procedure requires a mouse.

1. Activate the chart.
2. Select the text item and position the mouse pointer directly over the text.
The mouse pointer changes to an I-beam.
3. Select the characters within the text that you want to format.
4. From the Format menu, choose the Selected [chart item] command, such as Selected Data Labels.
You can also choose the Format [chart item], such as Format Data Labels, from the [shortcut menu](#).
5. Complete steps 3 and 4 in the above procedure.
6. Choose the OK button to apply your changes.

For information about applying colors and patterns to the borders and areas of chart text, see [Applying colors, patterns, and borders to chart items](#). To format numeric data, see [Changing number formats for chart values](#).

See Also



[Align Left Button](#)



[Align Right Button](#)



[Bold Button](#)



[Center Button](#)



[Font Box](#)



[Font Size Box](#)



[Italic Button](#)



[Underline Button](#)

[Guide to Formatting Chart Items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Changing number formats for chart values

■ Overview

Graph provides a variety of built-in number formats, including currency, time, and date, that you can apply to numeric values in chart text such as [tick-mark labels](#), [data labels](#), and [trendline labels](#).

By default, numbers in charts retain the format assigned to datasheet cells until you reformat them in the chart. Doing so has no effect on the datasheet number formats.

1. Activate the chart.
2. To format tick-mark labels, double-click the appropriate axis.
To format data labels, select either the group or individual label, and then double-click it.
To format a trendline label, double-click it.
3. Select the Number tab.
4. In the Category box, choose the category most appropriate for the data selected.
5. In the Format Codes box, select a specific format.
Check the sample of the formatted number displayed in the dialog box.
6. Choose the OK button.

Note For information about working with custom number formats, see [Creating a custom number, date, or time format](#) and [Examples of Custom Number Formats](#).

See Also

[Built-In Number Formats](#)

[Changing data labels](#)

[Editing category and series tick-mark labels](#)

[Formatting and arranging tick-mark labels](#)

[Guide to Formatting Chart Items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Custom Color Palettes for Charts

■ Overview

The color palette allows you to create different color schemes for each chart. You can change the available colors for a chart item's area, borders, lines, markers, and axes.

If you are using a color monitor, you can customize the shade and intensity of the 56 colors in the color palette for the active chart. If you are using a monochrome monitor, you can customize the red, green, and blue values for the colors on the Color tab (Option command, Tools menu).

You can copy a customized color palette from one chart to another so that you can use the same custom color scheme for another set of chart sheets.

For information about sharing files between Windows and Macintosh systems, see the documentation for your main application.

See Also

[Applying colors, patterns, and borders to chart items](#)

[Color Tab, Options Command \(Tools Menu\)](#)

[Guide to Formatting Chart Items](#)

Overview of Moving and Sizing Chart Items

You can make your charts more presentable by moving and sizing many of the items in the chart.

Dragging [data markers](#) does resize them, but it also changes their chart and datasheet values.

You can move pie and doughnut charts and their slices away from their center to create an "exploded" view.

If you're working with a 3-D chart, dragging the corners enables you to rotate and elevate it, rather than move it to another location.

See Also

[Changing the value of a chart data point](#)

[Formatting pie and doughnut slices](#)

[Guide to Formatting Chart Items](#)

[Moving and sizing a chart embedded in your document](#)

[Moving and sizing chart items](#)

[Rotating and elevating a 3-D chart](#)

Moving and sizing chart items

■ Overview

Although every chart item in a chart is displayed in a default position, you can use a mouse to size and move some items within the chart area. These items include the chart area, plot area, chart text (including the legend, titles, data labels, and trendline labels), and graphic objects, such as text boxes, arrows, and so on.

Titles and labels cannot be resized by dragging; their sizes are determined by the text they contain and its font.

1. Activate the chart.
2. Select the chart item.
3. To move a chart item, point to the item so that the mouse pointer remains an arrow, then drag.
If the pointer changes to an I-beam, you will select the text; move the pointer closer to the border of the item.
4. To size a chart item, point to a selection square.
The mouse pointer changes to a double-headed arrow.
5. Drag to the size you want.

See Also

[Moving a graphic object](#)

[Moving and sizing a chart embedded in your document](#)

[Moving and sizing the legend](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

[Resizing a graphic object](#)

Moving and sizing a chart embedded in your document

■ Overview

You can move and size an embedded chart anywhere in the document where it resides. You can do this either while working in the main application or when the chart is activated directly in the document. While it's being moved or sized, the chart displays a dotted border showing its shape, size, and position on the worksheet.

1. With the main application document active, click anywhere on the embedded chart to select it.

--Or--

Activate the chart by double-clicking it.

2. To size the chart, point to a selection square.
The mouse pointer changes to a double-headed arrow.
3. Drag the chart until it has the shape and size you want.
4. To move the chart to another location on the document, drag its border.

Tip You may want to move and resize the items in the chart to fit better.

See Also

Help

[Guide to Formatting Chart Items](#)

[Moving and sizing chart items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Overview of Formatting Data Series and Chart Type Groups

Depending on the [chart type group](#) you are working with, you can emphasize certain data in data series by adding special lines and bars, such as drop lines, high-low lines, up bars and down bars, or series lines. Once these lines or bars have been added, you can format their colors, patterns, and so on. You can also format any trendlines or error bars you add to a data series.

Use these lines or bars	To do this
Drop lines	Accent where the data point is on the horizontal axis by dropping a vertical line from it.
Error bars	Express potential error (or degree of uncertainty) relative to each data marker in a series.
High-low lines	Bring attention to the high and low points for data; useful for stock charts.
Series lines	Draw attention to the rise and fall of data points within a series by connecting them with lines.
Trendlines	Predict trends in data; methods provided include regression analysis and moving averages.
Up bars and down bars	Focus on where data has gone up and down relative to other series through the use of bars of different colors.

See Also

[Adding a trendline to a data series](#)

[Adding error bars to a data series](#)

[\[chart type\] Group Command \(Format Menu\)](#)

[Formatting a trendline](#)

[Formatting error bars](#)

[Using special lines and bars to emphasize data](#)

Using special lines and bars to emphasize data

■ Overview

You may find it helpful to add special lines or bars to certain chart types to show relationships among data series in a [chart type group](#).

To add lines or bars to a chart type group

1. [Activate](#) the chart.
2. From the Format menu, choose the command for the chart type group (such as Area Group or Line Group) to which you want to add bars or lines.
3. Select the Options tab.
4. Select the type of lines or bars you want.

This line or bar	May be added to this chart type group
Drop Lines	Area, 3-D area, line, and 3-D line chart. Drop lines may be added to chart type groups with only one series.
Series Lines	Stacked and 100% stacked bar and column charts.
High-Low Lines	Line chart only.
Up Bars and Down Bars	Line chart with at least two data series. Up bars and down bars are added at the same time.

5. Choose the OK button.

Tip Up bars and down bars are added to a line chart at the same time; however, they must be selected and formatted separately because they are different colors. To format up bars or down bars, see [Applying colors, patterns, and borders to chart items](#).

To format drop lines, series lines, or high-low lines

All of these lines are selected and formatted as a group.

1. Activate the chart.
2. Double-click a line to format the group.
3. Select the Patterns tab.
4. Under Line, select the style, color, and weight of the line.
To clear custom formatting and restore default formatting, select the Automatic option button.
5. Choose the OK button.

See Also

[\[chart type\] Group Command \(Format Menu\)](#)

[Guide to Formatting Chart Items](#)

[Options Tab, \[chart type\] Group Command \(Format Menu\)](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

[Patterns Tab, Selected \[chart item\] Command \(Format Menu\)](#)

[What's the Best Chart Type for Your Data?](#)

Formatting a trendline

■ Overview

You can format a trendline with color, style, and weight. If you display an optional trendline label, you can change the number format, font color, and other characteristics of the label.

To format a trendline

1. Activate the chart.
2. Double-click the trendline.
3. Select the Patterns tab.
4. Under Line, select the style, color, and weight of the line.

To clear custom formatting and restore default formatting, select the Automatic option button.

Check the sample of the formatted trendline in the dialog box, to see if it looks the way you want.

5. Choose the OK button.

To format a trendline label

1. Activate the chart.
2. Double-click the trendline label.
3. Select the Number tab and select the number format you want.
4. Select the Font tab and make the changes you want.
5. Select the Patterns tab and make the changes you want.
6. Select the Alignment tab and select the text alignment you want.
7. Choose the OK button.

See Also

Help

[Adding a trendline to a data series](#)

[Applying colors, patterns, and borders to chart items](#)

[Changing the font and alignment of chart text](#)

[Guide to Formatting Chart Items](#)

[Modifying trendline settings](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Formatting error bars

■ Overview

You can change the line style of the error bar.

1. Activate the chart.
2. Double-click an error bar to format all of the error bars for that data series.
3. Select the Patterns tab.
4. Under Line, select the style, color, and weight of the line.
To clear custom formatting and restore default formatting, select the Automatic option button.
5. Under Marker, select the style for the end marker, either open-ended or crossed.
6. Choose the OK button.

See Also

Help

[Adding error bars to a data series](#)

[Guide to Formatting Chart Items](#)

[Modifying error bar settings](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

[Patterns Tab, Selected \[chart item\] Command \(Format Menu\)](#)

Overview of Formatting Data Markers

You can format one or more [data markers](#) in a chart with colors, patterns, and borders. For information about formatting [data labels](#) displayed for data markers, see [Changing the font and alignment of chart text](#).

You can also apply the following formatting to data markers:

- Select shapes and colors for line, xy (scatter), and radar chart data markers.
- Smooth angles into curves in line and xy (scatter) charts.
- "Explode" one or more slices in a pie chart.
- Change the hole size of a doughnut chart.
- Set the angle of the first slice in pie and doughnut charts.
- Change the data marker spacing in column and bar charts.
- Create picture markers in bar, column, line, xy, and radar charts.
- Vary colors by data point or slice for single-series charts.

Note Any time you format a [legend key](#), the corresponding data markers are also updated to reflect the same formatting. In fact, this is the only way to format the levels of a 3-D surface chart.

See Also

[Arranging and spacing data markers in bar and column charts](#)

[Clearing formatting from data markers](#)

[Creating and formatting picture markers](#)

[Formatting 3-D surface chart levels](#)

[Formatting data markers](#)

[Formatting data markers in line, radar, and xy \(scatter\) charts](#)

[Formatting pie and doughnut slices](#)

[Guide to Formatting Chart Items](#)

Formatting data markers

■ [Overview](#)

For specific information about formatting line, xy (scatter), and radar [data markers](#), see [Formatting data markers in line, radar, and xy \(scatter\) charts](#).

To apply colors, patterns, and borders to data markers

For all charts except 3-D surface charts, you can apply colors, patterns, and borders directly to the data markers representing a single [data point](#) or an entire [data series](#).

1. [Activate](#) the chart.
2. To format a data series, double-click any marker belonging to the series to display the Format Data Series dialog box.
To format a single data marker, click it once to select the series, again to select the individual marker, and then double-click it to display the Format Data Point dialog box.
3. Select the Patterns tab.
4. Under Border, select the style, color, and weight of the line to border the chart item.
To clear custom formatting and restore default formatting, select the Automatic option button.
5. Under Area, select a fill color for the chart item, and a pattern and pattern color to overlay the fill color.
To clear custom formatting and restore default formatting, select the Automatic option button.
6. Choose the OK button.

To vary colors for data markers in single-series charts

For some charts created with a single data series, you can vary the colors by data point or slice. You cannot do this for 2-D area, 3-D area, 3-D line, or 3-D surface charts.

1. Activate the chart.
2. From the Format menu, choose the chart type group (such as Column Group or Pie Group) that you want to change.
3. Select the Options tab.
4. Select the Vary Colors By Point/Slice check box.
For pie charts, Vary Color By Slice is turned on by default; you can turn it off.
Check the sample to see if you like the way the colors look.
5. Choose the OK button.

See Also

[Arranging and spacing data markers in bar or column charts](#)

[\[chart type\] Group Command \(Format Menu\)](#)

[Clearing formatting from data markers](#)

[Formatting 3-D surface chart levels](#)

[Guide to Formatting Chart Items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Formatting pie and doughnut slices

■ Overview

You can pull out, or "explode," one or more slices from a pie or doughnut [chart type group](#), manipulate the size of a doughnut ring, or set the angle of the first slice in all pie and doughnut charts.

To explode pie or doughnut slices

You must have a mouse to do this procedure.

1. Activate a pie or doughnut chart.
2. To explode all slices, click once to select the whole chart.
To explode a single pie slice, click the slice once, and then again.
To explode a single doughnut slice, it must be part of the outer ring. Click once to select the ring, and then again to select the slice.
3. With the cursor positioned anywhere on the slice, drag it away from the center to the position you want.
Repeat steps 2 and 3 to move additional slices or to reposition already exploded slices.

To change the doughnut hole size

1. Activate a doughnut chart.
2. From the Format menu, choose Doughnut Group.
3. Select the Options tab.
4. In the Doughnut Hole Size box, type a value between 10 and 90 to specify the diameter of the hole.
The higher the percentage, the larger the hole and the smaller the width of the doughnut rings.
You can view the sample to see if you like the results.
5. Choose the OK button.

To set the angle of the first slice

1. Activate a pie or doughnut chart.
2. From the Format menu, choose Pie Group or Doughnut Group.
3. Select the Options tab.
4. In the Angle Of First Slice Box, type a value between 0 and 360 to specify the angle at which the first slice appears.
The higher the value, the more rotated the first slice becomes.
Check the sample to see if you like the position of the first slice.
5. Choose the OK button.

See Also

[\[chart type\] Group Command \(Format Menu\)](#)

[Clearing formatting from data markers](#)

[Formatting data markers](#)

[Guide to Formatting Chart Items](#)

[Options Tab, \[chart type\] Group Command \(Format Menu\)](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Formatting data markers in line, radar, and xy (scatter) charts

■ Overview

For line, radar, or xy (scatter) chart type groups, you can change the marker shapes to squares, circles, diamonds, triangles, and bars, and you can format the line as you would any other line in a chart. You can also smooth out the lines in line and xy charts.

1. Activate a chart containing a line, radar, or xy chart type group.
2. Double-click a data series.
3. Select the Patterns tab.
4. Under Line, select the style, color, and weight of the line.
To clear custom formatting and restore default formatting, select the Automatic option button.
To smooth out the angularity of lines in line or xy charts, select the Smoothed Line check box.
5. Under Marker, select the style and the foreground and background colors.
By default, the foreground and background colors are the same. However, you can vary them to achieve different effects.
6. Choose the OK button.

See Also

[Clearing formatting from data markers](#)

[Creating and formatting picture markers](#)

[Formatting data markers](#)

[Guide to Formatting Chart Items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Formatting 3-D surface chart levels

■ Overview

Any formatting you apply to a legend key applies to the corresponding data markers. In fact, formatting legend keys is the only way to format the levels of a 3-D surface chart.

1. Activate a 3-D surface chart.

If it doesn't have a legend, click the Legend button to add one.

2. Select the legend key corresponding to the surface level that you want to format.
3. Double-click the legend key to display the Format Legend Key dialog box.
4. Under Border, select the style, color, and weight of the line to border both the legend key and the surface level.

To clear custom formatting and restore default formatting, select the Automatic option button.

5. Under Area, select a fill color for both the legend key and the surface level, and a pattern and pattern color to overlay the fill color.

To clear custom formatting and restore default formatting, select the Automatic option button.

Repeat steps 2 through 5 to format each level of the surface chart.

6. Choose the OK button.

See Also

- Legend Button

3-D Surface Chart Type

Changing a 3-D chart's depth and width

Guide to Formatting Chart Items

Overview of Activating a Chart and Selecting Chart Items

Rotating and elevating a 3-D chart

Setting a 3-D chart's height and perspective

Arranging and spacing data markers in bar and column charts

■ Overview

You can overlap bars or column markers to create a less cluttered chart. Or if your chart has clusters of many data markers, you can increase the gap width, which determines the spacing between those clusters. It also defines the thickness of the bars or columns. Thus, the greater the gap, the thinner the columns.

1. Activate a chart containing a bar or column chart type group.
2. From the Format menu, choose Bar Group or Column Group.
3. Select the Options tab.
4. To change the overlap within a data marker cluster, type a value between -100 and 100 in the Overlap box or click the arrows to select a value.
The higher the value, the greater the overlap within the cluster.
Check the sample in the dialog box.
5. To change spacing between clusters of data markers, type a value between 0 and 500 in the Gap Width box or click the arrows to select a value.
The higher the value, the greater the distance between clusters.
Check the sample continuously until you achieve all the effects you want.
6. Choose the OK button.

See Also

[Changing a 3-D chart's depth and width](#)

[\[chart type\] Group Command \(Format Menu\)](#)

[Formatting data markers](#)

[Guide to Formatting Chart Items](#)

[Options Tab, \[chart type\] Group Command \(Format Menu\)](#)

Creating and formatting picture markers

■ Overview

You can replace data markers in 2-D bar, 2-D column, line, radar, and xy (scatter) chart type groups with a picture created in another application or with the drawing buttons on the Drawing toolbar.

Picture markers in bar and column charts can be formatted by stacking, stretching, or stacking and scaling them.

Note Depending on the file formats in which they have been saved, not all pictures can be successfully sized and scaled for use as data markers.

To replace data markers with pictures

1. Switch to the application and the document containing the picture you want to use as a data marker.
2. Copy the picture using the application's procedure for copying.

Shortcut: CTRL+C

3. Activate the chart in which you want to use the picture.
4. Select the data series or individual marker you want to replace with the picture.
5. Click the Paste button.

Shortcut: CTRL+V

If you replaced the data markers for a data series, the picture is also displayed as the legend key for the series.

To format picture markers in bar and column charts

1. Activate the chart.
2. Double-click the data series or individual picture marker you want to format.
3. Select the option you want: stacked, stretched, or stacked and scaled .
4. Choose the OK button.

Tip To format a picture that was created using the drawing buttons on the Drawing toolbar, see Formatting an object's border and fill pattern.

See Also

- Copy Button
- Paste Button

Clearing formatting from data markers

Guide to Formatting Chart Items

Overview of Drawing Lines, Arrows, and Shapes on Charts

Patterns Tab, Selected [chart item] Command (Format Menu)

Selecting a graphic object

Clearing formatting from data markers

■ Overview

You can clear all the formatting that you apply to data markers, including pictures used to replace the data markers. To clear formatting from the levels of a 3-D surface chart, see [Formatting 3-D surface chart levels](#).

1. Activate the chart.
2. Select the data series or single data marker you want to clear.
You cannot clear a single picture marker if all the data markers for a series are formatted as picture markers; you must select the series to clear all the picture markers.
If you select a single data marker whose formatting differs from the other markers in its series, the marker will be formatted to look the same as the other markers.
3. From the Edit menu, choose Clear, and then choose Formats.
4. Choose the OK button.

See Also

[Clear Command \(Edit Menu for Charts\)](#)

[Creating and formatting picture markers](#)

[Formatting data markers](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Overview of Formatting the Legend

You can change the general appearance of a chart legend by moving it, resizing it, adding a border to it, and formatting it with a fill color and pattern. To apply general formatting changes to the legend as a whole, see [Applying colors, patterns, and borders to chart items](#).

You can also change the way legend entries look by changing their font, point size, and other text characteristics all at once or individually. Legend keys must be changed one at a time, and changes apply to the corresponding data markers.

See Also

[Adding a legend](#)

[Changing legend entries](#)

[Formatting legend entries and keys](#)

[Guide to Formatting Chart Items](#)

[Moving and sizing the legend](#)

Moving and sizing the legend

■ Overview

A chart [legend](#) can be moved and sized using the mouse. Or you can use the Placement tab in the Format Legend dialog box to place the legend in a specific chart location. The plot area resizes to make room for the legend. It also changes the horizontal or vertical arrangement of the entries in the legend, if needed, to make the legend fit better in the chart.

To move and size the legend using the mouse

1. Activate the chart.
2. Select the legend.
3. To move the legend, drag the dotted border to the position you want.
The dotted border shows the shape and size as you drag.
4. To resize the legend, point to a selection square.
The mouse pointer changes to a double-headed arrow.
5. Drag to the size you want.
A dotted border shows the shape and size as you drag.

To move the legend using the Placement tab

1. Activate the chart.
2. Double-click the legend to display the Format Legend dialog box.
3. Select the Placement tab.
4. Under Type, select the legend position you want.
5. Choose the OK button.

Note When you use the Placement tab, the legend loses any custom sizing you may have already applied. You can resize the legend after placing it.

See Also

[Adding a legend](#)

[Formatting legend entries and keys](#)

[Guide to Formatting Chart Items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

[Placement Tab, Selected Legend Command \(Format Menu\)](#)

Formatting legend entries and keys

■ [Overview](#)

You can format legend text (legend entries) and the legend key appearing next to the entry. Legend entries can be formatted as a group or individually. Legend keys must be formatted individually.

To format one or more legend entries

1. [Activate](#) the chart.
2. To format all legend entries at once, double-click the legend itself.
To format a single legend entry, select the entry and then double-click it.
3. Select the Font tab.
4. Select the options you want.
5. Choose the OK button.

To format a single legend key

Note Formatting a legend key also changes the formatting of the corresponding data series or data point, or the corresponding level in a 3-D surface chart.

1. Activate the chart.
2. Double-click the legend key.
3. Select the Patterns tab.
4. Under Border, select the style, color, and weight of the line to border the key.
To clear custom formatting and restore default formatting, select the Automatic option button.
5. Under Area, select a fill color for the key, and a pattern and pattern color to overlay the fill color.
To clear custom formatting and restore default formatting, select the Automatic option button.
6. Choose the OK button.

See Also

[Editing legend entries](#)

[Changing the font and alignment of chart text](#)

[Guide to Formatting Chart Items](#)

[Moving and sizing the legend](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Overview of Formatting Axes, Tick Marks, and Gridlines

[Axes](#), [tick marks](#), and [gridlines](#) are related chart items. When you create a chart, the axes are displayed, but you can turn off the display. With axes displayed, you can change their patterns and colors, and you can format the tick-marks and [tick-mark labels](#) that appear along the axes.

Gridlines are extensions of the tick marks; they make it easier to see the values associated with data markers. Like axes, gridlines can also be turned on or off, and can be formatted like other lines.

You can change the scale of an axis, the range of values displayed, and the intervals in between values.

See Also

[Changing the category or series axis scale](#)

[Changing the value axis scale](#)

[Displaying or hiding axes](#)

[Formatting and arranging tick-mark labels](#)

[Formatting axes, tick marks, and gridlines](#)

[Reversing the plot order of categories, values, or series](#)

Displaying or hiding axes

■ Overview

You can turn axes on and off depending on how you want your chart to look. Hiding an axis also hides the tick-mark labels but does not affect the data in your chart.

1. Activate the chart.
2. From the Insert menu, choose Axes.
You can also choose Insert Axes from the shortcut menu.
3. Select the check boxes for the axes you want to display. Clear the check boxes for the axes you don't want to display.
4. Choose the OK button.

See Also

[Axes Command \(Insert Menu\)](#)

[Changing the category or series axis scale](#)

[Changing the value axis scale](#)

[Clear Command \(Edit Menu for Charts\)](#)

[Formatting axes, tick marks, and gridlines](#)

Changing the value axis scale

■ Overview

The scale determines what value tick-mark labels are displayed on an axis, at what intervals the values occur, and where one axis crosses another. To make changes to an axis, it must be displayed. Xy (scatter) charts are plotted along two value axis; in this case, the x axis is a value axis instead of a category axis.

1. Activate the chart.
2. Double-click a value axis.
3. Select the Scale tab.
4. To change the low (minimum), high (maximum) values, or in-between intervals (major and minor units) on the axis, type values in the boxes to the right of the options; the Auto check boxes are cleared when you type custom values.

To restore the original default values, select the appropriate Auto check boxes.

5. For all charts except radar charts, type a value to indicate where you want the category axis (or floor in 3-D charts) to cross the value axis; the Auto check box is cleared when you type a custom value.

To restore the original default value, select the Auto check box.

--Or--

To have the category axis on a 2-D chart cross at the highest value on the value axis, select the Category (X) Crosses At Maximum Value check box.

For a 3-D chart, the option changes to Floor (XY Plane) Crosses At Minimum Value.

6. Select or clear the Logarithmic Scale check box to specify whether you want the scale values calculated and displayed to the power of 10.
7. Choose the OK button.

See Also

[Changing the category or series axis scale](#)

[Displaying or hiding axes](#)

[Formatting axes, tick marks, and gridlines](#)

[Guide to Formatting Chart Items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

[Reversing the plot order of categories, values, or series](#)

Changing the category or series axis scale

■ Overview

Each category on the category axis is usually identified by a single tick-mark label and separated by a single tick mark. You can change these settings to display more than one set of categories between tick-mark labels and tick marks.

For 2-D charts, you can also set the value (y) axis to cross the category (x) axis at the first or last category, or in between.

To change the category axis on a 2-D chart

1. Activate the chart.
2. Double-click a category axis.
3. Select the Scale tab.
4. To change the number of categories between tick-mark labels and tick marks on the axis, type values in the boxes to the right of the options.
To restore the original default values, type **1** in the appropriate boxes.
5. To change where the value axis crosses the category axis, type a number to indicate at which category you want the value axis to cross.
For example, type **2** to display the value axis at or before the second category.
--Or--
To have the value axis cross at or after the last category, select the Value (Y) Crosses At Maximum Category check box.
6. To display the value axis through the middle of the category, clear the Value (Y) Axis Crosses Between Categories check box.
7. Choose the OK button.

To change the category or series axis on a 3-D chart

1. Activate the chart.
2. Double-click a category or series axis.
3. Select the Scale tab.
4. To change the number of category or series clusters between tick-mark labels and tick marks on the axis, type values in the boxes to the right of the options.
To restore the original default values, type **1** in the appropriate boxes.
5. Choose the OK button.

See Also

[Changing the value axis scale](#)

[Displaying or hiding axes](#)

[Formatting axes, tick marks, and gridlines](#)

[Guide to Formatting Chart Items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

[Reversing the plot order of categories, values, or series](#)

Formatting axes, tick marks, and gridlines

■ Overview

You can customize the style, color, and weight of axes, tick marks, and gridlines. Any colors or patterns you apply to an axis are also applied to the tick marks. Gridlines are formatted independently of the axis. To format axes and gridlines, they must be displayed.

To format axes and tick marks

1. Activate the chart.
2. Double-click the axis you want to format.
3. Select the Patterns tab.
4. Under Axis, select the style, color, and weight for the axis and tick-mark lines.
To clear custom formatting and restore default formatting, select the Automatic option button.
Check the sample of the formatted axis to see if you like the way it looks.
5. Under Tick Mark Type, indicate how tick marks should appear on the axis line by selecting the appropriate option button for both major and minor tick marks.
To hide major, minor, or both types of tick marks, select the None option button.
6. Choose the OK button.

To format gridlines

1. Activate the chart.
2. To format all major gridlines for an axis, double-click a major gridline for that axis.
To format all minor gridlines for an axis, double-click a minor gridline for that axis.
3. Select the Patterns tab.
4. Under Line, select the style, color, and weight for the gridlines.
To clear custom formatting and restore default formatting, select the Automatic option button.
Check the sample of the formatted gridlines to see if you like the way it looks.
5. Choose the OK button.

See Also

[Adding gridlines](#)

[Editing category and series tick-mark labels](#)

[Displaying or hiding axes](#)

[Formatting and arranging tick-mark labels](#)

[Guide to Formatting Chart Items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Formatting and arranging tick-mark labels

■ Overview

You can change the font, location, orientation, and number format of tick-mark labels.

1. Activate the chart.
2. Double-click the axis whose tick-mark labels you want to format.
3. Select the Patterns tab.
4. Under Tick-Mark Labels, select the position on the chart where you want the tick-mark labels to appear.
If you changed where this axis crosses another axis and you want to keep the tick-mark labels near the axis, select the Next To Axis option button.
5. Select the Alignment tab.
6. Under Orientation, select the text orientation you want.
7. Select the Font tab.
8. Select the font options you want.
9. Select the Number tab.
10. Select the number format options you want.
11. Choose the OK button.

See Also

[Changing the font and alignment of chart text](#)

[Editing category and series tick-mark labels](#)

[Displaying or hiding axes](#)

[Guide to Formatting Chart Items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Overview of Changing the 3-D Chart View

3-D charts offer a more flexible way to present data. In addition to formatting data markers, you can also format the walls and floor of most 3-D charts.

You use the 3-D View command on the Format menu to control a 3-D chart's elevation, rotation, perspective, and height, and to turn right-angle axes on or off. Using the mouse, you can also rotate and elevate a 3-D chart. The look of a 3-D chart can be further adjusted with the [chart type] Group command (such as Column Group) on the Format menu by changing the depth and width, depending on the chart type.

There are essentially three kinds of 3-D charts. One has 3-D markers arranged along the category axis. The second is a 3-D perspective chart with a third (series) axis and 3-D markers arranged in layers (series) from front to back. The 3-D pie chart is the last kind; it has no axes, walls, or floor. You can format its data markers and change its rotation, elevation, and height.

Once you have formatted and adjusted a 3-D chart to your needs, you may want to save it as an autoformat. For more information, see [Adding a custom autoformat to the Formats list](#).

See Also

[3-D View Command \(Format Menu\)](#)

[Changing a 3-D chart's depth and width](#)

[Formatting a 3-D chart's walls and floor](#)

[Formatting data markers](#)

[Rotating and elevating a 3-D chart](#)

[Setting a 3-D chart's height and perspective](#)

Formatting a 3-D chart's walls and floor

■ Overview

You can format the walls and floors of most 3-D charts, except pie charts, by applying patterns, colors, and borders.

1. Activate the chart.
2. Double-click a wall or floor.
3. Select the Patterns tab.
4. Under Border, select the style, color, and weight of the line to border the walls or floor.
To clear custom formatting and restore default formatting, select the Automatic option button.
5. Under Area, select a fill color for the walls or floor, and a pattern and pattern color to overlay the fill color.
To clear custom formatting and restore default formatting, select the Automatic option button.
6. Choose the OK button.

See Also

[Formatting data markers](#)

[Guide to Formatting Chart Items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

[Patterns Tab, Selected \[chart item\] Command \(Format Menu\)](#)

Rotating and elevating a 3-D chart

■ Overview

You can adjust the rotation and elevation of a 3-D chart by dragging with the mouse or using the 3-D View command on the Format menu.

1. Activate a 3-D chart.
2. Click the intersection of any two axes to select the corners of the chart.
Handles appear at all the corners.
3. Drag any corner to adjust the elevation and rotation of the chart.
To view the data markers, hold down CTRL as you drag.

Alternate Method

1. Activate a 3-D chart.
2. From the Format menu or the shortcut menu, choose 3-D View.
3. Type the values you want in the Elevation (-90 to 90) and Rotation (0 to 360) boxes.
You can also click the arrows to increase or decrease these values.
4. Choose the OK button.

Tip If you like the way your 3-D chart is displayed, you can save it as a custom autoformat and apply it to other 3-D charts that you create.

See Also

[Adding a custom autoformat to the Formats list](#)

[Changing a 3-D chart's depth and width](#)

[Formatting a 3-D chart's walls and floor](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

[Setting a 3-D chart's height and perspective](#)

Setting a 3-D chart's height and perspective

■ Overview

Depending on the chart type and the options you select, you can change the height and perspective, and turn right angles on or off.

- With right-angle axes turned off (check box cleared), you can adjust perspective and height.
- With right-angle axes turned on, you can either adjust the height or turn on auto scaling to have Graph rescale the chart automatically.
- With both right angle axes and auto scaling turned on, you can't adjust perspective or height.

1. Activate a 3-D chart.
2. From the Format menu or the shortcut menu, choose 3-D View.
3. To show axes at right angles to each other, select the Right Angle Axes check box.
To show the axes in perspective, clear the Right Angle Axes check box.

Note The Right Angle Axes option is not available for 3-D pie charts, which do not have axes.

4. If you turned on right-angle axes, you can select the Auto Scaling check box to automatically rescale the chart. However, to specify a height, auto scaling must be turned off.

If you turned off right-angle axes, type a value from 0 to 100 in the Perspective box.

Note The Perspective option is not available for 3-D bar charts, which always have the Right Angle Axes check box selected.

5. With auto scaling turned off, type the height of the chart in the Height box.
Height is measured as a percentage of the length of the x-axis.
6. To apply your changes and close the dialog box, choose the OK button.
To apply your changes and continue adjusting the chart, choose the Apply button.
To restore the original 3-D view settings, choose the Default button.

Tip If you like the way your 3-D chart is displayed, you can save it as a custom autoformat and apply it to other 3-D charts that you create.

See Also

3-D View Command (Format Menu)

Changing a 3-D chart's depth and width

Formatting a 3-D chart's walls and floor

Guide to Formatting Chart Items

Rotating and elevating a 3-D chart

Changing a 3-D chart's depth and width

■ Overview

You can change the chart depth in 3-D charts that have axes, the gap depth in 3-D perspective charts, and the gap width in bar or column charts.

1. Activate a 3-D chart.
2. From the Format menu, choose the chart type group (such as 3-D Column Group) that you want to change.
3. Select the Options tab.
4. Select the options you want and change the values as needed.

Option	Effect
Chart Depth	Determines the shape of the base (or floor).
Gap Depth	Changes spacing between data markers in all 3-D perspective charts, except surface charts.
Gap Width	Changes spacing between clusters of 3-D category data markers in 3-D bar or column charts.

Check the sample to see if you've achieved the effects you want.

5. Choose the OK button.

See Also

[\[chart type\] Group Command \(Format Menu\)](#)

[Formatting a 3-D chart's walls and floor](#)

[Gridlines Command \(Insert Menu\)](#)

[Rotating and elevating a 3-D chart](#)

[Setting a 3-D chart's height and perspective](#)

Format Menu

Number Command (Format Menu)

Font Command (Format Menu)

Column Width Command (Format Menu)

Selected Object Command (Format Menu)

Object Placement Command (Format Menu)

Chart Type Command (Format Menu)

AutoFormat Command (Format Menu for Charts)

3-D View Command (Format Menu)

Selected [chart item] Command (Format Menu)

Alignment Tab, Selected [chart item] Command (Format Menu)

Font Tab, Selected [chart item] Command (Format Menu)

Number Tab, Selected [chart item] Command (Format Menu)

Patterns Tab, Selected [chart item] Command (Format Menu)

Axis Tab, Selected [chart item] Command (Format Menu)

Category (X) Axis Scale Tab (for 2-D Charts)

Category (X) Axis Scale Tab (for 3-D Charts)

Series (Y) Axis Scale Tab (for 3-D Charts)

Value (Y) Axis Scale Tab (for 2-D Charts)

Value (Y) Axis Scale Tab (for Radar Charts)

Value (X) Axis Scale Tab (for XY (Scatter) Charts)

Value (Z) Axis Scale Tab (for 3-D Charts)

Placement Tab, Selected Legend Command (Format Menu)

Data Labels Tab, Selected [chart item] Command (Format Menu)

Y Error Bars Tab, Selected [chart item] Command (Format Menu)

X Error Bars Tab, Selected [chart item] Command (Format Menu)

Type Tab, Selected Trendline Command (Format Menu)

Options Tab, Selected Trendline Command (Format Menu)

[chart type] Group Command (Format Menu)

Options Tab, [chart type] Group Command (Format Menu)

Axis Tab, [chart type] Group Command (Format Menu)

Subtype Tab, [chart type] Group Command (Format Menu)

Patterns Tab, Selected Object Command (Format Menu)

Properties Tab, Selected Object Command (Format Menu)

Font Tab, Selected Object Command (Format Menu)

Alignment Tab, Selected Object Command (Format Menu)

Number Command (Format Menu)

Determines how information is displayed in the selected datasheet cells and in the chart. You can use one of the built-in number formats, or you can create your own custom formats.

Category

Lists the categories into which number formats are grouped. When you select a category, the built-in and custom formats for that category are displayed in the Format Codes box.

Format Codes

Lists all available formats for a selected category. In the datasheet, the default number format for all cells is the General format. When you type a number in a cell that has the General format, Graph assigns the number a built-in format based on what you typed.

Code

Displays the format selected in the Format Codes box.

To add a custom format, edit the format shown in the Code box or type a new one. The custom format is added to the appropriate categories. The built-in formats always remain available. Modifying a built-in format to create a new custom format does not eliminate the built-in format.

Note A custom format you create applies only to the chart you are currently working with.

Sample

Displays a sample of the format selected. The format is applied to the data in the active cell. If the active cell is blank, you will not see a sample.

Delete

Deletes the custom format that is selected in the Format Codes box. You cannot delete built-in number formats.

See Also



[Comma Style Button](#)



[Currency Style Button](#)



[Percent Style Button](#)

[Changing the number format](#)

[Number format symbols](#)

[Creating a custom number, date, or time format](#)

Font Command (Format Menu)

Changes the font, style, size, color, underline, and effects of all text in the datasheet.

Font

Select the font you want. Check the message at the bottom of the Font tab for information about the selected font.

Font Style

Lists the available font styles.

Shortcuts: Bold button
 Italic button

Size

Lists the available sizes for the font selected in the Font box. Select a font size, or type the size you want in the box above the list of sizes.

Shortcut: Font Size box

Underline

Lists the available underline formats.

Shortcut: Underline button

Color

Lists the available colors. Select a color from the list, or select Automatic to set the color to the window text color defined in the Windows Control Panel. Unless you have changed the window text color, selecting Automatic sets the text color to black.

Effects

Strikethrough

Formats selected characters with a line through the middle.

Superscript

Formats selected characters higher on the line and makes the font smaller.

Subscript

Formats selected characters lower on the line and makes the font smaller.

Preview

Shows a sample of text with the current font formatting choices applied.

See Also

- [Bold Button](#)
- [Font Box](#)
- [Font Size Box](#)
- [Italic Button](#)



[Underline Button](#)

[Changing the font, font size, and font style](#)

Column Width Command (Format Menu)

Adjusts the width of selected columns.

- You need to select only one cell in a column to change the width for the entire column.
- To change the width of all columns in the datasheet, select the entire datasheet.
- Double-click the right border of the column heading to quickly adjust the column width for the best fit.
- To select the entire datasheet before changing column width, click the button in the upper-left corner of the datasheet.

Column Width

Determines the column width. Enter a number from 1 through 255. This number represents the number of characters that can be displayed in a cell using the standard font.

Best Fit

Sets the column to the minimum width necessary to display the contents of the selected cells. If you change the cell contents later, you must fit the selection again.

Shortcut: Double-click the right border of the column heading.

Use Standard Width

Returns the selected columns to the standard width of nine characters.

See Also

[Changing the column width](#)

[Moving around the datasheet](#)

[Selecting cells](#)

Object Placement Command (Format Menu)

Determines the placement of the selected object relative to other objects.

Bring To Front Command

- Bring To Front button

Places one or more selected objects in front of all other objects. The Bring To Front button appears on the Drawing toolbar.

- Has no effect if the selected object is already in front.
- If you hold down SHIFT while you click the Bring To Front button, it functions just like the Send To Back button.

Send To Back Command

- Send To Back button

Places one or more selected objects behind all other objects. The Send To Back button appears on the Drawing toolbar.

- Has no effect if the selected object is already in back.
- If you hold down SHIFT while you click the Send To Back button, it functions just like the Bring To Front button.

Group Command

- Group Objects button

Creates a single group of graphic objects from multiple objects. On a chart, you can group graphic objects that have been added to the chart with buttons from the Drawing toolbar. You cannot group chart items such as the legend or the data marker. The Group Objects button appears on the Drawing toolbar.

- Available when more than one object is selected.
- If you hold down SHIFT while you click the Group Objects button, it functions just like the Ungroup Objects button.

Ungroup Command

- Ungroup Objects button

Separates grouped objects into individual objects. The Ungroup Objects button appears on the Drawing toolbar.

- Available when grouped objects are selected.
- If you hold down SHIFT while you click the Ungroup Objects button, it functions like the Group Objects button.

See Also

[Displaying, hiding, and customizing toolbars](#)

[Grouping and ungrouping graphic objects](#)

[Reordering overlapped graphic objects](#)

Selected Object Command (Format Menu)

Changes the pattern and sizing properties of the graphic object currently selected on a chart. If the object is a text box, also changes the font and alignment settings.

Patterns Tab, Selected Object Command (Format Menu)

Properties Tab, Selected Object Command (Format Menu)

Font Tab, Selected Object Command (Format Menu)

Alignment Tab, Selected Object Command (Format Menu)

Chart Type Command (Format Menu for Charts)

Changes the chart type of an entire chart, a chart type group, or an individual data series.

Apply To

Selected Data Series

Must be selected to change the chart type for a data series, in effect creating a kind of overlay or combination chart.

Group

Must be selected to change the chart type for a chart type group, such as a column group or line group. When this option is selected, you can then select the chart types you want to change from the list appearing below this option.

Entire Chart

Must be selected to change the chart type of the entire chart. All data series then belong to a single group.

Chart Dimension

You cannot combine 3-D charts with any other chart type.

2-D

Indicates that only 2-D charts can be selected. Once this option button is selected, you can then select from the picture box the 2-D chart type you want to apply.

3-D

Changes the chart type of all data series in the chart. Once this option button is selected, you can then select from the picture box the 3-D chart type you want to apply. 3-D charts cannot be combined with any other chart types.

Options

Choosing this button closes the Chart Type dialog box (applying the changes you have made) and displays the Format [chart type] Group dialog box for the active chart type group. You can then change the series order, subtype, and other formatting options for the chart type group.

To return to the Chart Type dialog box, choose the Chart Type button in the Format [chart type] Group dialog box.

See Also

- [Chart Type Button](#)
[Changing the chart type of a data series](#)
[Multiple Chart Types and a Secondary Axis](#)
[Plotting data along a secondary axis](#)

AutoFormat Command (Format Menu for Charts)

Applies built-in or custom (user-defined) [autoformats](#) to an active chart. Also adds a new custom autoformat to or deletes an existing custom autoformat from the Formats list. Depending on the task you want to accomplish and the options selected, you may see one or a series of dialog boxes.

AutoFormat dialog box

- **To apply a built-in autoformat**

Built-in

Appears under AutoFormat. Must be selected to apply a built-in autoformat.

Galleries

Displays a list of available built-in chart types, as well as a combination autoformat, when the Built-in option button is selected.

Formats

Displays pictures of all built-in autoformats for the chart type (or combination autoformat) selected under Galleries.

- **To apply a custom autoformat, or add or delete a custom autoformat**

User-Defined

Appears under AutoFormat. Must be selected if you want to apply a custom autoformat, or add a custom autoformat to or delete a custom autoformat from the Formats list.

Formats

Displays a list of available custom autoformats, when the User-Defined option button is selected.

Customize

Choose this button to begin adding or deleting a custom autoformat.

User-Defined AutoFormats dialog box

If you choose the Customize button, the User-Defined AutoFormats dialog box is displayed.

Add

Choose this button to add a custom autoformat to the Formats list.

Delete

Choose this button to delete a custom autoformat from the Formats list.

Add Custom AutoFormat dialog box

If you choose the Add button, the Add Custom AutoFormat dialog box is displayed.

Format Name

Type a name (up to 31 characters long) for the custom format you are adding.

Description

Type a description (up to 32 characters long) that further explains the custom format you are adding.

See Also

[Adding a custom autoformat to the Formats list](#)

[Applying an autoformat to a chart](#)

[Changing the default chart format](#)

[Deleting a custom autoformat from the Formats list](#)

3-D View Command (Format Menu)

Controls the angles at which you view data in 3-D charts. A sample chart in the dialog box shows the current settings.

Elevation

Controls the height at which you view the data. Elevation is measured in degrees. For all charts except pie charts and 3-D bar charts, ranges from -90 (view from directly below the plot area) to 90 degrees (view from directly above the plot area). For pie charts, ranges from 10 to 80 degrees. For 3-D bar charts, ranges from 0 to 44 degrees.

Perspective

Controls the amount of perspective. A greater degree of perspective provides a greater sense of depth when viewing the chart. The perspective value specifies the ratio of the front of the chart to the back of the chart and can range from 0 to 100. Unavailable for 3-D bar charts or when right-angle axes are turned on.

Rotation

Controls the rotation of the plot area around the z-axis (vertical axis). The rotation is measured in degrees from 0 to 360. For 3-D bar charts, the rotation ranges from 0 to 44 degrees.

Right Angle Axes

Sets the axes at right angles independent of chart rotation or elevation. To see axes in perspective, turn off this option. For 3-D bar charts, this option is always turned on.

Auto Scaling

Available only if right-angle axes are turned on. When you change a 2-D chart into a 3-D chart, it is sometimes drawn smaller. For charts with right-angle axes and a rotation of less than 45 degrees, this option scales the 3-D chart so that it is closer in size to the 2-D version.

Height % Of Base

Controls the height of the z-axis and walls relative to the length of the x-axis or the width of the base of the chart. The height is measured as a percentage of the x-axis length. For example, a value of 200% makes the chart height twice the x-axis length.

Apply

Applies the current settings to the active chart without closing the dialog box so that you can see the effects of your changes.

Default

Resets all the settings in the dialog box to the original default settings.

See Also

[Changing a 3-D chart's depth and width](#)

[Rotating and elevating a 3-D chart](#)

[Setting a 3-D chart's height and perspective](#)

Selected [chart item] Command (Format Menu)

The name of this first command on the Format menu depends on which chart item is selected. For example, if a legend is selected, the command reads Selected Legend. If a data series is selected, the command says Selected Series.

The formatting dialog box offers one or more formatting-related tabs. Like the command itself, the tabs and options available are contingent on the item selected. To read more about these tabs, you can select topics from the following list.

This tab topic	Relates to
Patterns Tab	All chart items, including chart area and plot area
Font Tab	Chart text items, chart area
Alignment Tab	Chart text items
Number Tab	Numeric chart items, tick-mark labels
Value (Y) Axis Scale Tab (for 2-D Charts)	2-D charts, including xy (scatter) and excluding radar charts
Value (Y) Axis Scale Tab (for Radar Charts)	Radar charts only
Value (X) Axis Scale Tab	XY (scatter) charts only
Category (X) Axis Scale Tab (for 2-D Charts)	2-D charts, excluding xy (scatter) and radar charts
Value (Z) Axis Scale Tab	3-D charts
Category (X) Axis Scale Tab (for 3-D Charts)	3-D charts
Series (Y) Axis Scale Tab	3-D charts
Axis Tab	Data series and the axes they are assigned to
Placement Tab	Legend only
Data Labels Tab	Data series, data point
Y Error Bars Tab	Data series and all error bars
X Error Bars Tab	Data series and error bars for xy charts
Type Tab	Trendlines
Options Tab	Trendlines

See Also

[Applying colors, patterns, and borders to chart items](#)

[Changing number formats for chart values](#)

[Changing the font and alignment of chart text](#)

[Moving and sizing chart items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Alignment Tab, Selected [chart item] Command (Format Menu)

Controls the text alignment and orientation of chart and axis [titles](#), [data labels](#), [trendline labels](#), and [text boxes](#); and only the orientation of [tick-mark labels](#). Options available depend on the type of text that is selected.

Alignment is especially useful for several lines of text. There are no visual effects from changing the alignment of a single line of text.

Text Alignment

Controls the horizontal and vertical alignment of selected chart text within its text border. These options are not available for tick-mark labels.

Horizontal

Left, Right, Center

Aligns chart text to the left or the right, or centers it within the text border.

Justify

Aligns wrapped chart text within its text border to the right and left.

Vertical

Top, Bottom, Center

Aligns chart text along the top, bottom, or middle of its text border.

Justify

Justifies the chart text up and down within the width of its text border.

Orientation

Controls the orientation of selected chart text. If there is too much text to format into a single line, Graph wraps the text into lines. If a chart axis is selected, controls the orientation of the tick-mark labels.

Automatic Size

When checked, sizes the border of a text box to fit the text within.

See Also

[Adding a chart title and axis titles](#)

[Adding data labels](#)

[Changing the font and alignment of chart text](#)

[Formatting and arranging tick-mark labels](#)

[Guide to Formatting Chart Items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Font Tab, Selected [chart item] Command (Format Menu)

Changes the font, style, size, color, underlines, and effects of selected chart text.

Font

Lists available screen and printer fonts. You can select a font from the list.

Printer fonts are indicated by a printer graphic next to the font name. TrueType fonts are indicated by a TrueType logo next to the font name.

Font Style

Lists the available font styles. You can select one of the styles in the list.

Shortcuts: Bold button
 CTRL+B
 Italic button
 CTRL+I

Size

Lists the available sizes for the font selected in Font box. You can select a font size or type the size you want in the box above the list of sizes.

Underline

Controls the style of underline: none, single, or double.

Shortcuts: Underline button
 CTRL+U

Color

Controls the text color. Select a color from the list, or select Automatic to set the color to the window text color defined in the Windows Control Panel. Unless you have changed the window text color, Automatic sets the text color to black.

Background

Automatic

Applies an opaque background if the color under text is the same as the text color; otherwise, applies a transparent background.

Transparent

Leaves the area behind the chart text transparent.

Opaque

Removes any pattern and leaves a solid color behind the chart text.

Effects

Strikethrough

Formats selected characters with a horizontal line through the middle.

Shortcut: CTRL+5

Superscript, Subscript

Formats selected characters higher or lower on the line, in a slightly smaller font size than the other text.

Preview

Shows a sample of the text with the current font formatting choices applied.

See Also

[Changing the font and alignment of chart text](#)

[Custom Color Palettes for Charts](#)

[Formatting and arranging tick-mark labels](#)

[Formatting legend entries and keys](#)

[Guide to Formatting Chart Items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Number Tab, Selected [chart item] Command (Format Menu)

Determines how information is displayed for chart values, such as value axis [tick-mark labels](#), [data labels](#) that express value or percentage, and [trendline labels](#). You can use one of the built-in number formats, or you can create your own custom formats.

Category

Lists a variety of number, date, and time formats. When you select a category, the corresponding built-in and custom formats appear in the Format Codes box.

Format Codes

Lists all available formats for a selected category. By default, the number formats assigned on the datasheet are also applied to the chart. However, you can apply different number formats on the chart without changing the datasheet number formats.

Code

Displays the format selected in the Format Codes box.

To add a custom format, edit the format shown in the Format box or type a new one. The custom format is added to the appropriate categories.

Sample

Displays a sample of the format selected. The format is applied to the selected chart data.

Linked To Source

Links chart values to the corresponding values in datasheet cells.

Delete

Deletes a selected custom format displayed in the Code box. You cannot delete built-in number formats.

See Also

[Changing data labels](#)

[Changing number formats for chart values](#)

[Formatting and arranging tick-mark labels](#)

[Guide to Formatting Chart Items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Patterns Tab, Selected [chart item] Command (Format Menu)

Applies a variety of formatting to selected chart items. Options vary depending on the chart item selected.

Area/Border/Line/Axis/Marker

For Area, options apply fill colors, patterns, and pattern colors to the area within selected chart items, including plot area, chart area, most data markers, 3-D walls and floors, and so on. Border and Area appear as a pair in the dialog box.

For Border, options apply style, color, and weight to the lines that form borders around many chart items. Border and Area are paired in the dialog box.

For Line, options apply style, color, and weight to lines, including line charts, xy (scatter) charts, radar charts, trendlines, gridlines, series lines, and so on.

For Axis, options apply style, color, and weight to the axis line and its tick marks.

For Marker, options apply style, foreground, and background to error bars, and data markers in line, radar, and xy charts.

Automatic

Applies the default patterns to a border, line, axis, or area.

None

Makes the selected chart item, area, border, or marker invisible. Gridlines cannot be made invisible. Use the Gridlines command on the Insert menu to turn off gridlines.

Custom

Removes default settings so that you can customize the style, color, and weight of a border or line; or the background color, or pattern and pattern color of a chart item area.

Style

Controls the style of a line; data marker shape for xy (scatter), line, or radar charts; or marker end shape of error bars.

Color

Controls the color of a line, border, or axis. Under Area, displays a palette of colors that fill the area around the chart item.

Weight

Controls the weight (thickness) of a line or axis.

Pattern

Displays a palette of patterns and pattern colors. Controls the pattern and pattern color displayed over the area of a chart item. Overlays the fill color.

Foreground

Controls the foreground color of the fill pattern. A solid pattern is the foreground color. A pattern other than solid is a combination of the foreground and background colors. Applies to markers only.

Background

Controls the background color of the fill pattern. A solid pattern is the foreground color. A pattern other than solid is a combination of the foreground and background colors. Applies to markers only.

Shadow

Adds a shadow to the bottom and right side of the chart area, title, legend, data labels, trendline label, or text box.

Invert If Negative

Reverses the foreground and background colors for the data series marker in a bar, column, area, or pie chart when the value it represents is negative.

Smoothed Lines

Smooths out the angularity in the lines of a line chart or an xy (scatter) chart.

Tick Mark Type

Displays major or minor tick marks (hashes) on the chart side of axes, on the other side of axes, or across the axes; or hides tick marks altogether.

Tick-Mark Labels

Displays tick-mark labels at the low end of the axis, high end of the axis, or next to the axis; or hides tick-mark labels altogether.

Sample

Shows the current line or pattern format.

Picture Format

These options apply to picture markers only.

Stretch, Stack, Stack And Scale

Stretches the picture to fill the entire bar or column, stacks it at normal size, or stacks a scaled picture.

Units/Picture

Indicates the number of value units per picture. The height of the picture is adjusted as needed according to the value axis scale. Valid for the Stack And Scale option only.

See Also

[Applying colors, patterns, and borders to chart items](#)

[Creating and formatting picture markers](#)

[Formatting a 3-D chart's walls and floor](#)

[Formatting axes, tick marks, and gridlines](#)

[Formatting data markers](#)

[Formatting legend entries and keys](#)

[Gridlines Command \(Insert Menu\)](#)

Axis Tab, Selected [chart item] Command (Format Menu)

Assigns one [data series](#) or all data series of one [chart type](#) to a primary or secondary axis.

Primary Axis

Plots the selected data series or chart type group along the primary axis.

Secondary Axis

- Plots the selected data series or chart type group along the secondary axis.
- Displays a second axis if it hasn't already been added to the chart.

Note Each axis must have one or more data series assigned to it. All data series cannot be assigned to the secondary axis.

See Also

[Axes Command \(Insert Menu\)](#)

[Displaying or hiding axes](#)

[Multiple Chart Types and a Secondary Axis](#)

Category (X) Axis Scale Tab (for 2-D Charts)

Controls the scale settings (that is, the spacing between tick marks, tick-mark labels, and gridlines) for the category (x) axis for most 2-D charts except xy (scatter), radar, pie, and doughnut charts.

Value (Y) Axis Crosses At Category Number

Specifies the number of the category where the value axis will cross the category axis.

Number Of Categories Between Tick-Mark Labels

Specifies which categories are labeled.

In the box, type **1** to label every category, **2** to label every other category, **3** to label every third category, and so on.

Number Of Categories Between Tick Marks

Specifies the number of categories between each pair of tick marks.

Value (Y) Axis Crosses Between Categories

Displays the value axis at the edge of the category indicated in the Value (Y) Axis Crosses At Category Number box; otherwise, the value axis crosses through the center of the category.

If this option is selected, data points are plotted between tick marks; if this option is cleared, they are plotted at the tick-mark positions.

Categories In Reverse Order

Reverses the displayed order of the categories.

Value (Y) Axis Crosses at Maximum Category

Displays the value axis after the last category. This option overrides the Value (Y) Axis Crosses At Category Number value.

See Also

[Changing the category or series axis scale](#)

[Changing the value axis scale](#)

[Displaying or hiding axes](#)

[Formatting axes, tick marks, and gridlines](#)

[Guide to Formatting Chart Items](#)

[Reversing the plot order of categories, values, or series](#)

Category (X) Axis Scale Tab (for 3-D Charts)

Controls the scale settings (that is, the spacing between tick marks, tick-mark labels, and gridlines) for the category (x) axis on 3-D charts.

Number Of Categories Between Tick-Mark Labels

Specifies which categories are labeled.

In the box, type **1** to label every category, **2** to label every other category, **3** to label every third category, and so on.

Number Of Categories Between Tick Marks

Specifies the number of categories between each pair of tick marks.

Categories In Reverse Order

Reverses the displayed order of the categories.

See Also

[Changing the category or series axis scale](#)

[Displaying or hiding axes](#)

[Formatting axes, tick marks, and gridlines](#)

[Guide to Formatting Chart Items](#)

[Reversing the plot order of categories, values, or series](#)

Series (Y) Axis Scale Tab (for 3-D Charts)

Controls the scale settings (that is, the spacing between tick marks, tick-mark labels, and gridlines) for the series (y) axis on 3-D charts.

Number Of Series Between Tick-Mark Labels

Specifies which series are labeled.

In the box, type **1** to label every series, **2** to label every other series, **3** to label every third series, and so on.

Number Of Series Between Tick Marks

Specifies the number of series between each pair of tick marks.

Series In Reverse Order

Reverses the displayed order of the series.

See Also

[Changing the category or series axis scale](#)

[Displaying or hiding axes](#)

[Formatting axes, tick marks, and gridlines](#)

[Guide to Formatting Chart Items](#)

[Reversing the plot order of categories, values, or series](#)

Value (Y) Axis Scale Tab (for 2-D Charts)

Controls the scale settings for the value (y) axis on all 2-D charts except radar charts.

Minimum

Specifies the smallest data value to appear on the value axis. If the Auto check box is selected, displays the lowest value (rounded) from all data series.

Maximum

Specifies the highest data value to appear on the value axis. If the Auto check box is selected, displays the highest value (rounded) from all data series.

Major Unit

Specifies the increment between major tick marks and major gridlines if displayed on the value axis. If the Auto check box is selected, automatically calculates the increment.

Minor Unit

Specifies the increment between minor tick marks and minor gridlines if displayed on the value axis. If the Auto check box is selected, automatically calculates the increment.

Category (X) Axis Crosses At

Specifies the value at which the category axis crosses the value axis. If the Auto check box is selected, the category axis crosses at zero or at the number in the value axis range closest to zero. This option changes to Value (X) Axis Crosses At for an xy (scatter) chart.

Logarithmic Scale

Recalculates the Minimum, Maximum, Major Unit, and Minor Unit values as powers of 10, based on the range of data plotted in the chart. No zero or negative data values are permitted on logarithmic charts. The Major Unit and Minor Unit must both be at least 10. If you type a value that is not a power of 10 in the Maximum or Minimum box, it will be rounded up or down to the next power of 10.

Values In Reverse Order

Inverts the chart and displays the lowest scale value at the chart top and the highest scale value at the chart bottom.

Category (X) Axis Crosses At Maximum Value

Makes the category axis cross the value axis at the highest value. This option overrides the Category (X) Axis Crosses At value. This option changes to Value (X) Axis Crosses At Maximum Value for an xy (scatter) chart.

See Also

[Changing the category or series axis scale](#)

[Displaying or hiding axes](#)

[Formatting axes, tick marks, and gridlines](#)

[Guide to Formatting Chart Items](#)

[Reversing the plot order of categories, values, or series](#)

Value (Y) Axis Scale Tab (for Radar Charts)

Controls the scale settings for the value axes on a radar chart, which has no category axis.

Minimum

Specifies the smallest data value to appear on the value axis. If the Auto check box is selected, displays the lowest value (rounded) from all data series.

Maximum

Specifies the highest data value to appear on the value axis. If the Auto check box is selected, displays the highest value (rounded) from all data series.

Major Unit

Specifies the increment between major tick marks and major gridlines if displayed on the value axis. If the Auto check box is selected, automatically calculates the increment.

Minor Unit

Specifies the increment between minor tick marks and minor gridlines if displayed on the value axis. If the Auto check box is selected, automatically calculates the increment.

Logarithmic Scale

Recalculates the Minimum, Maximum, Major Unit, and Minor Unit values as powers of 10, based on the range of data plotted in the chart. No zero or negative data values are permitted on logarithmic charts. The Major Unit and Minor Unit must both be at least 10. If you type a value that is not a power of 10 in the Maximum or Minimum box, it will be rounded up or down to the next power of 10.

See Also

[Changing the category or series axis scale](#)

[Displaying or hiding axes](#)

[Formatting axes, tick marks, and gridlines](#)

[Guide to Formatting Chart Items](#)

Value (X) Axis Scale Tab (for XY (Scatter) Charts)

Controls the scale settings for the second value axis, which is the horizontal axis, on an xy (scatter) chart.

Minimum

Specifies the smallest data value to appear on the value axis. If the Auto check box is selected, displays the lowest value (rounded) from all data series.

Maximum

Specifies the highest data value to appear on the value axis. If the Auto check box is selected, displays the highest value (rounded) from all data series.

Major Unit

Specifies the increment between major tick marks and major gridlines if displayed on the value axis. If the Auto check box is selected, automatically calculates the increment.

Minor Unit

Specifies the increment between minor tick marks and minor gridlines if displayed on the value axis. If the Auto check box is selected, automatically calculates the increment.

Value (Y) Axis Crosses At

Specifies the value at which the value (y) axis crosses the value (x) axis.

Logarithmic Scale

Recalculates the Minimum, Maximum, Major Unit, and Minor Unit values as powers of 10, based on the range of data plotted in the chart. No zero or negative data values are permitted on logarithmic charts. The Major Unit and Minor Unit must both be at least 10. If you type a value that is not a power of 10 in the Maximum or Minimum box, it will be rounded up or down to the next power of 10.

Values In Reverse Order

Inverts the chart and displays the lowest scale value at the chart top and the highest scale value at the chart bottom.

Value (Y) Axis Crosses At Maximum Value

Makes the value (y) axis cross the value (x) axis at the highest value. This option overrides the Value (Y) Axis Crosses At value.

See Also

[Changing the value axis scale](#)

[Displaying or hiding axes](#)

[Formatting axes, tick marks, and gridlines](#)

[Guide to Formatting Chart Items](#)

[Reversing the plot order of categories, values, or series](#)

Value (Z) Axis Scale Tab (for 3-D Charts)

Controls the scale settings for the value axis on 3-D charts.

Minimum

Specifies the smallest data value to appear on the value axis. If the Auto check box is selected, displays the lowest value (rounded) from all data series.

Maximum

Specifies the highest data value to appear on the value axis. If the Auto check box is selected, displays the highest value (rounded) from all data series.

Major Unit

Specifies the increment between major tick marks and major gridlines if displayed on the value axis. If the Auto check box is selected, automatically calculates the increment.

Minor Unit

Specifies the increment between minor tick marks and minor gridlines if displayed on the value axis. If the Auto check box is selected, automatically calculates the increment.

Floor (XY Plane) Axis Crosses At

Specifies the value at which the floor of a 3-D plotted chart crosses the value (z) axis.

Logarithmic Scale

Recalculates the Minimum, Maximum, Major Unit, and Minor Unit values as powers of 10, based on the range of data plotted in the chart. No zero or negative data values are permitted on logarithmic charts. The Major Unit and Minor Unit must both be at least 10. If you type a value that is not a power of 10 in the Maximum or Minimum box, it will be rounded up or down to the next power of 10.

Values In Reverse Order

Inverts the chart and displays the lowest scale value at the chart top and the highest scale value at the chart bottom.

Floor (XY Plane) Crosses At Minimum Value

Displays the floor of a 3-D plotted chart at the lowest value on the chart. This option overrides the Floor (XY Plane) Crosses At value.

See Also

[Changing the value axis scale](#)

[Displaying or hiding axes](#)

[Formatting axes, tick marks, and gridlines](#)

[Guide to Formatting Chart Items](#)

[Reversing the plot order of categories, values, or series](#)

Placement Tab, Selected Legend Command (Format Menu)

Repositions the selected legend on a chart. You can move a legend using the mouse or the Placement tab. As the legend is dragged, a dotted border shows its current shape and size.

Top, Bottom

Centers the legend above or below the chart. The legend entries are arranged horizontally.

Corner

Places the legend in the upper-right corner of the chart. The legend entries are arranged vertically.

Right, Left

Centers the legend vertically to the right or left of the chart. The legend entries are arranged vertically.

See Also

[Guide to Formatting Chart Items](#)

[Moving and sizing the legend](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

[Selecting items in a chart with the keyboard](#)

Data Labels Tab, Selected [chart item] Command (Format Menu)

Adds or changes data labels in a [data series](#), an individual [data point](#), or all the data points in the chart.

- The chart type assigned to the selected data points determines which kinds of labels can be displayed.
- Data displayed in data labels is taken directly from the datasheet cells.
- You can edit the labels after adding them to the chart, in which case the text will no longer come from the datasheet cells, and the link will be broken.

Data Labels

None

No data labels are displayed for the selected data points. If this option is selected when labels are already displayed in a chart, they are cleared from the selected data points.

Show Value

Displays the value of the data point.

Show Percent

Displays percentages of the whole for pie and doughnut charts.

Show Label

Displays the category assigned to the data point.

For area charts, shows series names.

Show Label and Percent

Displays percentages of the whole, and category or series names for pie and doughnut charts.

Automatic Text

If this option is selected, data displayed in data labels is taken directly from the datasheet. Select this check box to relink data labels to their source data after they have been edited.

Show Legend Key Next To Label

Places the legend key (with the assigned format and color) next to the data label.

See Also

[Adding data labels](#)

[Changing data labels](#)

[Changing the font and alignment of chart text](#)

[Changing number formats for chart values](#)

[Guide to Formatting Chart Items](#)

[Overview of Activating a Chart and Selecting Chart Items](#)

Y Error Bars Tab, Selected [chart item] Command (Format Menu)

Adds or modifies error bars that are associated with data series in area, bar, column, line, and xy (scatter) chart type groups. You cannot add error bars to 3-D, radar, pie, or doughnut charts.

Display

Displays both plus and minus error bars (the default), plus bars only, minus bars only, or no error bars at all.

Error Amount

Fixed Value

A constant value used as the error amount for all data points.

Percentage

A percentage value, to be calculated from each data point to be used as the error amount.

Standard Deviations

A number of standard deviations from the mean of plotted values to be used as the error amount.

Standard Error

Uses the standard error of the plotted values as the error amount for each data point.

See Also

[Adding error bars to a data series](#)

[Deleting error bars](#)

[Formatting error bars](#)

[Guide to Formatting Chart Items](#)

[Modifying error bar settings](#)

[X Error Bars Tab, Selected \[chart item\] Command \(Format Menu\)](#)

X Error Bars Tab, Selected [chart item] Command (Format Menu)

Adds and modifies X error bars for data series in an xy (scatter) chart type group.

Display

Displays both plus and minus error bars (the default), plus bars only, minus bars only, or no error bars at all.

Error Amount

Fixed Value

A constant value used as the error amount for all data points.

Percentage

A percentage value to be calculated from each data point to be used as the error amount.

Standard Deviations

A number of standard deviations from the mean of plotted values to be used as the error amount.

Standard Error

Uses the standard error of the plotted values as the error amount for each data point.

See Also

[Adding error bars to a data series](#)

[Deleting error bars](#)

[Formatting error bars](#)

[Guide to Formatting Chart Items](#)

[Modifying error bar settings](#)

[Y Error Bars Tab, Selected \[chart item\] Command \(Format Menu\)](#)

Type Tab, Selected Trendline Command (Format Menu)

Changes the trendline type associated with data series in area, bar, column, line, and xy (scatter) chart groups.

Cannot add trendlines to 3-D, radar, pie, or doughnut charts.

Trend or Regression Type

Specifies the type of trendline:

- Linear
- Polynomial. In the Order box, enter the highest order, expressed as an integer between 2 and 6.
- Logarithmic
- Exponential
- Power
- Moving Average. In the Period box, enter the number of periods used to calculate the moving average.

See Also

[Adding a trendline to a data series](#)

[Deleting a trendline](#)

[Formatting a trendline](#)

[Guide to Formatting Chart Items](#)

[Modifying trendline settings](#)

[Options Tab, Selected Trendline Command \(Format Menu\)](#)

Options Tab, Selected Trendline Command (Format Menu)

Displays the various options available to modify trendlines.

Trendline Name

Provides a name for the trendline; it appears in the legend.

Automatic

The trendline name is based on the type selected and the series it is associated with. For example, if a linear trendline is added to the third data series in a chart type group, the name Linear (Series 3) is displayed.

Custom

Type a name of your choice, up to 256 characters.

Forecast

Available only for regression types (not for moving average).

Forward

The number of periods (units for xy charts) the trendline projects into the future or away from the y-axis.

Backward

The number of periods (units for xy charts) the trendline projects into the past or toward the y-axis.

Set Intercept

The point at which the trendline meets the y-axis, where x equals 0 (zero). Available only for some regression types.

Display Equation On Chart

Displays the trendline's regression equation in the trendline label on the chart.

Display R-Squared On Chart

Displays the trendline's R-squared value in the trendline label on the chart.

See Also

[Adding a trendline to a data series](#)

[Deleting a trendline](#)

[Formatting a trendline](#)

[Guide to Formatting Chart Items](#)

[Modifying trendline settings](#)

[Type Tab, Selected Trendline Command \(Format Menu\)](#)

[chart type] Group Command (Format Menu)

The name of the command (or commands) appearing at the bottom of the Format menu depends on the chart type groups in the active chart. For example, if the active chart contains a single column chart type, the command at the bottom of the Format menu reads Column Group. If you change a data series to a line chart type, the Format menu would then list two commands, Column Group and Line Group.

When you choose this command, the following three tabs appear in the dialog box:

- Subtype
- Options
- Axis

These tabs enable you to select a different subtype; add special lines and bars, and change other options; and plot data along a secondary axis for the selected chart type group. The selections you make apply to all data series in the chart type group.

There are limitations to the number of chart type groups you can combine in any one chart. For more information, see Multiple Chart Types and a Secondary Axis.

See Also

Axis Tab, [chart type] Group Command (Format Menu)

Guide to Formatting Chart Items

Options Tab, [chart type] Group Command (Format Menu)

Subtype Tab, [chart type] Group Command (Format Menu)

Options Tab, [chart type] Group Command (Format Menu)

The options that appear in this tab vary according to the [chart type] Group command you selected from the Format Menu.

Overlap

Determines how much the markers within a cluster overlap each other. A value of -100 to 100 is the percentage of the bar or column width. A negative value sets a gap between markers. The higher the value, the greater the overlap; the lower the value, the greater the gap, or spacing. A value of 100 would show only one data marker, completely obscuring any others in the cluster.

Available for 2-D bar and column chart groups.

Gap Width

Determines the width of the space between clusters. A value of 0 to 500 is a percentage of the bar or column width. The higher the value, the greater the distance between clusters.

Available for bar, column, line, 3-D bar, and 3-D column chart groups.

Series Lines

Connects the tops of the data markers for each series with lines. Applies only to stacked bar and stacked column chart groups.

Vary Colors By Point/Slice/Category

For chart type groups with only one data series, assigns a different color or marker to each data marker. Does not apply to a chart with more than one series.

Available for bar, column, line, pie, doughnut, radar, xy (scatter), 3-D bar, 3-D column, and 3-D pie chart groups.

Drop Lines

Extends drop lines from each marker to the x-axis. Available for any area or line chart group.

High-Low Lines

Extends high-low lines from the highest to the lowest value in each category. High-low lines are primarily used for stock charts. Available for 2-D line chart groups only.

Up-Down Bars

This option is for open-high-low-close charts that track stock prices. Up bars and down bars are rectangles extending from the opening price to the closing price on a given day. These are useful for comparing the relationship between two data series. Available for line chart groups only.

Radar Axis Labels

Displays labels for category axes on radar chart groups.

Angle Of First Slice

Determines the angle at which the first pie or doughnut slice starts. The angle is measured in degrees with a value between 0 and 360 clockwise from vertical.

Doughnut Hole Size

Determines the size of the hole in doughnut charts, allowing for a value of 10 to 90. The higher the value, the larger the hole and the narrower the doughnut rings.

Chart Type

Choosing this button closes this dialog box and displays the Chart Type dialog box. You can then change the chart type of an entire chart or a chart type group. To return to the Format [chart type] Group dialog box, choose the Options button in the Chart Type dialog box.

The options below apply to 3-D charts only.

Gap Depth

Determines the distance between the data markers in all 3-D perspective charts except surface charts. A value of 0 to 500 is a percentage of the marker width. For column charts, the value range is 20 to 2000.

Chart Depth

Determines the depth of a 3-D chart relative to its width, thus changing the spacing between clusters of 3-D category data markers in 3-D bar or column charts. A value of 0 to 500 is a percentage of the chart width.

See Also

[Arranging and spacing data markers in bar and column charts](#)

[Changing a 3-D chart's depth and width](#)

[\[chart type\] Group Command \(Format Menu\)](#)

[Formatting data markers](#)

[Formatting pie and doughnut slices](#)

[Guide to Formatting Chart Items](#)

[Using special lines and bars to emphasize data](#)

Axis Tab, [chart type] Group Command (Format Menu)

Assigns a primary or secondary axis to a [data series](#) or to all data series of one [chart type](#).

Primary Axis

Plots the selected data series or chart type group along the primary axis.

Secondary Axis

- Plots the selected data series or chart type group along the secondary axis.
- Displays a second axis if it hasn't already been added to the chart.

Chart Type

Choosing this button closes this dialog box and displays the Chart Type dialog box. You can then change the chart type of an entire chart or a chart type group. To return to the Format [chart type] Group dialog box, choose the Options button in the Chart Type dialog box.

See Also

[Axes Command \(Insert Menu\)](#)

[\[chart type\] Group Command \(Format Menu\)](#)

[Multiple Chart Types and a Secondary Axis](#)

[Plotting data along a secondary axis](#)

Subtype Tab, [chart type] Group Command (Format Menu)

Changes the chart subtype of an entire chart or a chart type group. Subtypes are variations of the 14 chart types, for example, stacked and 100% stacked column and bar charts.

The Subtype tab is available in the Format [chart type] Group dialog box when you choose a chart type group (such as Column Chart or Line Chart) from the bottom of the Format menu.

Shows pictures of subtypes available for the selected chart type. When a picture is selected, displays an example, using the data in your active chart.

Chart Type

Choosing this button closes this dialog box and displays the Chart Type dialog box. You can then change the chart type of an entire chart or a chart type group. To return to the Format [chart type] Group dialog box, choose the Options button in the Chart Type dialog box.

See Also

[Changing the chart type of a data series](#)

[\[chart type\] Group Command \(Format Menu\)](#)

[Multiple Chart Types and a Secondary Axis](#)

[Plotting data along a secondary axis](#)

Patterns Tab, Selected Object Command (Format Menu)

Controls the appearance and other aspects of the selected graphic object.

- The options available depend on the object selected.
- If you select multiple objects and choose the Selected Object command, the options selected apply only to the objects that have those characteristics. For example, if a line and a rectangle are selected, the Fill option on the Patterns tab applies only to the rectangle.
- Double-clicking an object displays the Format Object dialog box unless the object is a chart or a linked picture. For a text box, you must double-click the border (double-clicking within the text box selects text).

Automatic

Applies the default patterns for an object's border, an object's fill, or a line's style.

None

Makes the entire selected object or part of the selected object invisible.

Custom

Removes default settings so that you can customize the style, color, and weight of a selected object border or line, or the fill pattern and background and foreground color of an object.

Style

Controls the style (for example, solid or dashed) of a line or an object's border.

Color

Controls the color of a line or an object's border.

Weight

Controls the weight of a line or an object's border.

Pattern

Controls the fill pattern and the pattern color for the selected cells or objects. Select None if you don't want any pattern in the selected object.

Shadow

Adds a shadow to the bottom and right side of a rectangle, an oval, a chart, or a text box.

Round Corners

Rounds the corners of a rectangle, a chart, or a text box.

Arrow Head

Controls the style, width, and length of the arrowhead for a line. An arrowhead style must be selected for the width and length options to apply.

Sample

Displays the formats selected for the object.

See Also

[Overview of Formatting a Graphic Object](#)

Properties Tab, Selected Object Command (Format Menu)

Determines whether objects change size with the chart.

- Graphic objects are initially formatted to change size when you change the size of the chart.

Size With Chart

The object changes its size along with the chart.

Don't Size With Chart

The object remains the size it was when originally created.

See Also

[Sizing a graphic object independently of a chart](#)

Font Tab, Selected Object Command (Format Menu)

Changes the font, style, size, and color of the text in a text box.

Font

Lists available screen and printer fonts. You can select a font from the list or type the name of the font you want in the box.

Font Style

Lists the available font styles. You can select one of the styles from the list.

Shortcut: Bold button
 Italic button

Size

Lists the available sizes for the font selected in Font box. You can select a font size from the list or type the size you want in the box.

Underline

Lists the available styles of underline.

Shortcut: Underline button

Effects

Strikes out, raises (superscript), or lowers (subscript) the selected characters.

Color

Controls the text color. Select a color from the list, or select Automatic to set the color to the window text color defined in the Windows Control Panel. Unless you have changed the window text color, selecting Automatic sets the text color to black.

Preview

Shows a sample of text with the current font formatting choices applied.

See Also

- [Bold Button](#)
- [Italic Button](#)



[Underline Button](#)

[Font Name Box](#)

[Font Size Box](#)

[Formatting the text in a text box](#)

Alignment Tab, Selected Object Command (Format Menu)

Aligns the text in selected text boxes.

Horizontal

Aligns text to the left, center, or right of the text box, or to both the left and right (justified).

Vertical

Aligns text with the top, center, or bottom of the text box, or to both the top and bottom (justified).

Orientation

Rotates the text.

Automatic Size

Adjusts the size of the text box to accommodate the text.

See Also

- [Align Left Button](#)
- [Align Right Button](#)
- [Center Button](#)

Text Formatting Buttons Category

Align Left Button

Aligns the contents of text boxes or chart text to the left.

Align Right Button

Aligns the contents of text boxes or chart text to the right.

Bold Button

Applies bold formatting to text boxes or chart text.

Center Button

Centers the contents of text boxes or chart text.



Decrease Font Size Button

Decreases the font size of the characters in datasheet cells, text boxes, or chart text to the next smaller size in the Font Size box each time you click the button.

Font Box

Lists the available fonts.



Font Color Button

Displays a palette of colors you can use to change the font color in datasheet cells, text boxes, or chart text.

Font Size Box

Lists the available sizes for the font selected in the Font box.



Increase Font Size Button

Increases the font size of characters in datasheet cells, text boxes, or chart text to the next larger size in the Font Size box each time you click the button.

Italic Button

Applies italic formatting to text boxes or chart text.



Strikethrough Button

Draws a line through selected characters in text boxes or chart text.



Underline Button

Applies a single underline to text boxes, or chart text.

See Also

[Formatting Buttons Category](#)

-

Bold Button

Applies bold formatting to datasheet cells, text boxes, or chart text. The Bold button is on the [Formatting toolbar](#).

- Clicking this button again removes the bold formatting.

Shortcut: CTRL+B

See Also

[Changing the font, font size, and font style](#)

[Displaying, hiding, and customizing toolbars](#)

[Font Command \(Format Menu\)](#)

[Formatting the text in a text box](#)

[Overview of Changing Chart Text](#)

-

Center Button

Centers the contents of text boxes or chart text. The Center button is on the [Formatting toolbar](#).

- Clicking this button again returns the alignment to General.

See Also

[Changing the font, font size, and font style](#)

[Displaying, hiding, and customizing toolbars](#)

[Formatting the text in a text box](#)

[Overview of Changing Chart Text](#)

-

Font Box

Lists the available fonts. The Font box is on the [Formatting toolbar](#).

- The available fonts can be applied to text in the datasheet, selected characters in text boxes, or chart text.
- You can change the font name by selecting the name you want from the list or by typing the name of the font in the Font box.
- When you are working in the datasheet, the font you select is applied to all cells.

See Also

- [Font Size Box](#)
[Changing the font, font size, and font style](#)
[Displaying, hiding, and customizing toolbars](#)
[Font Command \(Format Menu\)](#)
[Formatting the text in a text box](#)
[Overview of Changing Chart Text](#)

-

Font Size Box

Lists the available sizes for the font selected in the Font box. The Font Size box is on the [Formatting toolbar](#).

- The available fonts can be applied to the datasheet, text boxes, or chart text. Your selection is applied to all datasheet cells.
- You can change the font size by selecting the size you want from the list or by typing it in the Font Size box.

See Also

- [Font Box](#)
[Changing the font, font size, and font style](#)
[Displaying, hiding, and customizing toolbars](#)
[Font Command \(Format Menu\)](#)
[Formatting the text in a text box](#)
[Overview of Changing Chart Text](#)

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Italic Button

Applies italic formatting to datasheet cells, text boxes, or chart text. The Italic button is on the [Formatting toolbar](#).

- Clicking this button again removes the italic formatting.

Shortcut: CTRL+I

See Also

[Changing the font, font size, and font style](#)

[Displaying, hiding, and customizing toolbars](#)

[Font Command \(Format Menu\)](#)

[Formatting the text in a text box](#)

[Overview of Changing Chart Text](#)

-

Align Left Button

Aligns the contents of datasheet cells, text boxes or chart text to the left. The Align Left button is on the [Formatting toolbar](#).

- Clicking this button again returns the alignment to General.

See Also

[Displaying, hiding, and customizing toolbars](#)

[Formatting the text in a text box](#)

[Overview of Changing Chart Text](#)

-

Align Right Button

Aligns the contents of datasheet cells, text boxes or chart text to the right. The Align Right button is on the [Formatting toolbar](#).

- Clicking this button again returns the alignment to General.

See Also

[Displaying, hiding, and customizing toolbars](#)

[Formatting the text in a text box](#)

[Overview of Changing Chart Text](#)



Underline Button

Applies a single underline to datasheet cells, text boxes, or chart text. The Underline button is on the [Formatting toolbar](#).

- Clicking this button again removes the underlining.
Shortcut: CTRL+U

See Also

[Changing the font, font size, and font style](#)

[Displaying, hiding, and customizing toolbars](#)

[Font Command \(Format Menu\)](#)

[Formatting the text in a text box](#)

[Overview of Changing Chart Text](#)

Formatting Buttons Category

■

Comma Style Button

Applies the currently defined Comma style to selected cells or chart text.

■

Currency Style Button

Applies the currently defined Currency style to selected cells or chart text.



Decrease Decimal Button

Removes one decimal place from the number format each time you click the button.



Increase Decimal Button

Adds one decimal place to the number format each time you click the button.

■

Percent Style Button

Applies the currently defined Percent style to selected cells or chart text.

See Also

[Text Formatting Buttons Category](#)

-

Comma Style Button

Applies the currently defined Comma style to selected datasheet cells and chart labels. For example, 7567 changes to 7,567. The Comma Style button is on the [Formatting toolbar](#).

- This button applies the default Comma style unless you change it. The default Comma style applies commas and two decimal places to numbers.
- To change the Comma style use the Number command on the Format menu.

See Also

[Changing the number format](#)

[Creating a custom number, date, or time format](#)

[Displaying, hiding, and customizing toolbars](#)

[Number Command \(Format Menu\)](#)

■

Currency Style Button

Applies the currently defined Currency style to selected datasheet cells and chart labels. For example, 354 changes to \$354.00. The Currency Style button is on the [Formatting toolbar](#).



Might appear instead of the dollar sign symbol, depending on the country selected in the International dialog box, available from the Windows Control Panel.

- This button applies the default Currency style unless you change it. To change the Currency style use the Number command on the Format menu.
- For information about changing the international settings, see your operating system documentation.

See Also

[Changing the number format](#)

[Creating a custom number, date, or time format](#)

[Displaying, hiding, and customizing toolbars](#)

[Number Command \(Format Menu\)](#)



Decrease Decimal Button

Removes one decimal place from the number format each time you click the button. For example, 7,567.00 changes to 7,567.0. You can use this button to format selected datasheet cells or chart labels. The Decrease Decimal button is on the [Formatting toolbar](#).

- You can continue to remove decimal places until the integer is reached.
- If you hold down SHIFT while clicking this button, it functions like the [Increase Decimal button](#).

See Also

[Changing the number format](#)

[Creating a custom number, date, or time format](#)

[Displaying, hiding, and customizing toolbars](#)

[Number Command \(Format Menu\)](#)



Increase Decimal Button

Adds one decimal place to the number format each time you click the button. For example, 7,567 changes to 7,567.0. You can use this button to format selected datasheet cells or chart labels. The Increase Decimal button is on the [Formatting toolbar](#).

- If you hold down SHIFT while clicking this button, it functions like the [Decrease Decimal button](#).

See Also

[Changing the number format](#)

[Creating a custom number, date, or time format](#)

[Displaying, hiding, and customizing toolbars](#)

[Number Command \(Format Menu\)](#)

-

Percent Style Button

Applies the currently defined Percent style to selected cells. For example, .23 changes to 23%. The Percent Style button is on the [Formatting toolbar](#).

- This button applies the default Percent style unless you change it. To change the Percent style, use the [Number command](#) on the Format menu.

See Also

[Changing the number format](#)

[Creating a custom number, date, or time format](#)

[Displaying, hiding, and customizing toolbars](#)

[Number Command \(Format Menu\)](#)

Formatting Toolbar

The Formatting toolbar contains buttons that help you format graphic objects, datasheet cell contents, and chart objects, such as text and gridlines.

Font Box

Lists the available fonts.

Font Size Box

Lists the available sizes for the font selected in the Font box.

Bold Button

Applies bold formatting to characters in cells, text boxes, or chart text.

Italic Button

Applies italic formatting to characters in cells, text boxes, or chart text.

Underline Button

Applies a single underline to characters in cells, text boxes, or chart text.

Align Left Button

Aligns the contents of text boxes or chart text to the left.

Center Button

Centers the contents of text boxes or chart text.

Align Right Button

Aligns the contents of text boxes or chart text to the right.

Currency Style Button

Applies the currently defined Currency style to selected cells.

Percent Style Button

Applies the currently defined Percent style to selected cells.

Comma Style Button

Applies the currently defined Comma style to selected cells.



Increase Decimal Button

Adds one decimal place to the number format each time you click the button.



Decrease Decimal Button

Removes one decimal place from the number format each time you click the button.

Color Button

Changes the color of an object.

See Also

[Displaying, hiding, and customizing toolbars](#)

-

Font Color Button

Displays a palette of colors you can use to change the font color in datasheet cells, text boxes, or chart text. The Font Color button is in the [Text Formatting category](#).

- Click the arrow next to the Font Color button to display a palette of colors. You can drag the palette off the toolbar to keep it open.
- The color you last selected is used as the button image; you can apply that color by selecting cells or text and clicking the button.

See Also

- [Font Box](#)
- [Font Size Box](#)

[Font Command \(Format Menu\)](#)

[Formatting the text in a text box](#)

[Overview of Changing Chart Text](#)

-

Strikethrough Button

Draws a line through characters in datasheet cells, text boxes, or chart text. The Strikethrough button is in the [Text Formatting category](#).

- Clicking this button again removes the strikethrough formatting.

Shortcut: CTRL+5

See Also

[Displaying, hiding, and customizing toolbars](#)

[Font Command \(Format Menu\)](#)

[Formatting the text in a text box](#)

[Overview of Changing Chart Text](#)

-

Increase Font Size Button

Increases the font size of characters in datasheet cells, text boxes, or chart text to the next larger size in the Font Size box each time you click the button. The Increase Font Size button is in the [Text Formatting category](#).

- When the largest available font size is applied to the text, clicking this button causes a beep.
- If you hold down SHIFT while clicking this button, it functions like the [Decrease Font Size button](#).

See Also

- [Font Size Box](#)
[Displaying, hiding, and customizing toolbars](#)
[Font Command \(Format Menu\)](#)
[Formatting the text in a text box](#)
[Overview of Changing Chart Text](#)

-

Decrease Font Size Button

Decreases the font size of the characters in datasheet cells, text boxes, or chart text to the next smaller size in the Font Size box each time you click the button. The Decrease Font Size button is in the [Text Formatting category](#).

- When the smallest available font size is applied to the text, clicking this button causes a beep.
- If you hold down SHIFT while clicking this button, it functions like the [Increase Font Size button](#).

See Also

- [Font Size Box](#)
[Displaying, hiding, and customizing toolbars](#)
[Font Tab, Cells Command \(Format Menu\)](#)
[Formatting the text in a text box](#)
[Overview of Changing Chart Text](#)

Edit Buttons Category

■

By Column Button

Associates chart data series with vertical columns on the datasheet.

■

By Row Button

Associates chart data series with horizontal rows on the datasheet.

■

Clear Contents Button

Removes the contents from selected cells without affecting formats.

■

Copy Button

Copies the selection onto the Clipboard.

■

Cut Button

Removes the selection and places it on the Clipboard.

■

Paste Button

Pastes the contents of the Clipboard into the active datasheet cell.

■

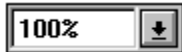
Undo Button

Reverses the last command you chose, if possible, or deletes the last entry you typed.

■

View Datasheet Button

Displays the datasheet window, allowing you to edit or format the data.



Zoom Control Box

Allows you to see more or less detail by changing the scale of the chart.



Zoom In Button

Allows you to see more detail by changing the scale of the chart to the next higher magnification.



Zoom Out Button

Allows you to see more of the chart by changing the scale to the next lower magnification.

File Buttons Category

■

Help Button

Adds a question mark (?) to the mouse pointer, allowing you to get information about a command or screen element.

■

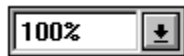
Import Chart Button

Imports an existing chart from Microsoft Excel.

■

Import Data Button

Imports data from another application. The data you import is inserted into the datasheet and displayed graphically in the chart window.



Zoom Control Box

Allows you to see more or less detail by changing the scale of the chart. The Zoom Control box is in the [Edit button category](#).

- To use the Zoom Control box, you must display your chart in a separate window instead of activating it directly on your document. For more information, see [Activating a chart within your document](#).
- To use the Zoom Control box, click the arrow and select a magnification.
- You can also type any magnification from 10 to 400 percent in the Zoom Control box.

Note Zooming does not affect printing.

See Also



[Zoom In Button](#)



[Zoom Out Button](#)

[Changing the magnification of your chart](#)
[Zoom Command \(View Menu\)](#)



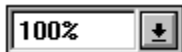
Zoom In Button

Allows you to see more detail by changing the scale of the chart to the next higher magnification. The Zoom In button is in the [Edit button category](#).

- To use the Zoom In button, you must display your chart in a separate window instead of activating it directly on your document. For more information, see [Activating a chart within your document](#).
- When the chart is displayed at the maximum magnification, clicking the Zoom In button produces a beep.
- If you hold down SHIFT while clicking this button, it functions like the Zoom Out button.

Note Zooming does not affect printing.

See Also



[Zoom Control Box](#)



[Zoom Out Button](#)

[Changing the magnification of your chart](#)
[Zoom Command \(View Menu\)](#)



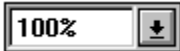
Zoom Out Button

Allows you to see more of the chart by changing the scale to the next lower magnification. The Zoom Out button is in the [Edit button category](#)

- To use the Zoom Out button, you must display your chart in a separate window instead of activating it directly on your document. For more information, see [Activating a chart within your document](#).
- When the chart is displayed at the minimum magnification, clicking the Zoom Out button produces a beep.
- If you hold down SHIFT while clicking this button, it functions like the Zoom In button.

Note Zooming does not affect printing.

See Also



[Zoom Control Box](#)



[Zoom In Button](#)

[Changing the magnification of your chart](#)
[Zoom Command \(View Menu\)](#)

Formatting Data in the Datasheet

Overview of Formatting Data in the Datasheet

- Changing the font, font size, and font style
- Changing the number format
- Creating a custom number, date, or time format
- Built-in Number Formats
- Examples of Custom Number Formats
- Number Format Symbols
- Deleting custom number formats
- How Tick-Mark Labels Are Formatted

Overview of Formatting Data in the Datasheet

The way numbers are formatted in the datasheet--currency, percentage, number of decimal places, and so on--determines the way values and [tick-mark labels](#) appear in the chart by default. However, you can also format the numbers in your chart independently of the datasheet number formatting.

The width of columns in the datasheet and the font used do not affect the chart.

International Settings

Microsoft Graph uses the settings defined in the operating system to determine the default settings for the currency sign, the date format, and list separators. For example, if your operating system is configured for Sweden, Microsoft Graph uses "kr" as the currency sign, day-month-year as the date format, and semicolon (;) as the list separator.

To change these defaults, adjust the International settings in the Windows Control Panel. Then close and restart Graph. For more information about changing these settings, see your Windows documentation.

See Also

[Built-in Number Formats](#)

[Changing the font, font size, and font style](#)

[Changing the number format](#)

[Creating a custom number, date, or time format](#)

[Deleting custom number formats](#)

[Examples of Custom Number Formats](#)

[How Tick-Mark Labels Are Formatted](#)

[Number Format Symbols](#)

Changing the font, font size, and font style

■ Overview

You can assign one font, size, and font style for the entire datasheet. Only fonts and sizes for the printer selected in your document's main application appear in the lists. For information about changing the printer, see the documentation for your main application.

1. From the Format menu, choose Font.
2. In the Font box, select a font.
Shortcut: Font box (Formatting toolbar)
3. In the Size box, select a size or type the size you want.
Shortcut: Font Size box (Formatting toolbar)
4. Select the style options you want.
5. Click the OK button or press ENTER.

Note The height of datasheet rows adjusts automatically to fit the font size you specify.

See Also

[Font Command \(Format Menu\)](#)

[Font Box](#)

[Font Size Box](#)

Changing the number format

■ Overview

The format you choose for numbers in the datasheet affects the way the data appears in the datasheet and the way tick marks are labeled on the axes. You can use a built-in format or create a custom format.

1. Select the cell or cells you want to format.
2. From the Format menu, choose Number.
 - Shortcuts: Currency Style button (Formatting toolbar)
 - Percent Style button (Formatting toolbar)
 - Comma Style button (Formatting toolbar)
 - Increase Decimal button (Formatting toolbar)
 - Decrease Decimal button (Formatting toolbar)
3. In the Number Format box, select a format or type your own in the Code box.
4. Choose the OK button.

Note You can also format values on your chart, for example, data labels and tick-mark labels.

See Also

- [Comma Style Button](#)
- [Currency Style Button](#)
- [Decrease Decimal Button](#)
- [Increase Decimal Button](#)
- [Percent Style Button](#)

[Built-in Number Formats](#)

[Changing number formats for chart values](#)

[Changing the font, font size, and font style](#)

[Creating a custom number, date, or time format](#)

[Deleting custom number formats](#)

[Examples of Custom Number Formats](#)

[How Tick-Mark Labels Are Formatted](#)

[Number Command \(Format Menu\)](#)

[Number Format Symbols](#)

Creating a custom number, date, or time format

■ Overview

1. Select the cells in the datasheet you want to format.
2. From the Format menu, choose Number.
3. Select a built-in format to use as a model and edit it in the Code box.
You can also type a new format in the Code box. Modifying a built-in format to create a new custom format does not eliminate the built-in format.
4. Click the OK button or press ENTER.
The new format is added at the end of the list.

Note Each custom number format you create is available for the active chart only.

See Also

[Changing the number format](#)

[Deleting custom number formats](#)

[Examples of Custom Number Formats](#)

[How Tick-Mark Labels Are Formatted](#)

[Number Command \(Format Menu\)](#)

[Number Format Symbols](#)

How Tick-Mark Labels Are Formatted

■ Overview

The format of the cell containing the first [data point](#) of the first included [data series](#) determines the format of numeric [tick-mark labels](#) displayed in the chart. In the default datasheet, this is the cell in the second row and second column.

- If the second row or the second column is excluded, Graph uses the number format of the first included cell instead.
- For xy (scatter) charts, the number format you assign to the first cell in the series plotted on the x-axis applies to all numbers along the horizontal axis. You can change this by selecting the axis and changing the number format.

For more information about how datasheet text and values are displayed in the associated chart, see [How a Datasheet Range Translates into a Chart](#).

See Also

[Built-in Number Formats](#)

[Changing the number format](#)

[Deleting custom number formats](#)

[Entering data for an xy \(scatter\) chart](#)

[Examples of Custom Number Formats](#)

[Number Command \(Format Menu\)](#)

[Number Format Symbols](#)

[Creating a custom number, date, or time format](#)

Number Format Symbols

■ [Overview](#)

The following table describes the symbols you will see when you are working with number formats.

Symbol	Description
0	Display digit, even if zero.
#	Display digits other than zero.
;	Separate formats for positive, negative, and zero values.
.	Decimal point.
,	Thousands separator.
%	Percentage. Microsoft Graph multiplies the number entered by 100 and adds a percent sign.
\$ - + () space	Display these characters. These characters are included in the number format where you place them. You can include other characters by preceding them with a backslash (\) or by enclosing them in double quotation marks (" ").
[RED]	Display the cell contents in the specified color, even if that color is no longer in the color palette. Valid colors are red, green, blue, cyan, yellow, magenta, black, and white.
[COLOR n]	Displays the corresponding color in the color palette, where n is a number from 0 to 56. For more information about the color palette, see Custom Color Palettes for Charts
d	Display the day as a number.
dd	Display the day as a two-digit number.
ddd	Display the three-letter abbreviation for the day of the week.
dddd	Display the day of the week as a complete word.
m	Display the month as a number.
mm	Display the month as a two-digit number.
mmm	Display the three-letter abbreviation for the month.
mmmm	Display the month as a complete word.
yy	Display the last two digits of the year.
yyyy	Display the year in full.
h	Display the hour.
mm	Display the minutes.
ss	Display the seconds.
E- E+ e- e+	Display the number in scientific format.
"text"	Display the text between the double quotation marks.
\	Display the following character (same as enclosing it in double quotation marks).
*	Repeat the following character enough times to fill the column width. You cannot have more than one asterisk in each section of a format.

See Also

[Built-in Number Formats](#)

[Changing the number format](#)

[Deleting custom number formats](#)

Examples of Custom Number Formats

How Tick-Mark Labels Are Formatted

Number Command (Format Menu)

Creating a custom number, date, or time format

Built-in Number Formats

■ Overview

Microsoft Graph uses the General format as the default for all cells in the datasheet. The General format displays numbers as precisely as possible. If the number is longer than the width of the cell, Microsoft Graph displays it in scientific notation. If it is not possible to display the number in the cell, it is shown as a sequence of number signs (#####). Increase the column width to see the number in your chosen format.

Each built-in format other than General is a sequence of symbols that describe how the format looks.

Format	Example
General	5
0	5
0.00	5.00
#,##0	5
#,##0.00	5.00
\$#,##0;(\$#,##0)	\$5
\$#,##0;[Red](\$#,##0)	\$5
\$#,##0.00;(\$#,##0.00)	\$5.00
\$#,##0.00;[Red](\$#,##0.00)	\$5.00
0%	500%
0.00%	500.00%
0.00E+00	5.00E+00
m/d/yy	1/5/00
d-mmm-yy	5-Jan-00
d-mmm	5-Jan
mmm-yy	Jan-00
h:mm AM/PM	12:00 AM
h:mm:ss AM/PM	12:00:00 AM
h:mm	0:00
h:mm:ss	0:00:00
m/d/yy h:mm	1/5/00 0:00

See Also

[Changing the number format](#)

[Examples of Custom Number Formats](#)

[Number Command \(Format Menu\)](#)

[Creating a custom number, date, or time format](#)

Examples of Custom Number Formats

■ [Overview](#)

Formats can have up to three sections separated by semicolons. The first section is for positive numbers, the second for negative numbers, and the third for zeros. If you specify only two sections, zeros are formatted like positive numbers. If you specify only one section, all numbers are formatted that way.

Format	Number	Displayed
000-00-0000	987654321	987-65-4321
"Acct. No. "0000	8997	Acct. No. 8997
#,##0 "lbs"	4567	4,567 lbs
0;-0;	0	(not displayed)
0.00E-00	2000000	2.00E06
d-mmm-yy	365	30-Dec-00
dddd	365	Sunday
[Red]General	1000	1000 (appears in red)

See Also

[Built-in Number Formats](#)

[Changing the number format](#)

[Deleting custom number formats](#)

[Number Command \(Format Menu\)](#)

[Creating a custom number, date, or time format](#)

Deleting custom number formats

■ Overview

This procedure applies only to datasheets.

1. From the Format menu, choose Number.
2. Under Category, select Custom.
3. Select the format you want to delete.
4. Choose the Delete button.
5. To apply another format to the selected cells, select the format you want.
If you do not select another format, General format will be applied.
6. Choose the OK button.

See Also

[Changing the number format](#)

[Creating a custom number, date, or time format](#)

[Examples of Custom Number Formats](#)

[Number Command \(Format Menu\)](#)

Shortcut Menu

A menu that shows a list of commands relevant to a particular item. You can display a shortcut menu for toolbars; rows, columns, and cells in the datasheet; and chart items, text boxes, and graphic objects on charts.

Click the right mouse button to display a shortcut menu, or press SHIFT+F10.

General Number Format

General is the default number format for all cells on a new worksheet. In the General format, Graph displays numbers using integer format (789), decimal fraction format (7.89), or scientific notation (7.89E+08) if the number is longer than the width of the cell. The General format displays up to 11 digits. With the General format, numbers are right-aligned, text is left-aligned, and logical and error values are centered. When you type data in a cell formatted as General, Graph will, if it can, assign another built-in format based on what you type.

Regression Analysis

A form of statistical analysis used for forecasting. Regression analysis estimates the relation between variables so that one variable can be predicted from the other or others.

Moving Average

A sequence of averages computed from parts of a data series. In a chart, a moving average smooths the fluctuations in data, thus showing the pattern or trend more clearly.

Autoformat (for Charts)

A combination of chart type, subtype, and other formatting characteristics, such as patterns and font, that you can quickly apply to a chart to change its appearance. In addition to having access to built-in autoformats, you can also create your own formatted charts and add them as custom (user-defined) autoformats.

Axis

Lines bordering the plot area that provide a frame of reference for measurement or comparison on a chart. Generally, a 2-D chart has two axes and a 3-D chart has two or three axes, depending on the data view selected. For most charts, data values are plotted along the value (y) axis, which is usually vertical, and categories are plotted along the category (x) axis, which is usually horizontal. Exceptions: pie and doughnut charts have no axes; bar charts reverse the axes; radar charts plot each category along its own value axis; and xy (scatter) charts plot values along two value axes.

In 3-D perspective charts with three axes, the value (z) axis is still vertical; however, the category (x) axis and series (y) axis form the horizontal surface, or floor, of the chart.

Data Marker

A bar, area, dot, slice, or other symbol in a chart that represents a single data point or value originating from a datasheet cell. Related data markers in a chart comprise a data series.

Trendline Label

Optional text for a trendline, including either the regression equation or the R-squared value, or both. A trendline label may be formatted and moved; it cannot be sized.

Data Points

Individual values plotted in a chart that originate from single cells in the datasheet. Data points are represented by bars, columns, lines, pie or doughnut slices, dots, and various other shapes. These shapes are called data markers. Data markers of the same color constitute a data series.

Legend

A box containing legend entries and keys that help to identify the data series (or categories) in a chart. The legend keys, to the left of each entry, show the patterns and colors assigned to the data series (or categories) in the chart.

Y-Intercept

The point at which the trendline meets the y axis. Setting the Y-intercept enables you to change the way data appears in the chart without actually changing the scale of the axis.

Activate

To activate a chart created with Graph, double-click the embedded chart on the document where it resides. This activates Graph within your main application; the Graph menus, commands, and toolbars are available, and you can change the values or formatting in the chart.

Closing Graph

When you have finished creating or editing a chart in Graph, you return to work in your main application in one of two ways. If your chart is activated directly on your document, not in a separate window, simply click elsewhere on your main application document to close Graph. The menus, commands, and toolbars of your main application are available again.

If you have been working with Graph in a separate window, choose Exit and Return from the File menu. Your changes are automatically updated in the main document.

Data Series

A group of related data points plotted in a chart that originate from single worksheet rows or columns. Each data series in a chart is distinguished by a unique color or pattern. You can plot one or more data series in a chart. Pie charts have only one data series.

Paste Area

The target destination for data that has been cut or copied using the Clipboard.

Source Document

A Microsoft Excel workbook referred to by an external reference formula or a remote reference formula. The source document is the source of the value contained in the external reference formula; it provides "support data" to the dependent workbook.

Chart Type Group

A group of data series that are formatted as one chart type and displayed on the same axis. For example, a chart showing columns overlaid by lines contains two groups of data series: a column chart group and a line chart group. Every chart type group included in an active chart appears as a command at the bottom of the Format menu.

R-Squared Value

In regression analysis, a calculated value that indicates how valid a trendline is for forecasting. The R-squared value helps determine the line of best fit. An R-squared value near 0 indicates a poor fit; a value near 1 indicates a good fit and therefore a meaningful trendline.

Error Bars

Graphical bars that express potential error (or degree of uncertainty) relative to each data marker in a series. You can add y error bars to data series in 2-D area, bar, column, line, and xy (scatter) chart type groups. XY charts can also display x error bars. Error bars can be selected and formatted as a group.

Gridlines

Lines you may add to your chart that extend from the tick marks on an axis across the plot area. Gridlines come in various forms: horizontal, vertical, major, minor, and combinations of these. They make it easier to view and evaluate data in a chart.

Plot Area

The area of a chart in which your data is plotted. The plot area can be selected, formatted, moved, and sized.

In 2-D charts, it is bounded by the axes and encompasses all the data markers, gridlines, data labels, trendlines, and any optional chart items you add to the chart and place within the plot area.

In 3-D charts, the plot area includes all of the items in a 2-D chart, plus the chart's walls and floor, axes, and tick-mark labels.

Data Label

A label that provides additional information about a data marker. Data labels can be applied to a single data marker, an entire data series, or all data markers in a chart. Depending on the chart type, data labels can show values, names of data series (or categories), percentages, or a combination of these. They may be formatted and moved, but not sized.

Text Box

A rectangular object on a sheet in which you can type text.

3-D Walls and Floor

The areas surrounding many 3-D chart types that give dimension and boundaries to the chart. Two walls and one floor are displayed within the plot area. They can be selected and formatted. When you select any corner of the walls or floor, the charts can also be rotated by dragging, and displayed with a different view.

Clipboard

A temporary holding area for data that you cut or copy. If you cut or copy worksheet cells, the Clipboard shows the size of the area you cut or copy. The data remains on the Clipboard until you cut or copy other data or quit Microsoft Excel. From the Clipboard, you can paste cut or copied data to another location on a sheet, to another sheet in a workbook, to a different Microsoft Excel workbook, or to a document in another application.

Trendline

A graphical representation of trends in data series. Trendlines are used to study problems of prediction, also called regression analysis. You can add trendlines to data series in 2-D area, bar, column, line, and xy (scatter) chart type groups. Trendlines can be formatted.

Tick Marks and Tick-Mark Labels

Small lines that intersect an axis like divisions on a ruler. Tick marks are part of and can be formatted with the axis. Tick-mark labels identify the categories, values, or series in the chart. They come from and are automatically linked to cells in your worksheet selection. They can be formatted like other chart text.

Chart Area

The entire region surrounding the chart, just outside the plot area. When the chart area is selected, it can be formatted with colors, patterns, and a border, and uniform font characteristics can be applied to all text in the chart.

Chart Text

Text in a chart is either linked to worksheet data or unlinked.

Unlinked text, including axis and chart titles, text boxes, and trendline labels, can be added after creating a chart, and then edited and moved. You can also format either the whole text or individual characters. Only text boxes can be resized.

Linked text, including legend entries, tick-mark labels, and data labels, is based on text or values in your worksheet selection. You can move linked text and format the whole text; you can also format individual characters in data labels. Editing linked text can break the link, which then allows individual character formatting.

Chart Type

A chart type is a specific kind of chart. All Microsoft Excel charts are based on the following 14 chart types: area, bar, column, line, pie, doughnut, radar, xy (scatter), 3-D area, 3-D bar, 3-D column, 3-D line, 3-D pie, and 3-D surface. Each chart type has at least one subtype that is a variation of the original chart type.

Embedded Chart

A chart object that has been placed on a worksheet and that is saved on that worksheet when the workbook is saved. When it is selected, you can move and size it. When it is activated, you can select items and add data, and format, move, and size items in the chart, depending on the item. Embedded charts are linked to worksheet data and are updated when the worksheet data changes.

Status Bar

The bar at the bottom of the screen that displays information about a selected command or an operation in progress. Use the Status Bar command on the View menu to display or hide the status bar.

Graphic Object

A line or shape (button, text box, ellipsis, rectangle, arc, picture) that you draw using the buttons on the toolbar, or a picture you paste onto a Graph chart.

Drop Lines

Vertical lines extending from chart data markers to the category axis, showing data in each category more clearly. Available for 2-D and 3-D area and line charts; in 3-D charts, the drop lines extend to the chart floor.

Series Lines

Lines connecting points in data series, to show the variations in values more clearly. Available for stacked and 100% stacked 2-D column and bar charts.

High-low Lines

Lines connecting high and low values in high-low line charts, to illustrate the spread between values in a category. In-high-low-close charts, which are often used to track stock prices, horizontal tick marks show the closing values along with the high-low lines.

Up Bars and Down Bars

Optional rectangular bars showing the positive or negative differences between values in categories of data. Available for line charts. Example: if the first data point in a category is 12, and the last data point is 22, an up bar indicates the positive spread of 10. By default, up bars are formatted with a light fill color and down bars are formatted with a dark fill color.

Exclude

Remove a datasheet row or column from display on the associated chart. To exclude a row or column, double-click the header or select the row or column and choose Exclude Row/Col from the Data menu. The row or column header on the datasheet loses its 3-D appearance, and the chart-type graphic no longer appears in the header; thus is it easy to tell from looking at the datasheet which rows and columns are included and excluded in the chart display.

To include a row or column again, either double-click the header or choose Include Row/Col from the Data menu.

Datasheet

The "spreadsheet" view of the data displayed in a chart you create with Graph. The data is displayed in rows and columns, in a separate window. You can add, delete, or change data; specify which data should be displayed in the chart, and format the data in the datasheet.

Data Region

A range of cells containing data and bounded by empty cells.

Text File

An unformatted file: ANSI text for Windows; Text for the Macintosh or MS-DOS. Each line in a text file represents one row in the datasheet. Within a row, data is divided into cells based on the delimiter character you specify, such as tab or comma.

Category

Groupings of data usually plotted along the category (x) axis on a chart. If you define data series in rows on the datasheet, then the categories are the columns; if you define the data series in columns, then the categories are the rows.

Creating Graphic Objects on Charts

About Graphic Objects

Overview of Drawing Lines, Arrows, and Shapes on Charts

- Drawing a rectangle, an ellipse, or an arc
- Drawing a line or an arrow
- Drawing multiple arrows, lines, or shapes
- Drawing a polygon
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Overview of Working with Text Boxes

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Overview of Sizing, Moving, and Copying Graphic Objects

- Resizing a graphic object
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- Copying a graphic object
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Overview of Formatting a Graphic Object

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About Graphic Objects

Using the buttons on the [Drawing toolbar](#), you can draw graphic objects, including lines, arcs, and transparent or filled ellipses, rectangles, and polygons on charts. To display the Drawing toolbar, click the Drawing button on the Standard toolbar.

You can import graphics, as pictures, from other applications to enhance the appearance of your charts. You can also copy graphic objects from other applications and paste them into your Graph charts.

Once you have added a graphic object, you can change its position, shape, or size; group it with other graphic objects; copy and paste it; and format its color, border, or pattern.

Note You can create graphics on charts only, not on the datasheet.

See Also

- [Drawing Button](#)
- [Creating Graphic Objects on Charts](#)
[Overview of Formatting a Graphic Object](#)

Overview of Drawing Lines, Arrows, and Shapes on Charts

You can draw lines, arrows, ellipses, rectangles, arcs, and polygons on a chart (though not on the datasheet) to highlight important data or add visual interest. Ellipses, rectangles, arcs, and polygons may have either a filled (opaque) or an unfilled (transparent) background.

You create lines, arrows, and shapes by choosing a drawing button from the [Drawing toolbar](#) and then dragging the mouse. To display the Drawing toolbar, click the Drawing button on the Standard toolbar.

To delete an object, select it and then press the DEL key, or choose Cut from the Edit menu. When you use the Cut command, the object is placed on the Clipboard so that you can paste it elsewhere. If you use the DEL key or the Clear command on the Edit menu, the object is not placed on the Clipboard and cannot be pasted elsewhere.

See Also

- [Drawing Button](#)
- [Selection Button](#)

[Drawing a line or an arrow](#)

[Drawing a polygon](#)

[Drawing a rectangle, an ellipse, or an arc](#)

[Drawing multiple arrows, lines, or shapes](#)

[Editing a polygon](#)

[Overview of Formatting a Graphic Object](#)

Drawing a rectangle, an ellipse, or an arc

■ Overview

To use the buttons on the Drawing toolbar, you may need to display it by clicking the Drawing button on the Standard toolbar. You may need to activate your chart to do this procedure.

1. On the Drawing toolbar, click the Rectangle, Ellipse, or Arc button .

The mouse pointer changes to a cross hair.

2. Position the cross-hair pointer where you want to start drawing.
3. Drag until the object is the size and shape you want.

When you release the mouse button, the graphic object is displayed and selected.

Tips To delete an object, select it and then press the DEL key. To restrict ovals and arcs to circles, or rectangles to squares, hold down SHIFT while you draw.

See Also

- Arc Button
- Drawing Button
- Ellipse Button
- Filled Arc Button
- Filled Ellipse Button
- Filled Rectangle Button
- Rectangle Button
- Selection Button

Overview of Formatting a Graphic Object

Drawing a line or an arrow

■ Overview

To use the buttons on the Drawing toolbar, you may need to display it by clicking the Drawing button on the Standard toolbar. You may need to activate your chart to do this procedure.

1. On the Drawing toolbar, click the Arrow or Line button.

The mouse pointer changes to a cross hair.

2. Position the cross-hair pointer where you want to start drawing.
3. Drag until the object is the size and shape you want.

When you release the mouse button, the graphic object is displayed and selected.

Tips To delete an object, select it and then press the DEL key. To restrict lines to horizontal, vertical, or 45-degree angles, hold down SHIFT while you draw. If you want to draw a freehand line, use the Freehand button.

See Also

- Arrow Button
- Drawing Button
- Freehand Button
- Line Button
- Selection Button

Overview of Formatting a Graphic Object

Drawing multiple arrows, lines, or shapes

■ Overview

To use the buttons on the Drawing toolbar, you may need to display it by clicking the Drawing button on the Standard toolbar. You must activate a chart to do this procedure.

1. Double-click the drawing button you want.
2. Draw as many objects as you want.
3. When you are finished, click the drawing button again to deactivate it.

See Also

- Drawing Button
- Selection Button

Drawing a line or an arrow

Drawing a polygon

Drawing a rectangle, an ellipse, or an arc

Overview of Formatting a Graphic Object

Drawing a polygon

■ Overview

You may need to activate your chart to do this procedure. To use the buttons on the Drawing toolbar, you may need to display it by clicking the Drawing button on the Standard toolbar.

1. On the Drawing toolbar, click the Freeform button or the Filled Freeform button.
2. Click where you want to start drawing.
3. To draw a straight side, move the pointer without pressing the mouse button.
To draw a freehand side, drag the pointer.
4. Click to form a vertex (the end of one side and the beginning of another).
5. Repeat steps 3 and 4 until the polygon is complete.
6. Click the same point where you began drawing to close the polygon, or double-click to stop drawing anywhere.

To delete an object, select it and then press the DEL key.

Note You can also draw polygons using the Polygon button or the Filled Polygon button, which you can add to a toolbar. For more information, see Displaying, hiding, and customizing toolbars.

See Also

- Drawing Button
- Filled Freeform Button
- Filled Polygon Button
- Freeform Button
- Polygon Button
- Selection Button

Editing a polygon

Overview of Formatting a Graphic Object

Editing a polygon

■ Overview

You may need to activate your chart to do this procedure. To use the buttons on the Drawing toolbar, you may need to display it by clicking the Drawing button on the Standard toolbar.

1. Click the Reshape button.
2. Select the polygon.
Selection handles appear at each vertex (intersection of two sides).
3. To move a vertex, drag it.
To delete a vertex, hold down CTRL while you click the vertex.
To add a vertex, hold down CTRL while you drag a line of the polygon to where you want the new vertex.
4. Repeat step 3 as needed.
5. Click the Reshape button to stop editing.

See Also

- Drawing Button
- Reshape Button
- Selection Button

Drawing a polygon

Overview of Formatting a Graphic Object

Overview of Working with Text Boxes

A text box is a rectangle with text in it. Text boxes are useful in highlighting specific data on a chart, especially when they're used with lines or arrows. The text wraps within the text box. You can format the border and fill pattern just like any other graphic object, and you can rotate text with the [Selected Object command](#) on the Format menu

You create a text box by using the [Text Box button](#), which appears on both the [Standard toolbar](#) and the [Drawing toolbar](#).

For information about changing the text in chart and axis titles, data and tick-mark labels, and the legend, see [Changing Data in a Chart](#).

See Also

[Creating and deleting text boxes](#)

[Editing the text in a text box](#)

[Formatting an object's border and fill pattern](#)

[Formatting the text in a text box](#)

Creating and deleting text boxes

■ Overview

To create a text box

1. With the chart activated, click the Text Box button.
2. Position the cross hair where you want one corner of the text box.
3. Drag until the box is the size and shape you want.
If you want the text box to be exactly square, hold down SHIFT while you draw.
4. Type the text you want in the box.

The text will wrap inside the box. If you want to start a new line, press ENTER.

Tip To size the text box to fit the text inside, select the text box and choose Selected Object from the Format menu. In the Alignment tab, select the Automatic Size text box.

To delete a text box

1. With the chart activated, select the text box.
If you select text within the box rather than the box itself, only the selected text will be deleted.
2. From the Edit menu, choose Cut.
Shortcuts: Cut button
DEL

See Also

- Selection Button
- Text Box Button

Editing the text in a text box

Formatting the text in a text box

Selected Object Command (Format Menu)

Editing the text in a text box

■ Overview

To do this procedure, you may need to activate your chart.

1. Click the text box to select it; then click again to display an insertion point.
2. Use the arrow keys to position the insertion point; then type new characters and delete characters by pressing DEL or BACKSPACE.

If you start typing without first positioning the insertion point, all of the text in the text box is replaced by the new text.

Note If the text is rotated vertically, selecting it rotates it horizontally for editing. When you finish editing, click outside the text box or press ESC to return the text to its original orientation.

See Also

- Selection Button

Creating and deleting text boxes

Formatting the text in a text box

■ Overview

You may need to activate your chart to do this procedure.

1. Select the text box.
2. If you want to format only some of the characters in the text box, select them now.
3. From the Format menu, choose Selected Object.

You can also choose Format Object from the shortcut menu.

4. Select the options you want.

The options available will differ depending on whether you have selected the text box as a whole or only some of the characters within it.

5. Choose the OK button to apply your changes.

See Also

- Selection Button
- Text Box Button

Formatting an object's border and fill pattern

Selected Object Command (Format Menu)

Overview of Selecting a Graphic Object

To change the format, size, or position of an object, or to copy or delete an object, you must first select it.

You can select an object just by clicking any visible part of it. However, it is often better to first click the Selection button. This changes the mouse pointer to a crosshair, which means that:

- Only objects can be selected, not chart items.
- You can select a group of graphic objects by dragging to draw a rectangle that completely surrounds the objects you want to select.

You can select an object only when the pointer is over a visible part of the object. When selected, the object is surrounded by selection handles.

See Also

- [Selection Button](#)
[Selecting a graphic object](#)
[Selecting multiple graphic objects](#)

Selecting a graphic object

■ Overview

To do this procedure, you may need to activate your chart. To use the buttons on the Drawing toolbar, you may need to display it by clicking the Drawing button on the Standard toolbar.

- Click the object.
Selection handles appear around the object.

Alternate method

1. Click the Selection button on the Drawing toolbar.
The mouse pointer changes into a crosshair.
2. Drag the dotted selection border around the object you want to select.
When you release the mouse button, selection handles appear around the object.

See Also

- Drawing Button
- Selection Button

Selecting multiple graphic objects

Selecting multiple graphic objects

■ Overview

To do this procedure, you may need to activate your chart. To use the buttons on the Drawing toolbar, you may need to display it by clicking the Drawing button on the Standard toolbar.

1. Click the Selection button on the Drawing toolbar.

The mouse pointer changes into a crosshair.

2. Drag to draw a rectangle that completely surrounds the objects you want to select.

When you release the mouse button, all objects that are entirely within the rectangle are selected.

3. To add more objects to the selection, hold down SHIFT while you click the objects you want to add.

4. When you finish working with objects, click elsewhere on the chart to cancel the selection.

Tips To remove an object from the selection, hold down SHIFT and click the object you want to remove. You can also select multiple objects by holding down SHIFT as you click the objects one at a time.

See Also

- Drawing Button
- Selection Button

Overview of Grouping and Overlapping Graphic Objects

You can group several graphic objects so that they can be moved and sized as one object. Objects in the group cannot be edited, formatted, moved, or sized individually until you ungroup them. For overlapped objects, you can control which one is on top.

See Also

[Grouping and ungrouping graphic objects](#)

[Reordering overlapped graphic objects](#)

Grouping and ungrouping graphic objects

■ Overview

Before you do this procedure, you may need to activate your chart, and you must have the Drawing toolbar displayed. Click the Drawing button on the Standard toolbar to display it.

To group graphic objects

1. Select the graphic objects you want to group together by holding down SHIFT while you click the objects.
2. Click the Group Objects button on the Drawing toolbar.

To ungroup graphic objects

1. Select the grouped graphic objects.
2. Click the Ungroup Objects button on the Drawing toolbar.

See Also

- Drawing Button
- Group Objects Button
- Selection Button
- Ungroup Objects Button

Selecting multiple graphic objects

Reordering overlapped graphic objects

■ [Overview](#)

Before you do this procedure, you may need to [activate](#) your chart, and you must have the [Drawing toolbar](#) displayed. Click the Drawing button on the Standard toolbar to display it.

1. Select the object you want to bring to the front or send to the back.
2. To place the selected object in front of the other objects, click the Bring To Front button.
To place the selected object behind the other objects, click the Send To Back button.

See Also

- [Bring To Front Button](#)
- [Drawing Button](#)
- [Selection Button](#)
- [Send To Back Button](#)

[Object Placement Command \(Format Menu\)](#)

[Selecting a graphic object](#)

Overview of Sizing, Moving, and Copying Graphic Objects

You can size a [graphic object](#) by dragging its selection handles. If the object is unfilled, you must drag its border. You can move or copy a graphic object by dragging it, and you can copy information from other applications to create graphic objects on charts.

By default, a graphic object you create on a chart is resized proportionally when you resize the chart. However, you can set the object to be sized independently of chart size.

See Also

[Copying a graphic object](#)

[Creating a graphic object from information in another application](#)

[Moving a graphic object](#)

[Resizing a graphic object](#)

[Sizing a graphic object independently of a chart](#)

Resizing a graphic object

■ Overview

1. Select the object or objects you want to size.
2. Point to a selection handle
The mouse pointer changes to a two-headed arrow.
2. Drag the selection handle until the object is the size you want.

To size an object proportionally, hold down SHIFT while you drag a corner.

Note When you resize the chart, graphic objects are also resized proportionally. If you want the size of graphic objects to be independent of the chart size, select the object and choose Selected Object from the Format menu. On the Properties tab, select the Don't Size With Chart option button.

See Also

■ Selection Button

Selected Object Command (Format Menu)

Selecting a graphic object

Moving a graphic object

■ Overview

You may need to activate your chart to do this procedure.

1. Select the object.
2. Drag the object to the new position.

If the object is not filled or if it is a text box, you must drag the border or line of the object.

See Also

■ Selection Button

Selecting a graphic object

Copying a graphic object

■ Overview

1. Select the object.
2. Hold down CTRL while you drag to where you want the copy.
If the object is not filled or if it is a text box, you must drag the border or line of the object.

See Also

- Selection Button
Selecting a graphic object

Creating a graphic object from information in another application

■ Overview

You can use information from a document created in another application--for example, a range of worksheet cells in Microsoft Excel--as a graphic object on a chart.

1. In the application you want to copy from, select the information.
2. Copy the information using the application's Copy command or Copy button.
3. Activate the Graph chart in the document where you want to paste the information.
4. Click the Paste button or choose Paste from the Edit menu.

You can select and format the graphic object created from the copied information.

See Also

■ Selection Button

Copying a graphic object

Overview of Formatting a Graphic Object

Selecting a graphic object

Sizing a graphic object independently of a chart

■ Overview

1. Select the graphic object you want sized independently.
2. From the Format menu or the shortcut menu, choose Selected Object.
3. On the Properties tab, select the Don't Size With Chart option button.

To have the object automatically sized with the chart, select the Size With Chart Option button.

4. Choose the OK button.

Note Graphic objects on 3-D charts do not necessarily move and size proportionally when you change the 3-D view because the graphic objects are two-dimensional. If you change the 3-D view, it might be necessary to resize and reposition any graphic objects on the chart.

See Also

- Selection Button

Overview of Changing the 3-D Chart View

Selected Object Command (Format Menu)

Overview of Formatting a Graphic Object

Formatting a graphic object changes its looks: its color, pattern, border, and so on. You format an object by selecting it and then choosing Selected Object from the Format menu. The dialog box displays the tabs and options relevant to that object. You can also double-click an object to format it. If the object is a text box, double-click the border to format it.

See Also

[Formatting a line or an arrow](#)

[Formatting an object's border and fill pattern](#)

[Formatting the text in a text box](#)

[Selected Object Command \(Format Menu\)](#)

Formatting an object's border and fill pattern

■ Overview

1. Double-click the object.
The Format Object dialog box appears.
3. Select the options you want on the Patterns tab.
4. Choose the OK button.

Shortcuts: Color button
 Pattern button

See Also

- [Color Button](#)
 - [Pattern Button](#)
 - [Selection Button](#)
- [Selecting a graphic object](#)

Formatting a line or an arrow

■ Overview

You may need to activate your chart to do this procedure.

1. Double-click the line or arrow.
The Format Object dialog box appears.
2. Select the formats you want on the Patterns tab.
3. Choose the OK button.

See Also

[Drawing a line or an arrow](#)

[Selecting a graphic object](#)

Help Menu

[Contents Command \(Help Menu\)](#)

[Search For Help On Command](#)

[Technical Support Command \(Help Menu\)](#)

[About Microsoft Graph Command \(Help Menu\)](#)

Contents Command (Help Menu)

Displays the Microsoft Graph Help Contents.

- Click the name of the topic you want.
- Or--
- Press TAB to move to the topic you want, and then press ENTER.

Shortcut: F1

See Also

[Getting Help while using Graph](#)

[Searching for a Help topic](#)

[Search For Help On Command](#)

Search For Help On Command (Help Menu)

Displays the Search dialog box, which allows you to search for Help topics by typing or selecting a keyword.

Keyword

Type an entry or select one from the list, and then choose the Show Topics button.

Topics

Select a Help topic from the list, and then choose the Go To button. Microsoft Excel displays the selected Help topic.

Shortcut: Double-click a Help topic in the list.

See Also

[Getting Help while using Graph](#)

[Searching for a Help topic](#)

About Microsoft Graph Command (Help Menu)

Displays the version number of Microsoft Graph you are using.

See Also

[Getting Help while using Graph](#)

[Searching for a Help topic](#)

Technical Support Command (Help Menu)

No-charge support from Microsoft support engineers is available through a toll call between 6:00 A.M. and 6:00 P.M. Pacific time, Monday through Friday, excluding holidays.

For more information about technical support for Microsoft Graph and the main application you are working with, see the documentation for your application.

See Also

[Getting Help while using Graph](#)

[Searching for a Help topic](#)

Insert Menu

Cells Command (Insert Menu)

Titles Command (Insert Menu)

Data Labels Command (Insert Menu)

Legend Command (Insert Menu)

Axes Command (Insert Menu)

Gridlines Command (Insert Menu)

Trendline Command (Insert Menu)

Error Bars Command (Insert Menu)

Cells Command (Insert Menu)

Inserts a range of blank cells equivalent in size and shape to the selected cell range. The selected cells are shifted to accommodate the insertion.

Shortcut: CTRL+PLUS SIGN

Shift Cells Right

Moves the existing cells to the right when inserting blank cells.

Shift Cells Down

Moves the existing cells down when inserting blank cells.

Entire Row

Inserts an entire row above the selection.

Entire Column

Inserts an entire column to the left of the selection.

See Also

[Deleting rows and columns](#)

[Inserting rows and columns](#)

[Overview of Working with Cells, Rows, and Columns](#)

Titles Command (Insert Menu)

Adds placeholder titles to the chart and axes, depending on which options you select in the dialog box.

- You can select and edit this text at any time.
- Titles can be formatted and moved, but not sized. If you change the font size of the text, the title is resized accordingly.

Chart

Adds the word "Title" to the chart, centering it at the top of the chart.

For 2-D charts:

Value (Y) Axis/Second Value (Y) Axis

Adds "Y" or "Y2" next to the appropriate value axis.

Category (X) Axis/Second Category (X) Axis

Adds "X" or "X2" next to the appropriate category axis.

For 3-D charts:

Value (Z) Axis

Adds "Z" next to the appropriate value axis.

Category (X) Axis

Adds "X" next to the appropriate category axis.

Series (Y) Axis

Adds "Y" next to the series axis.

See Also

[Adding a chart title and axis titles](#)

[Changing the font and alignment of chart text](#)

[Deleting data labels, titles, legends, or gridlines](#)

[Editing titles and text boxes](#)

Data Labels Command (Insert Menu)

Adds data labels to a [data series](#), to an individual [data point](#), or to all of the data points in the chart.

- The [chart type group](#) to which the selected data points belong determines which kinds of labels can be displayed.
- Data in data labels comes directly from the datasheet and is updated if datasheet values change.
- You can edit the labels after adding them to the chart, in which case the text will no longer come from the datasheet data and the link will be broken. The link is also broken if you select part of the label text and change the formatting of that part.
- Data labels can be formatted and moved, but not sized.

Labels Contents

None

No data labels are displayed for the selected data points. If you select None when labels are already displayed in a chart, they are cleared from the selected data points.

Show Value

Displays the value of a data point.

Show Percent

Displays percentages of the whole for pie and doughnut charts.

Show Label

Displays the category assigned to a data point. For area charts, shows the names of the data series.

Show Label and Percent

Displays percentages of the whole, and category or series names for pie and doughnut charts.

Automatic Text

If this option is selected, data displayed in data labels is taken directly from the datasheet. Select this check box to relink data labels to their source data after they have been edited.

Show Legend Key Next To Label

Places the legend key (with the assigned format and color) next to the data label.

See Also

[Adding data labels](#)

[Changing data labels](#)

[Changing number formats for chart values](#)

[Changing the font and alignment of chart text](#)

[Deleting data labels, titles, legends, or gridlines](#)

[Guide to Formatting Chart Items](#)

Legend Command (Insert Menu)

Legend button

Adds a legend to the right of the plot area and resizes the plot area to accommodate the legend. If the chart already has a legend, clicking the Legend button removes it. The Legend button is on the [Standard toolbar](#).

See Also

Help

[Adding a legend](#)

[Deleting data labels, titles, legends, or gridlines](#)

[Displaying, hiding, and customizing toolbars](#)

[Formatting legend entries and keys](#)

[Guide to Formatting Chart Items](#)

[Moving and sizing the legend](#)

[Placement Tab, Selected Legend Command \(Format Menu\)](#)

Axes Command (Insert Menu)

Controls whether axes are visible on the active chart for the primary and secondary axes.

- You can display or hide any available axis.
- If a 3-D chart is active, the displayed options include Category (X) Axis, Series (Y) Axis, and Value (Z) Axis under Primary Axis.
- If you plotted data for a chart type group along a secondary axis, additional options are included under Secondary Axis.

See Also

[Changing the category or series axis scale](#)

[Changing the value axis scale](#)

[Displaying or hiding axes](#)

[Formatting axes, tick marks, and gridlines](#)

Gridlines Command (Insert Menu)

-

- Horizontal Gridlines button

- Vertical Gridlines button

Controls whether major and minor gridlines are visible on the chart. Both the Horizontal Gridlines button and the Vertical Gridlines button toggle only major gridlines on and off. Both the Horizontal Gridlines button and the Vertical Gridlines button are on the [Standard toolbar](#).

- Gridlines extend from a chart axis across the plot area.
- Major gridlines are aligned with major tick-mark intervals (representing large groupings of values).
- Minor gridlines are aligned with minor tick-mark intervals (representing smaller groupings of values within major intervals).
- To control spacing of gridlines, double-click the gridlines, select the Scale tab, and then make the changes you want.

Major Gridlines

Displays or removes major gridlines from the appropriate axis.

Minor Gridlines

Displays or removes minor gridlines from the appropriate axis.

2-D Walls And Gridlines

For 3-D bar charts and 3-D column charts, changes walls and gridlines so that they appear two dimensional.

See Also

[Adding gridlines](#)

[Changing a 3-D chart's depth and width](#)

[Deleting data labels, titles, legends, or gridlines](#)

[Displaying, hiding, and customizing Toolbars](#)

[Formatting axes, tick marks, and gridlines](#)

[Guide to Formatting Chart Items](#)

Trendline Command (Insert Menu)

Displays two tabs in the dialog box: Type tab and Options tab. Both tabs are documented below.

These options appear on the Type tab

- Adds trendlines to or changes trendline type associated with data series in area, bar, column, line, and xy (scatter) charts.
- Cannot add trendlines to 3-D, stacked, 100%, radar, pie, or doughnut charts.

Trend/Regression Type

Specifies the type of trendline.

- Linear
- Polynomial
- Polynomial Order. The highest order, expressed as an integer between 2 and 6.
- Logarithmic
- Exponential
- Power
- Moving Average
- Moving Average Period. The number of periods used to calculate the moving average.

These options appear on the Options tab

Displays the various options with which trendlines can be modified.

Trendline Name

Provides a name for the trendline; it is displayed in the legend.

Automatic

Microsoft Excel names the trendline based on the type selected and the name of the series it is associated with.

Custom

Type a name of your choice, up to 256 characters.

Forecast

Available only for regression types (not for moving average).

Forward

The number of periods (units for xy charts) the trendline projects into the future or away from the y-axis.

Backward

The number of periods (units for xy charts) the trendline projects into the past or toward the y-axis.

Set Intercept

The point at which the trendline meets the y-axis. Available only for some regression types.

Display Equation On Chart

Displays the trendline's regression equation in the trendline label on the chart.

Display R-Squared On Chart

Displays the trendline's R-squared value in the trendline label on the chart.

See Also

[Adding a trendline to a data series](#)

[Deleting a trendline](#)

Formatting a trendline

Modifying trendline settings

Error Bars Command (Insert Menu)

Adds error bars to and modifies those associated with data series in area, bar, column, line, and xy (scatter) charts. Cannot add error bars to 3-D, stacked, 100%, radar, pie, or doughnut charts.

Y Error Bars tab

For area, bar, column, and line charts, only y error bars are available.

X Error Bars tab

For xy charts, x error bars are available in addition to y error bars.

Display

Displays both plus and minus error bars (the default), plus bars only, minus bars only, or no error bars at all.

Error Amount

Fixed Value

A constant value used as the error amount for all data points.

Percentage

A percentage value, to be calculated from each data point to be used as the error amount.

Standard Deviations

A number of standard deviations from the mean of plotted values to be used as the error amount.

Standard Error

Uses the standard error of the plotted values as the error amount for each data point.

See Also

[Adding error bars to a data series](#)

[Deleting error bars](#)

[Formatting error bars](#)

[Modifying error bar settings](#)

Alert Messages

'[Filename]' is currently in use. Open as Read-Only?

'[Filename]' is Read-Only.

'[Method name]' method of '[object]' class failed.

'[Object]' does not have '[method name]' method.

'[Object]' does not have '[property name]' property.

'[Object]' does not have readable '[property name]' property.

'[Object]' does not have writeable '[property name]' property.

'[Text]' is too long.

'[Text]' will be interpreted as a range name. Continue?

A high-low-close stock chart must contain three series.

A surface chart must contain at least two series.

A volume-high-low-close stock chart must contain four series.

A volume-open-high-low-close stock chart must contain five series.

An error occurred while Microsoft Excel was attempting to use the system Network dialog box.

An error occurred initializing the VBA libraries

An error occurred while returning data to '[main application]'. Exit Graph and discard changes?

An Excel lexicon '[filename]' is missing or damaged.

An open-high-low-close stock chart must contain four series.

Are you sure you want to break the link?

Cannot access '[filename]'.

Cannot access '[filename]'.

Cannot access directory '[directory name]'.

Cannot access file '[filename]'.

Cannot access folder '[folder name]'.

Cannot access read-only document '[filename]'.

Cannot access workbook that contains user-defined autoformats.

Cannot add any more custom formats.

Cannot add user-defined format.

Cannot combine 2-D and 3-D types. Change all series in chart to 3-D?

Cannot combine 2-D and 3-D types. Change all series in chart to 2-D?

Cannot create backup file. Save '[filename]' without backup?

Cannot delete built-in format.

Cannot delete last entry in legend.

Cannot empty the Clipboard.

Cannot find '[filename]'.

Cannot open chart created in Microsoft Excel for the Macintosh version 1.X.

Cannot open files from later versions of Graph.

Cannot open normal document created in Microsoft Excel for the Macintosh.

Cannot open or save any more documents.

Cannot open printer driver.

Cannot open the AutoFormat file

Cannot open the Clipboard.

Cannot paste data.

Cannot quit Microsoft Graph.

Cannot read this binary file. If the file was created in a version of Microsoft Excel later than 5.0, use that version to save it as an Excel 5.0 file. Open file as text?

Cannot read this file.

Cannot save '[filename]' because the volume is locked

Cannot save user-defined Autoformats Workbook.

Cannot send data to '[main application]'. Return without changes?

Cannot shift nonblank cells off sheet.

Cannot shift objects off sheet.

Cannot start the source application for this object.

Cannot update. The source file does not exist.

Cannot use that command on a protected sheet.

Category range contains nonnumeric data.

Cell in source worksheet contains nonnumeric data.

Column width must be between 1 and 255.

Command not available at cell:

Current printer is unavailable. Select another printer.

Data on the Clipboard is not the same size and shape as the selected area. Paste anyway?

Datasheet too large. Try saving data cells only?

Delete the '[name]' toolbar?

Delete this user-defined format?

Disk is full.

Document not saved. Any previously saved copy has been deleted.

Document not saved.

Error in deleting format.

Error printing on '[printer]'.

Existing categories will be permanently deleted.

File does not contain a chart. Chart will not be updated.

File error. Some number formats may have been lost.

File error: data may have been lost.

File may contain nondisplayable text and formats from the Far East.

File not loaded completely.

Filename is not valid.

Font name is too long.

Font size must be between 1 and 128 points.

Font size must be between 1 and 409 points.

Format description must not exceed 32 characters.

Format name is not valid

Format name must not exceed 31 characters.

Imported data will overwrite existing data. Continue?

Incorrect password.

Invalid number of arguments.

Maximum axis value must be greater than minimum axis value.

Maximum number of data points in a data series is 4000.

Maximum number of data series per chart is 255.

Microsoft Excel cannot display the network dialog box.

Minor unit must be less than major unit.

Missing required argument '[argument]'.

Moving Average must have a period that is greater than one and less than the number of points in the source data series.

Name is not defined.

Names are not valid in complex references.

Negative or zero values cannot be plotted correctly on log charts.

No format name specified.

Not enough memory to import data.

Number format is not valid.

Number format is too long.

Number is not valid.

Number must be between '[number]' and '[number]'.

Number must be greater than or equal to zero.

One of your object libraries '[filename]' is missing or damaged.

Opening a Microsoft Excel chart will overwrite existing data and chart formatting. Continue?

Picture too big to copy. Only cell data will be copied.

Polynomial order must be an integer from 2 through 6.

Replace contents of destination cells?

Replace existing '[filename]'?

Replace existing user-defined autoformat?

Return the chart and data to your document before closing Graph?

Saving to an old file format; data may be lost.

Some trendlines cannot be calculated from data containing negative or zero values.

Text is too long.

That user-defined autoformat option does not exist.

The change to the OLE link has failed.

The imported data extends beyond the edge of the datasheet. Choose OK to import what will fit.

The imported data has more formats than Graph can hold. Change extra formats to General?

The main application is not responding. Unable to update '[main application]'.

The name '[filename]' is a reserved device name. Use a different filename.

The picture is too large and will be truncated.

The series plotted on the x-axis cannot be deleted.

The series plotted on the x-axis cannot be excluded.

The version of GRINTL.DLL is incorrect. Continuing can cause severe errors. Quit Microsoft Graph?

The Visual Basic for Applications Lexicon is the wrong version.

There are no printers installed. Use the Printers option in the Control Panel to install a printer.

This font style name does not exist.

This program can only run from within another program.

Tick mark intervals must be greater than 0.

To work with multiple chart types, use the Chart Type command on the Microsoft Excel 5.0 Format menu.

Unable to get the '[property name]' property of the '[object]' class

Unable to read file.

Unable to run Microsoft Graph Developer Edition. You must have Microsoft Graph to create or edit charts.

Unable to set the '[property name]' property of the '[object]' class.

Unit of log scale must be at least 10.

Update Graph in [document]?

Updating Graph in '[main document]'. Waiting for response.

User-defined AutoFormat file is Read Only

Value must be a number.

Value must be between zero and 0.5.

Value must be greater than or equal to zero.

Value must be greater than zero.

VBA Lexicon is wrong type (ship vs debug)

You cannot combine an XY chart with another chart type. Delete overlay?

You must close the dialog box in Graph before Graph can close.

You must quit Microsoft Windows and run SHARE.EXE in order to start Microsoft Graph.

You must type a name defined in this file, or a range using the format A1:D5

Options Command (Tools Menu)

Displays the Options dialog box. For information about the tabs, see:

[Chart Tab, Options Command \(Tools Menu\)](#)

[Color Tab, Options Command \(Tools Menu\)](#)

[Datasheet Tab, Options Command \(Tools Menu\)](#)

Datasheet Tab, Options Command (Tools Menu)

Allow Cell Drag And Drop

Allows you to move and copy cells and data by dragging.

Move Selection After Enter

Automatically moves the active cell down one row after you press ENTER to enter a formula or constant in a cell. Press SHIFT+ENTER to move the active cell up one row.

See Also

[Moving data](#)

[Copying data](#)

Chart Tab, Options Command (Tools Menu)

Defines defaults for the active chart. You can designate the active chart as the default chart format for new charts that you create, or you can select an existing chart format from the list.

Active Chart

Options determine how datasheet cells are plotted in the active charts.

To set any of these options as the default for newly created charts, create a custom autoformat chart with these settings and set it as the default chart.

Empty Cells Plotted As

Controls how empty datasheet cells are plotted as data points in line charts only. By default, blank datasheet cells are never plotted in other chart types.

Not Plotted (Leave Gaps)

Leaves gaps in the line for the empty cells, making the line disconnected.

Zero

Treats the blank cells as zeros so that the line plunges to zero for those zero-value data points.

Interpolated

Fills in for the empty cells with connecting lines even though there are blank cells.

Default Chart Format

Charts are created based on the selected default chart format. The original default chart format is a simple 3-D column chart; it is called (Built-In).

Use The Current Chart

Choose this button if you want to make your active chart the default chart. Your chart then becomes the default chart format for any charts you later create, and it is listed as Custom Default under Default Chart Format, described above. The data, datasheet formatting, and chart formatting information are saved in the file DEFAULT.GRA.

See Also

[Adding a custom autoformat to the Formats list](#)

[Changing the default chart format](#)

[Zoom Command \(View Menu\)](#)

Color Tab, Options Command (Tools Menu)

Customizes the colors for a Graph chart.

- When you copy an object with a custom color from one chart to another, the color is copied along with the object.
- You can change the color by choosing the Modify button to open the color editing dialog box. You can use the color box and the brightness bar, or change the values in the boxes.
- The boxes at the bottom of the color editing dialog box provide alternative systems for precisely setting the color. One system uses hue, saturation, and luminosity. The other uses the three primary colors used by color monitors: red, green, and blue. These systems work independently.

Standard Colors

Displays the color palette.

Chart Lines

The eight colors Graph uses for chart lines. These colors can be used to format anything you can apply color to, but are also the first eight colors used for chart lines.

Chart Fills

The eight colors Graph uses for chart fills. These colors can be used to format anything you can apply color to, but are also the first eight colors used for chart fills.

Other Colors

Twenty-four colors you can use in a chart.

Reset

Resets the color palette to its original 56 colors.

Modify

Displays the color editing dialog box. You can edit any of the original 56 colors on the color palette to create custom colors.

Color box

The large colored box where you can click or drag to change the current color. The current color is reflected in the Color|Solid box; in the Hue, Sat (saturation), and Lum (luminosity) boxes; and in the Red, Green, and Blue boxes.

Brightness bar

The colored bar to the right of the color box. Dragging the arrow along this bar changes the amount of white and black in the current color. This has the same effect as changing the value in the Lum (luminosity) box.

Color|Solid

The left side of this box displays the current color. The right side shows the nearest solid color. To use the solid color nearest to the one you have created, double-click the solid color.

Hue

Displays the hue value of the current color. You can change the hue by typing a value from 0 to 239 or by clicking the arrows. Changing this value has the same effect as dragging horizontally in the color box.

Sat (saturation)

Indicates how pure the color is; in other words, how different it is from gray. You can change the saturation by typing a value from 0 to 240 or by clicking the arrows. Changing this value has the same effect as dragging vertically in the color box.

Lum (luminosity)

Indicates the lightness (amount of white) or darkness (amount of black) in the current color. You can change the luminosity by typing a value from 0 to 240 or by clicking the arrows. Changing this value has the same effect as dragging the arrow along the brightness bar.

Red, Green, Blue

Changes the overall color by changing the amounts of red, green, and blue. You can change these values by typing values from 0 to 255 for each, or by clicking the arrows.

Changing the red, green, and blue values is an alternative to changing the hue, saturation, and luminosity.

See Also

- [Color Button](#)

[Custom Color Palettes for Charts in a Workbook](#)

Working with Chart Types and Autoformats

Overview of Working with Chart Types

- What's the Best Chart Type for Your Data?
- Multiple Chart Types and a Secondary Axis
- Changing the chart type of an entire chart
- Changing the chart type of a data series
- Plotting data along a secondary axis

Overview of Working with Chart Autoformats

- Applying an autoformat to a chart
- Adding a custom autoformat to the Formats list
- Deleting a custom autoformat from the Formats list

Overview of Working with Chart Types

You can change the [chart type](#) for an entire chart, a data series, or a [chart type group](#). Graph offers 14 different major chart types, each of which has at least one subtype, or variation. You can change the chart type to present your data most clearly and effectively. Additionally, you can display more than one chart type per chart to show data in different ways in the same chart.

When displaying multiple chart types in a chart, you might want to plot a data series or chart type group along a different value [axis](#). For example, when the average values for different data series vary widely, or when you have mixed types of data such as price and volume, you can plot one or more data series along the secondary value axis instead of along the primary axis.

See Also

[Changing the chart type of a data series](#)

[Changing the chart type of an entire chart](#)

[Multiple Chart Types and a Secondary Axis](#)

[Plotting a data series along a secondary axis](#)

[What's the Best Chart Type for Your Data?](#)

Multiple Chart Types and a Secondary Axis

■ Overview

You can display multiple chart types in a single chart, and you can show a single data series or a chart type group plotted against another value axis.

Displaying Multiple Chart Types in a Chart

Sometimes you want to display data in different ways in the same chart. For example, you might want to format two data series as columns, and format another data series as a line to show contrast and comparison more clearly. By combining different chart types, you can create an overlay effect.

When you format one or more data series as one chart type, you create a chart type group, which is then listed at the bottom of the Format menu. You can select the group from the Format menu and make changes such as changing the chart subtype or plotting the group along a secondary axis. The changes you make apply to all data series included in the group.

Tip You can quickly combine chart types by selecting an autoformat. For more information about using autoformats, see Applying an autoformat to a chart.

Guidelines for Combining Chart Types and Using a Secondary Axis

Because different chart types use axes differently, there are some limitations on how you combine 2-D chart types:

- You can create any combination of area, column, line, and xy (scatter) charts.
- You can have one group formatted as a bar, pie, doughnut, or radar chart, along with any combination of area, column, line, and xy (scatter) charts. A bar chart group must be plotted against a secondary axis because its axes are rotated; that is, the category axis is vertical and the value axis is horizontal.

Note You cannot combine chart types when using 3-D charts.

See Also

Axis Tab, [chart type] Group Command (Format Menu)

Changing the chart type of a data series

Changing the chart type of an entire chart

Plotting a data series along a secondary axis

Changing the chart type of an entire chart

■ Overview

You can change the chart type of an entire chart to which you have already applied an autoformat or individual formatting. You can also change a chart type by applying an autoformat, but be aware that the autoformat will replace most original formatting.

1. Activate the chart whose type you want to change.
2. From the Format menu or the shortcut menu, choose Chart Type.
3. Under Apply To, select the Entire Chart option button.
4. Under Chart Dimension, select either the 2-D or 3-D option button.
Depending on the option selected, either 2-D or 3-D chart types are displayed.
5. Select the chart type you want.

Note To specify more options, such as subtype, choose the Options button to close this dialog box and display the Format [chart type] Group dialog box for the active chart type group. To return to the Chart Type dialog box, choose the Chart Type button in the Format [chart type] Group dialog box.

6. Choose the OK button.

See Also

■ Chart Type Button

Changing the chart type of a data series

Chart Type Command (Format Menu)

Plotting a data series along a secondary axis

Multiple Chart Types and a Secondary Axis

Changing the chart type of a data series

■ Overview

You can change the chart type for one selected data series, or for one or more chart type groups.

Important You cannot combine 3-D charts. Selecting a 3-D chart for one data series will cause the entire chart to change to that 3-D chart type.

To change the chart type of a data series

1. Activate the chart.
2. Select the data series whose chart type you want to change.
3. From the Format menu or the shortcut menu, choose Chart Type.
The Selected Series option button is selected.
4. Under Chart Dimension, select the 2-D option button.
5. Select the chart type you want.
6. Choose the OK button.

To change the chart type for a chart type group

1. Activate the chart.
2. From the Format menu or the shortcut menu, choose Chart Type.
3. Under Apply To, select the Group option button.
The box below displays a list of all chart types associated with each data series (such as Column Group or Line Group) in your active chart.
4. Select the chart group you want to change.
5. Under Chart Dimension, select the 2-D option button.

Important You cannot combine 3-D charts. Selecting a 3-D chart for one chart type group will cause the entire chart to change to that 3-D chart type.

6. Select the chart type you want.

Note To specify more options, such as subtype, choose the Options button. This implements the changes you have made, closes this dialog box, and displays the Format [chart type] Group dialog box for the active chart group. To return to the Chart Type dialog box, choose the Chart Type button in the Format [chart type] Group dialog box.

7. Choose the OK button.

See Also

■ Chart Type Button

Changing the chart type of an entire chart

Chart Type Command (Format Menu)

Multiple Chart Types and a Secondary Axis

Plotting a data series along a secondary axis

Plotting data along a secondary axis

■ Overview

You can plot a single [data series](#) or a [chart type group](#) along a secondary value [axis](#). The scale of the secondary axis reflects the values for the associated series.

To plot one data series on a second value axis

1. [Activate](#) the chart.
2. Double-click the data series whose axis you want to change.
3. Select the Axis tab.
4. Select either the Primary Axis or Secondary Axis option button.
Check the sample chart in the box to see if you like the changed effect.
5. Choose the OK button.

To plot a chart group on another axis

1. Activate the chart.
2. From the Format menu, choose the chart type group (such as Column Group or Line Group) that you want to change.
3. Select the Axis tab.
4. Select either the Primary Axis or Secondary Axis option button.
Check the sample chart in the box to see if you like the changed effect.
5. Choose the OK button.

See Also

[Axis Tab, \[chart type\] Group Command \(Format Menu\)](#)

[Changing the chart type of a data series](#)

[Changing the chart type of an entire chart](#)

[Multiple Chart Types and a Secondary Axis](#)

Overview of Working with Chart Autoformats

Once you create a chart and add chart items such as data labels or titles, you can then format, move, and size many of the items in the chart. There is an easy alternative to selecting and formatting individual chart items: you can apply a built-in chart [autoformat](#). Or you can create your own custom (user-defined) autoformats, which you can apply to charts.

Autoformats work much like templates or styles. Each autoformat is based on a [chart type](#). It can also include subtype, legend, gridlines, data labels, colors, patterns, and the placement of various chart items. When you apply an autoformat to an active chart, it changes the entire look of the chart but does not affect your data. You cannot modify any autoformats, but you can delete custom autoformats.

If you've applied custom formatting that you don't want to lose, but you want to use a different chart type, do not apply an autoformat. You should change the chart type using the [Chart Type command](#) on the Format menu or the [Chart Type button](#).

Sharing Autoformats with Other Graph Users

You can share custom autoformats with other Graph users in your workgroup by making available the file in which the autoformats are stored. The filename is GR5GALRY in the directory where you installed Graph.

Autoformats can also be shared between Graph for Windows and Graph for the Macintosh. For more information, see your main application's documentation on moving files between Windows and Macintosh systems.

See Also

[Adding a custom autoformat to the Formats list](#)

[Applying an autoformat to a chart](#)

[Changing the chart type of an entire chart](#)

[Changing the default chart format](#)

[Deleting a custom autoformat from the Formats list](#)

Applying an autoformat to a chart

■ Overview

You can apply a built-in or custom (user-defined) autoformat to an active chart.

To apply a built-in autoformat

1. Activate the chart to which you want to apply a built-in autoformat.
2. From the Format menu or the shortcut menu, choose AutoFormat.
3. Under Formats Used, select the Built-in option button.
4. Under Galleries, select the chart type you want.

The Formats box shows pictures of the available built-in autoformats for that chart type.

5. In the Formats box, select the autoformat you want to apply to your active chart.
6. Choose the OK button.

Tip If you don't like the last autoformat you applied, you can use the Undo command on the Edit menu to clear the autoformat.

To apply a custom autoformat

1. Activate the chart to which you want to apply a custom autoformat.
2. From the Format menu or the shortcut menu, choose AutoFormat.
3. Under Formats Used, select the User-Defined option button.
4. Under Formats, select the custom autoformat you want to apply to your active chart.

A sample of the autoformat you selected is shown.

5. Choose the OK button.

Tips If you don't like the last autoformat you applied, you can use the Undo command on the Edit menu to clear the autoformat. If no custom autoformats are listed in the dialog box, you can add some by applying formatting you frequently use to one or more charts and defining these as custom autoformats. For more information, see Adding a custom autoformat to the Formats list.

See Also

AutoFormat Command (Format Menu)

Deleting a custom autoformat from the Formats list

Adding a custom autoformat to the Formats list

■ Overview

Using the AutoFormat command, you can add a custom (user-defined) formatted chart to the Formats list. You can then select this custom autoformat from the list anytime and apply it to other charts.

1. Activate a formatted chart whose format you want to add to the Formats list.
2. From the Format menu or the shortcut menu, choose AutoFormat.
3. Under Formats Used, select the User-Defined option button.
The AutoFormat dialog box changes, listing any existing custom autoformats under Formats.
4. Choose the Customize button.
5. In the User-Defined AutoFormats dialog box, choose the Add button.
6. In the Add Custom AutoFormat dialog box, type a name (up to 31 characters) and a description (up to 32 characters).
7. Choose the OK button to close this dialog box.
The newly named autoformat is added to the Formats list.
8. Choose the Close button to close the User-Defined AutoFormats dialog box.

See Also

[Applying an autoformat to a chart](#)

[AutoFormat Command \(Format Menu\)](#)

[Changing the default chart format](#)

[Deleting a custom autoformat from the Formats list](#)

Deleting a custom autoformat from the Formats list

■ Overview

You can delete a custom autoformat from the list; built-in autoformats cannot be deleted. You may need to activate your chart to do this procedure.

1. From the Format menu or the shortcut menu, choose AutoFormat.
2. Under Formats Used, select the User-Defined option button.
3. Choose the Customize button.
4. Under Formats, select the chart autoformat you want to delete.
5. Choose the Delete button.

Important A message is displayed asking you to confirm that you want to delete this autoformat. Once you choose the OK button, you cannot restore (undo) the deleted autoformat.

6. Choose the OK button to confirm the message.
7. Choose the Close button.

See Also

[Adding a custom autoformat to the Formats list](#)

[Applying an autoformat to a chart](#)

[AutoFormat Command \(Format Menu\)](#)

Using Microsoft Graph with Your Application

Overview of Microsoft Graph

- What You Can Create Using Graph
- The Graph Views
- How Your Graph Chart Is Printed
- How Your Graph Chart Is Saved

Overview of Getting Started Using Microsoft Graph

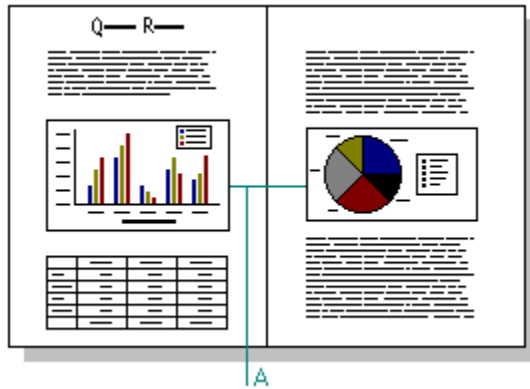
- Starting and quitting Graph
- Activating a chart within your document
- Displaying the datasheet
- Changing the magnification of a chart
- Displaying, hiding, and customizing toolbars
- Creating and deleting a custom toolbar

Overview of Getting Help While Using Graph

- Getting Help while using Graph
- Searching for a Help topic
- Menu Commands

Overview of Microsoft Graph

Microsoft Graph is a charting application that you use within Microsoft application software including Word, PowerPoint, Access, Profit, and FoxPro. You can use Graph to display numeric data in graphic form, making it clearer, more interesting, and easier to read. A graphic view of your data can be especially helpful for presentation and analysis.



A Charts created in Graph, embedded in a document

A chart you create using Graph is inserted as an embedded object into your application's report, presentation, newsletter, or other document. As with other embedded objects, you can copy, delete, or resize the chart using the main application's commands.

To edit the chart's data or format any part of the chart, you activate the chart by double-clicking it, and then work in Graph. The Graph menus, toolbars, and optionally the datasheet window are displayed until you close Graph.

Depending on the way your application works with Graph, you can edit and format a chart either directly in the document or in a separate window that opens when you activate the chart. In either case, you can change the values represented or the appearance of the chart at any time.

See Also

[Activating a chart within your document](#)

[Graph 5.0 Is Easier to Use](#)

[How Your Graph Chart Is Printed](#)

[How Your Graph Chart Is Saved](#)

[Overview of Creating a Chart](#)

[Starting and quitting Graph](#)

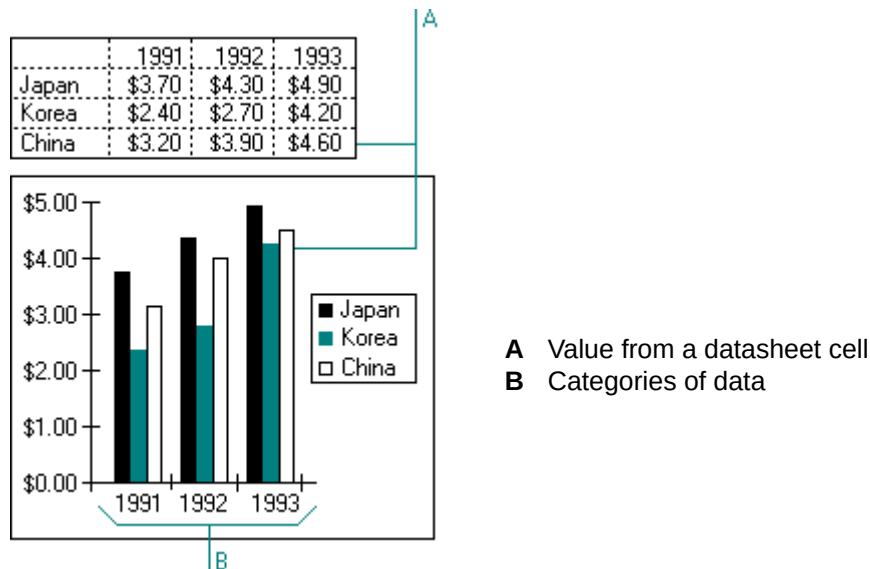
[The Graph Views](#)

[What You Can Create Using Graph](#)

What You Can Create Using Graph

■Overview

You use Microsoft Graph to create charts, which are graphic representations of numeric data. Values from cells in the Graph datasheet are data points, which are displayed as bars, lines, columns, pie slices, or other shapes in the chart. Data points are grouped into data series, which are distinguished by different colors or patterns.



Microsoft Graph has 14 basic chart types you can choose from, built-in autoformats you can apply to save time, and many formatting options you can use to get the look you want.

See Also

[Guide to Formatting Chart Items](#)

[How a Datasheet Range Translates into a Chart](#)

[Overview of Creating a Chart](#)

[Starting and quitting Graph](#)

[The Graph Views](#)

[What's the Best Chart Type for Your Data?](#)

The Graph Views

■ Overview

When you create charts with Graph, you work in two views: datasheet and chart.

The Datasheet

The datasheet window contains the values, and often some text, displayed in the chart. The data in the datasheet window is not displayed in your document; this window simply contains the source data used to create your chart. When the datasheet window is not visible, you can display it by clicking the View Datasheet button or choosing Datasheet from the View menu.

When you change data in the datasheet window, the chart is updated accordingly. You can also format the data--for example, make the text bold and give values a currency format.

The Chart

The chart is a graphic representation of the datasheet data, embedded in your application's document at the location of the insertion point or active cell. In most applications, you work with the activated chart directly in your document. However, in some applications, you work with the chart in a separate window.

After activating the chart, you can make changes to it. For example, you might want to show your data as lines instead of columns, change the colors or patterns of the data markers, and add data labels.

See Also

- View Datasheet Button
 - Activating a chart within your document
 - Displaying the datasheet

How Your Graph Chart Is Printed

■ Overview

Because you use Graph to create charts that are embedded as objects in your main application's document, you do not print Graph charts separately. Your chart is printed along with your document, with the size and position you have specified in relation to the document. For more information, see your main application's instructions for printing.

See Also

[Activating a chart within your document](#)

[Starting and quitting Graph](#)

How Your Graph Chart Is Saved

■ Overview

Because you use Graph to create charts that are embedded in other applications' documents, you do not save Graph charts separately. The chart and associated data values are saved with your document when you choose Save from the main application's File menu.

If your chart is activated directly in the main document, changes you make are visible immediately.

If your chart is displayed in a separate window, changes you make are visible in the document after you close Graph, if you choose to update the document (you can also choose not to update it). This is a separate step from actually saving the changes in the document file, as described above.

For more information, see your main application's instructions on saving documents.

See Also

[Activating a chart within your document](#)

[Starting and quitting Graph](#)

Overview of Getting Started Using Microsoft Graph

Whether creating a new chart or activating an existing chart to edit it, you start Graph from within your main application document. When you are finished making changes, you close Graph and the chart is updated in the main document.

When you begin creating a new chart, the Graph datasheet window is displayed. When you are editing an existing chart, you can display the datasheet whenever you want to.

In many cases, you can make changes quickly by clicking buttons on the Graph toolbars instead of choosing menu commands. You can display additional toolbars anytime. If you display the chart in a window, you can customize any toolbar by adding buttons to it or deleting buttons you don't use.

Another option you have when your chart is displayed in a window is to "zoom"--that is, change the magnification of the chart to get different views of it. For more information about displaying a chart in a window, see [Activating a chart within your document](#).

See Also

[Activating a chart within your document](#)

[Changing the magnification of a chart](#)

[Creating and deleting a custom toolbar](#)

[Displaying, hiding, and customizing toolbars](#)

[Displaying the datasheet](#)

[Getting Help while using Graph](#)

[Starting and quitting Graph](#)

Starting and quitting Graph

■ Overview

You can start Graph anytime while working in your main Microsoft application. Graph is available only while you are working within a main application; you cannot use Graph as a standalone application.

To start Graph and create a new chart

1. Place the insertion point, or select a cell to activate it, at the location in your document where you want to create a chart.
2. Follow the instructions in the documentation for the main application you are using to insert a chart into a document with Graph.

For example, if you are using Microsoft Word, click the Graph button on the toolbar, or choose Object from the Insert menu, and select Microsoft Graph 5.0 from the Object Type list.

To start Graph and edit an existing chart

- Double-click the chart on your document.
The chart is activated in your document; the border changes to a thick, patterned line. For some applications, the chart is displayed in a separate window.
To view the datasheet, click the View Datasheet button or choose Datasheet from the View menu.

To quit Graph and return to work in your main application

- If your chart is activated directly in the document, you can click anywhere in the document outside the chart.
--Or--
- If your chart is activated in a window, choose Exit and Return from the Graph File menu, or press ESC.

See Also

- [View Datasheet Button](#)
[Exit and Return Command \(File Menu\)](#)

Activating a chart within your document

■ Overview

When you activate the chart object in your document, the Graph menus and toolbars replace those of the main application. For most applications, you work with the chart object directly in your document; when activated, the chart has a thicker, patterned border.

For some applications, the chart is displayed in a separate window only. To do certain tasks, for example, to customize toolbars, you must display the chart in a window instead of working with it directly in the document.

To activate an embedded chart object

- Double-click the chart in the document.

Tip If you need to display the datasheet window, click the View Datasheet button or choose Datasheet from the View menu.

To display a chart in a separate window

1. Select the chart in the document.

When the chart is selected, handles appear on the border of the chart.

2. From the Edit menu, choose Chart Object, and then choose Open.

The Graph window opens, displaying a chart window and a datasheet window.

To resume work elsewhere in your document

- Click anywhere in the document outside the chart, or press ESC, to resume work in your document.

--Or--

- If the chart is displayed in a separate window and you want to close Graph, choose Exit and Return from the Graph File menu.

See Also

- View Datasheet Button

Overview of Creating a Chart

Starting and quitting Graph

The Graph Views

What's the Best Chart Type for Your Data?

Displaying the datasheet

■ Overview

If you want to edit or format data in the datasheet and it is not currently visible, you can display it.

- Click the View Datasheet button.
--Or--
- From the View menu, choose Datasheet.

Tip The View Datasheet button and the Datasheet command are available only when your chart is activated on your document.

See Also

- View Datasheet Button
Entering and editing data
Overview of Formatting Data in the Datasheet

Changing the magnification of a chart

■ Overview

When the active chart is displayed in a window, you can see part of your chart in more detail, or get a broader view of the whole chart, by changing the degree of magnification.

1. From the View menu, choose Zoom.
2. Under Magnification, select the percentage you want.

To specify a percentage, select Custom and type the magnification you want.

The larger the magnification, the greater the detail you will see.

Note This command is not available if your chart is activated directly in the document. Instead, you can use the zoom feature in your main application. For information about displaying a chart in a window, see [Activating a chart within your document](#).

See Also

[Zoom Command \(View Menu\)](#)

Displaying, hiding, and customizing toolbars

■ Overview

Graph provides three toolbars with buttons you can use to carry out tasks quickly. By default, the Standard toolbar is displayed. You can also display the Formatting and Drawing toolbar.

To display or hide a toolbar

1. From the View menu, choose Toolbars.
2. Select the check boxes for the toolbars you want to display; clear the check boxes for those you want to hide.

If your chart is displayed in a window, you can customize a toolbar by adding buttons to it. To do this, follow the procedure below.

3. When you are finished working in the Toolbars dialog box, choose the OK button.

To add buttons to a toolbar

If your chart is displayed in a window, you can choose the Customize button in the Toolbars dialog box to display the Customize dialog box.

1. Select a toolbar category to display the associated buttons.
2. To add a button to a toolbar, drag the button onto the toolbar name.
3. When you are finished working in the Customize dialog box, choose the OK button.

Note This dialog box is not available if your chart is activated directly in your document. For information about displaying a chart in a window, see [Activating a chart within your document](#).

To delete a button from a toolbar

You must have the toolbar you want to delete the button from displayed.

1. From the toolbar [shortcut menu](#), choose Customize.
2. Drag the button off the toolbar and release the mouse button.

Note Buttons are not deleted from Graph when you remove them from the toolbars. You can add a deleted button again later if you want to.

See Also

[Creating and deleting a custom toolbar](#)

[Drawing Toolbar](#)

[Formatting Toolbar](#)

[Standard Toolbar](#)

[Toolbars Command \(View Menu\)](#)

Overview of Getting Help While Using Graph

When you are working in Graph, you can get Help any time you want it. Graph online Help displays both overview and detailed information about all aspects of entering data; creating and using charts; and Graph commands, dialog boxes, and messages.

When you are working in a dialog box, you can choose the Help button for information about the options available in that dialog box.

You can open Graph Help using commands on the Help menu.

See Also

- [Help Button](#)
 - [Getting Help while using Graph](#)
 - [Menu Commands](#)
 - [Searching for a Help topic](#)

Getting Help while using Graph

■ Overview

To display the Help contents

- Choose Contents from the Help menu, and then choose the topic area and topic you want.

Shortcut: F1

Within the Help window, you can also click the Contents button.

To get Help on a command or a window element

- Press SHIFT+F1. Choose the command or click the screen element you want help on.
To cancel Help without choosing a command or a screen element, press ESC.

To jump to a related Help topic

- Click the topic title displayed in green and underlined.
The related topic is displayed in the window.

To display a definition

- Click the word or words displayed in green with a dotted underline.
The green text identifies a defined term. To close the definition window, click again.

To search for information

- Choose the Search For Help On command from the Help menu.
You can also click the Search button in the Help window.
For more detailed instructions about searching for information, see [Searching for a Help topic](#).

To quit Help

- Double-click the close box at the upper left of the Help window.

To return to your work without closing Help

- Click anywhere in your document or the Graph window.

See Also

[Contents Command \(Help Menu\)](#)

[Menu Commands](#)

[Overview of Getting Started Using Microsoft Graph](#)

[Search for Help on Command \(Help Menu\)](#)

[Searching for a Help topic](#)

[Technical Support Command \(Help Menu\)](#)

Searching for a Help topic

■ Overview

1. From the Help menu, choose Search for Help On.
You can also click the Search button in the Help window.
2. Type or select the word or phrase you want to search for.
As you type, the words that most closely match the text you type are displayed.
3. Choose the Show Topics button.
The topics associated with the text you typed or selected above are displayed in the lower box.
4. Select the topic you want to view.
5. Choose the GoTo button.

See Also

[Getting Help while using Microsoft Graph](#)

[Menu Commands](#)

[Overview of Getting Started Using Microsoft Graph](#)

[Search for Help on Command \(Help Menu\)](#)

Creating and deleting a custom toolbar

■ Overview

To create a new toolbar

1. From the View menu, choose Toolbars.

You can also choose Toolbars from the toolbar [shortcut menu](#).

2. In the Toolbar Name box, type the name of the new toolbar.

Once you have created a toolbar, you cannot rename it.

3. Choose the New button.

Graph displays a new blank toolbar and displays the Customize dialog box so that you can add buttons to the toolbar.

4. In the Categories box, select the category from which you want to add buttons to the new toolbar.

Graph displays the buttons for that category in the Buttons box. Click a button to display the description.

5. Drag the button from the Buttons box to the position on the new toolbar where you want to add the button.

You can also drag buttons from a displayed toolbar to the new toolbar. This moves the button from the original toolbar to the new toolbar. Hold down CTRL while you drag the button to place a copy of the button on the new toolbar without affecting the original toolbar.

Note You can drag a button from the Buttons box out of the dialog box and place it where there is no toolbar. Graph creates a toolbar for the button and names it Toolbar 1. If Toolbar 1 already exists, Graph names it Toolbar 2, and so on. You cannot rename toolbars.

6. Repeat steps 4 and 5 until you have added all the buttons you want.

Graph resizes the toolbar to accommodate the added buttons.

If you change your mind, you can remove the button from the toolbar by dragging it off the toolbar to anywhere (other than a toolbar).

7. Choose the Close button.

To delete a custom toolbar

1. From the View menu, choose Toolbars.

You can also choose Toolbars from the toolbar shortcut menu.

2. In the Toolbars box, select the custom toolbar you want to delete.

You cannot delete built-in toolbars.

3. Choose the Delete button.

4. Choose the OK button.

See Also

[Displaying, hiding, and customizing toolbars](#)

[Toolbars Command \(View Menu\)](#)

View Menu

Datasheet Command (View Menu)

Toolbars Command (View Menu)

Zoom Command (View Menu)

Datasheet Command (View Menu)

■

View Datasheet button

Displays the datasheet window, allowing you to edit or format the data. The View Datasheet button is on the [Standard toolbar](#).

- The chart stays visible, either in your document or in a separate window.
- If your chart is displayed in a window, the datasheet window remains visible. However, if you are working in your chart directly in the application document, the datasheet window is displayed only when you first create the chart and is closed when you click the chart to activate it.

See Also

[Displaying, hiding, and customizing toolbars](#)

[Displaying the datasheet](#)

[Entering and editing data](#)

[The Graph Views](#)

Toolbars Command (View Menu)

Allows you to display, hide, and customize the toolbars.

Toolbars

Lists the available toolbars. Checked toolbars are shown; cleared toolbars are not shown.

Toolbar Name

Displays the name of the selected toolbar.

Reset

Returns to the built-in version of the selected toolbar.

Customize

Displays the Customize dialog box so that you can add buttons to toolbars. This dialog box is available only when your chart is displayed in a window. For more information, see [Activating a chart within your document](#).

Categories

Lists all of the button categories.

Buttons

Shows the tools that are in the selected button category.

Description

Describes the selected button.

Color Toolbars

Displays colored buttons. Clear this check box if you are using a black-and-white monitor and want to display the buttons with more contrast.

Large Buttons

Displays larger toolbar buttons. If your monitor has a higher resolution, you may want to display larger buttons.

Show ToolTips

Shows the name of the button when the pointer is placed over any button on a toolbar.

See Also

[Displaying, hiding, and customizing toolbars](#)

Zoom Command (View Menu)

Displays a chart at different scales for navigating, positioning objects, or viewing.

- This command allows you to enlarge a chart to see it in greater detail, or reduce it to view more of it on your screen.

- You can select a built-in zoom setting, or type a zoom percentage between 10 and 400 percent. This range may vary depending on the current window size.

Note This command is available only when your chart is displayed in a window. For more information, see [Activating a chart within your document](#). If you are working with a chart directly on a document, you can use the main application's zoom feature to change the magnification of the document and the chart.

See Also

[Changing the magnification of a chart](#)

Delete Button Command (Shortcut Menu)

Deletes the toolbar button you point to. This shortcut menu command is available only when the Customize dialog box is displayed. To customize a toolbar by adding or deleting buttons, you must activate your Graph chart in a separate window instead of working directly in your main application document. Then choose Toolbars from the View menu and choose the Customize button to display the Customize dialog box.

See Also

[Activating a chart within your document](#)

[Displaying, hiding, and customizing toolbars](#)

What's New in Microsoft Graph 5.0

[Graph 5.0 Is Easier to Use](#)

[What's New for Charts](#)

[What's New in the Datasheet](#)

[Using different versions of Graph with different applications](#)

Graph 5.0 Is Easier to Use

Graph 5.0 has been improved so that you can create charts more quickly and easily.

Commands More Consistent with Other Applications

The Graph 5.0 menus contain fewer commands and are more consistent with other Microsoft applications. Similarly, dialog boxes are more consistent with your main application's dialog boxes.

Toolbars

To help you do your work quickly, Graph now has toolbars, which contain buttons you can click instead of choosing commands and working in dialog boxes.

Shortcut Menus

Another way to save time is to use Graph's new shortcut menus. When you point to an item in the chart or the datasheet and click the right mouse button, a menu appears containing the commands you most likely want to choose from.

Status Bar

Graph now has a status bar, which contains information about the element of the Graph window you are currently working with. You can look here for hints on what happens when you click a toolbar button or choose a command.

See Also

[Displaying, hiding, and customizing toolbars](#)

[Using different versions of Microsoft Graph with different applications](#)

[What's New for Charts](#)

[What's New in the Datasheet](#)

What's New for Charts

In Graph 5.0, you have several new ways to work with the charts you create to display your data more effectively and work more efficiently.

Choose from More Chart Types

You can now choose from 14 chart types, including doughnut, radar, and 3-D surface.

For more information, see [What's the Best Chart Type for Your Data?](#).

Combine Chart Types in More Ways

For 2-D charts, you can now combine more chart types in more ways. You do this by assigning chart types to individual data series.

For more information, see [Overview of Working with Chart Types](#).

Edit and Format Chart Items Directly

You can now select text items and edit them right in the chart. You can also double-click any chart item to display a dialog box in which you can make formatting changes.

For more information, see [Changing Data in a Chart](#) and [Formatting a Chart](#).

Save Time with Chart Autoformats

When you want to save time, you can apply an autoformat instead of formatting individual items in your chart. You can choose from built-in autoformats, or you can format a chart the way you want it and save that formatting to use again as a custom autoformat. You can then apply your custom autoformat to other charts to get the same look.

For more information, see [Overview of Working with Chart Autoformats](#).

Change the 3-D Look by Dragging

For 3-D charts, you can drag the corners to change the elevation and rotation. You see the look you are getting as you drag.

For more information, see [Overview of Changing the 3-D Chart View](#).

Smooth Jagged Lines

In line and xy (scatter) charts, you can select an option to smooth out the sharp angles and display curved lines instead.

For more information, see [Formatting data markers in line, radar, and xy \(scatter\) charts](#).

Add a Trendline

You can add a trendline to a data series in a chart to show the trend, or the direction, of the data series. You can specify a regression trendline or a moving average. For regression trendlines, you can add forward and backward forecasting for a specific number of periods or units.

For more information, see [Overview of Adding a Trendline to a Data Series](#).

Add Error Bars

You can add error bars to a data series in a chart to indicate the degree of uncertainty--the "plus or minus" range-- for the data in the series. You can choose from several types of error bars, including fixed value, percentage, and standard deviation.

For more information, see [Overview of Adding Error Bars to a Data Series](#).

See Also

[Graph 5.0 Is Easier to Use](#)

[Using different versions of Microsoft Graph with different applications](#)

What's New in the Datasheet

What's New in the Datasheet

In Graph 5.0, you have several new ways to work with the datasheet to display your data more effectively and work more efficiently.

Import More File Formats

Now it's easier to get data from other applications for Graph charts. You can import an entire file, or just a range of values within that file. If you import a text file, you can specify how the data should be interpreted. You can import data from the following:

- Graph 3.0 files
- Excel 5.0 charts and worksheets
- Files created in earlier versions of Microsoft Excel
- Lotus 1-2-3 files
- Multiplan files saved in Microsoft Excel format
- SYLK files

For more information, see [Importing data](#) and [Lotus 1-2-3 and Graph Data Formats](#).

Move Data by Dragging

When you are working in the datasheet, you can select a cell, column, row, or range of data and drag it to another location. You can also drag while pressing CTRL to copy data.

For more information, see [Overview of Moving, Copying, and Deleting Data](#).

Fit the Column to the Data

You can double-click column borders to automatically adjust the width of datasheet columns to fit your data.

For more information, see [Changing the column width](#).

Switch Data Orientation Easily

In Graph 5.0, your chart can display a range of values up to 255 rows or columns by 4,000 columns or rows. You can specify your data series in either rows or columns, and switch to the other orientation easily.

For more information, see [Defining data series in rows or columns](#).

Edit Directly in Datasheet Cells

You can now edit text and numbers directly in datasheet cells.

For more information, see [Entering and editing data](#).

Visual Improvements

The Graph datasheet now looks more like a Microsoft Excel worksheet, with gridlines and column and row headers. In addition, the chart type for each data series is displayed in the row or column header.

For more information, see [Working in the Datasheet](#).

Microsoft Excel Number Formats

Graph now offers the same number formatting options as Microsoft Excel.

For more information, see [Changing the number format](#) and [Creating a custom number, date, or time format](#).

See Also

[Graph 5.0 Is Easier to Use](#)

[Importing data](#)

[Lotus 1-2-3 and Graph Data Formats](#)

Using different versions of Graph with different applications
What's New for Charts

Using different versions of Graph with your applications

You can have more than one version of Graph installed, depending on the applications you are using and their compatibility with different versions of Graph. You can also convert a chart created by an earlier version of Graph to work with Graph 5.0 when necessary; however, in most cases the conversion is automatic.

To convert a chart from an earlier version of Graph to Graph 5.0

1. In your document, select the chart you want to convert.
2. From the main application's Edit menu, choose Chart Object and then choose Convert.
3. Under Current Type, select Convert To, and then select Microsoft Graph 5.0.
4. Choose the OK button.

See Also

[Graph 5.0 Is Easier to Use](#)

[What's New for Charts](#)

[What's New in the Datasheet](#)

Working in the Datasheet

Overview of Providing Data to Plot in a Chart

- Importing data
- Creating a link to data in another application
- File Formats
- TextWizard
- Lotus 1-2-3 and Graph Data Formats
- Entering and editing data
- Entering data for an xy (scatter) chart

Overview of Arranging Data for a Chart

- The Parts of the Datasheet
- How a Datasheet Range Translates into a Chart
- Defining data series in rows or columns
- Including and excluding data in a chart

Overview of Working with Cells, Rows, and Columns

- Selecting cells
- Moving around the datasheet
- Changing the column width
- Inserting rows and columns
- Deleting rows and columns

Overview of Moving, Copying, and Deleting Data

- Moving data
- Copying data
- Deleting data
- Undoing changes

Overview of Providing Data to Plot in a Chart

There are two ways you can provide the data Graph uses to create a chart for your document: you can either use data that exists in another application or enter data in the Graph datasheet.

Use the first way when you want to work with data that has already been entered in another application. You can send the data from your application, import the data after opening Graph, or link the datasheet to the source file. Then the chart is created from this data. You can also import a chart created in Microsoft Excel; in this case, the values plotted in the chart are entered in the datasheet.

When you import data from a text file, the TextWizard appears, helping you specify how the data should be arranged in the datasheet.

When you don't have existing data in another application document, you can use the second way: simply open Graph and type values into the datasheet cells. As you do, the corresponding chart is created automatically.

See Also

[Creating a link to data in another application](#)

[Entering and editing data](#)

[Entering data for an xy \(scatter\) chart](#)

[Importing data](#)

[Lotus 1-2-3 and Graph Data Formats](#)

[TextWizard](#)

Importing data

■ Overview

To enter data from another file, you can import it from a file on the disk, or you can copy it from an open document. For information about importing data saved in different file formats, see [File Formats](#).

To import data from a file on the disk

1. Select the cell where you want the imported data to begin, usually the upper-left cell in the datasheet.
2. From the Edit menu, choose Import Data.

Shortcut: Import Data button

3. Under File Name, select the file you want from the list or type the filename. Change the directory in the Directories box if necessary.

To display files saved in a different file format, such as *.TXT, select the format you want under List Files Of Type.

4. Under Import, select the Entire File option button to import all the data in the file.

To import part of the data, select the Range option button and type the range of data you want. For example, to import cells A1 through B5, type A1:B5 in the Range box. In a spreadsheet, A1:B5 means import the first two values (A through B) in the first five lines (1 through 5). If the range is named, you can type the name instead of the cell range.

5. Choose the OK button.

If you are importing a text file (ASCII), the TextWizard appears. Follow the steps in the TextWizard to specify how you want the data arranged in the datasheet.

The data is imported, beginning with the active cell. Imported data replaces any existing data in cells. If there are cells not needed for the imported data, any existing data in those cells is left intact, and you may need to delete it.

Tip For Microsoft Excel workbooks (.XLS), the first worksheet or the first chart sheet in a workbook is imported. It might be necessary to reorder the sheets in a workbook, or to save a sheet as a separate workbook file, to import the one you want.

To import a Microsoft Excel chart

1. From the Edit menu, choose Import Chart.

Shortcut: Import Chart button

2. Under File Name, select the file you want from the list or type the filename. If necessary, change directories in the Directories box.
3. Click the OK button or press ENTER.

The data and chart formatting completely replace any existing data and formatting.

To copy data from an open document

1. Switch to the application containing the document you want to copy from.
2. Select the data you want to copy.
3. From the application's Edit menu, choose Copy.
4. Switch to Graph.
5. Activate the Datasheet window.
6. Select the cell in which you want the copied data to begin.
7. From the Edit menu in Graph, choose Paste.

See Also

Entering and editing data

File Formats

Import Chart Command (Edit Menu)

Import Data Command (Edit Menu)

Lotus 1-2-3 and Graph Data Formats

Overview of Arranging Data for a Chart

TextWizard

Creating a link to data in another application

■ Overview

Data in the Graph datasheet that is linked to data in another application is automatically updated when it changes in the source application. The accompanying chart is updated whenever the source data changes.

To create a link

1. In the source document, select the data you want to link to the Graph datasheet.
For example, if you are working in a Microsoft Excel worksheet, select a range of cells.
2. Copy the data using the source application's Copy command or Copy button.
3. Activate the Graph chart.
4. Display the datasheet by clicking the View Datasheet button or choosing Datasheet from the View menu.
5. From the Edit menu, choose Paste Link.
Step 1 of the ChartWizard is displayed.
6. In the ChartWizard, specify whether the data series should be in rows or columns, and how the data in the first row and column should be plotted in the chart.
7. Choose the OK button.

Note When you create a link to an Excel worksheet, all information, including row and column headings, is deleted from the Graph datasheet. When selecting data in the source document to be linked, include text for row and column headings in the selection.

To change a link

1. Activate the Graph chart.
2. Display the datasheet by clicking the View Datasheet button or choosing Datasheet from the View menu.
3. From the Edit menu, choose Link.
4. Choose the Change Source button.
5. In the Change Link dialog box, under File Name, type the name of the document to which you want to redirect the link.
To link to another application, specify the application in the Type box. For example, to link to a worksheet in Microsoft Excel version 5.0, type **Microsoft Excel 5.0 Worksheet**
If necessary, specify the part of the document, for example a range of cells in a Microsoft Excel worksheet, in the Item box.
6. Choose the OK button to close the Change Link dialog box.
7. Choose the OK button to close the Link dialog box.

To break a link

1. Activate the Graph chart.
2. Display the datasheet by clicking the View Datasheet button or choosing Datasheet from the View menu.
3. From the Edit menu, choose Link.
4. Choose the Break Link button.
The datasheet and chart will no longer be updated when data in the former source document changes.

See Also

- [View Datasheet Button](#)
[About the ChartWizard](#)
[Link Command \(Edit Menu\)](#)
[Paste Link Command \(Edit Menu\)](#)

File Formats

■ Overview

With the Import Data command on the Edit menu, you can import data from ASCII (text-only) files with the extensions .PRN, .TXT, and .CSV. The following table shows the files you can import from other applications.

File extension	File type
.WK*	Lotus 1-2-3
.WR1	Lotus Symphony
.XLS	Microsoft Excel worksheet
.SLK	Microsoft Multiplan, Microsoft Excel, and other SYLK (symbolic link) files

With the Import Chart command on the Edit menu, you can import a Microsoft Excel chart with the extension .XLC or a chart sheet from a Microsoft Excel 5.0 workbook. For Microsoft Excel workbooks (.XLS), the first worksheet or the first chart sheet in a workbook is imported. It might be necessary to reorder the sheets in a workbook, or to save a sheet as a separate workbook file to import the one you want.

- Imported data can be up to 4000 rows long by 4000 columns wide, but no more than 255 data series can be displayed in a chart.
- Graph begins importing data at the first selected cell.
- Imported data replaces existing data.
- If the descriptive labels are not imported into the first row and column of the datasheet, select and drag the labels into the first row and column so they will appear in the chart.

See Also

[Entering and editing data](#)

[Import Chart Command \(Edit Menu\)](#)

[Import Data Command \(Edit Menu\)](#)

[Importing data](#)

[Lotus 1-2-3 and Graph Data Formats](#)

[TextWizard](#)

TextWizard

■ Overview

The TextWizard is a series of dialog boxes that guides you through the steps required to specify how you want text to be distributed across columns. This wizard appears when you import data from a text file with the Import Data command on the Edit menu.

Note Imported data replaces any existing data in cells. If there are cells not needed for the imported data, any existing data in those cells is left intact, and you may need to delete it.

Step 1

The TextWizard shows your data at the bottom of the dialog box. At the top, you specify what format your data is in: delimited or fixed width. Delimited means that the items in each line that should go in separate columns are separated by specific characters such as commas, semicolons, or spaces. The items in different rows might not line up with each other. Fixed Width means that each column has a set number of characters, regardless of what characters are there.

In the Start Import At Row box, you indicate where the data you want to import begins. In the File Origin box, you indicate the file type.

Step 2

If you selected Fixed Width in Step 1, the preview box shows the suggested placement for column breaks. You can readjust them here by dragging the break lines, clicking to add a column break where you want it, and double-clicking to delete one.

If you selected Delimited in Step 1, you can change which characters are regarded as delimiters. You can select more than one delimiter, and you can type a custom delimiter.

Treat Consecutive Delimiters As One

If you select this option, two delimiters with nothing between them will be interpreted as a single column break.

For example, if this option is selected and the specified delimiter is a comma (,), "Jones,,Tom" will have two columns, one containing "Jones" and the other, "Tom". If this option is cleared, then "Jones,,Tom" will have three columns: "Jones", a blank column, and "Tom".

Text Qualifier

In some data, single or double quotation marks are used to indicate that the characters they enclose should all be treated as text, even characters that might otherwise be treated as delimiters. For example, if you select comma as the delimiter and double quotation marks as the text qualifier, the following sample will have two columns. If you select "None" as the text qualifier, the data will have three.

Johnson,"Manager, Sales"		
Johnson	Manager, Sales	
Johnson	Manager	Sales

Step 3

Here you can change how Graph interprets the data in each column: as numbers, text, and dates; as text only (useful for long identification numbers, such as credit card numbers, which should be treated as text); or as dates only. Under Column Data Format, you can select the Do Not Import Column (Skip) option button to prevent the data in the currently selected column from being included on the datasheet.

See Also

[File Formats](#)

[Import Data Command \(Edit Menu\)](#)

[Importing data](#)

Lotus 1-2-3 and Graph Data Formats

■ Overview

When you import data from a Lotus 1-2-3 document, Graph converts Lotus 1-2-3 number formats as shown in the following table. Graph attempts to convert to a format with the same number of decimal places as specified in Lotus 1-2-3. If necessary, Graph creates a custom format to accommodate extra decimal places.

Lotus 1-2-3 format	Microsoft Graph format
Fixed, 0 decimals	0
Fixed, 2 decimals	0.00
Scientific, 0 decimals	0E+00
Scientific, 2 decimals	0.00E+00
Currency, 0 decimals	\$#,##0;(\$#,##0)
Currency, 2 decimals	\$#,##0.00;(\$#,##0.00)
Percent, 0 decimals	0%
Percent, 2 decimals	0.00%
Comma, 0 decimals	#,##0;(#,##0)
Comma, 2 decimals	#,##0.00;(#,##0.00)
General	General
+/-	General
Date1 (dd-mmm-yy)	d-mmm-yy
Date2 (dd-mmm)	d-mmm
Date3 (mmm-yy)	mmm-yy
Text	General

For more information about the formats available in Graph and the meanings of the formatting symbols, see [Creating a custom number, date, or time format](#).

See Also

[Entering and editing data](#)

[Import Data Command \(Edit menu\)](#)

[Importing data](#)

Entering and editing data

■ Overview

There are two ways to enter or edit data in a cell on a datasheet:

- Select a cell and start typing.
The data you type replaces all of the existing data in that cell when you press ENTER.
- Double-click a cell, or select a cell and press F2.
The cell is activated with an insertion point so you can edit the data directly in the cell. Move the insertion point to where you want to change the data and make the change you want.

You can enter a name for each data series, a label for each category of data points, and a number for each value to be plotted on the chart. If series are in rows, enter the series names in the first column and the category labels in the first row. If series are in columns, enter the series names in the first row and the category labels in the first column.

Note If a number is too long to be displayed in a cell that has the General format (the default), Microsoft Graph stores the value as you enter it, but displays the number in scientific notation. For example, 250,000,000 would be displayed as 2.5E+08. If the number in exponential notation is still too long, or if the cell has any format other than General, Graph displays a series of number signs (#####). Widen the column to see the number.

See Also

[Entering data for an xy \(scatter\) chart](#)

[How a Datasheet Range Translates into a Chart](#)

[Importing data](#)

[The Parts of a Chart](#)

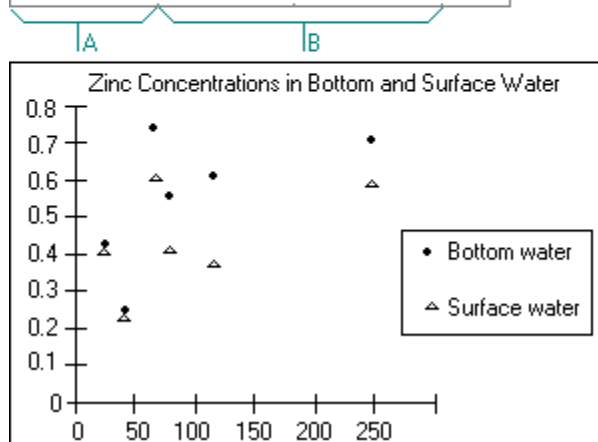
Entering data for an xy (scatter) chart

■Overview

Instead of plotting numeric values along one axis and labels along the other, an xy (scatter) chart plots values along both axes. This shows the relationship between two or more series of values.

To create an xy (scatter) chart, you must include at least two series in the datasheet. Each pair of values in the datasheet is plotted as a data point on the scatter chart. A value from one series determines the data point's location along the x-axis (horizontal axis), and a value from the other series determines the point's location along the y-axis (vertical axis).

Zinc Concentrations in Bottom and Surface Water		
Stream altitude	Bottom water	Surface water
20	0.43	0.415
40	0.266	0.238
100	0.567	0.39
80	0.531	0.41
75	0.707	0.605
250	0.716	0.609



A X values

B Y values

By default, the first series in the datasheet is used to calculate tick-mark labels along the x-axis. You can use the Plot On X Axis command on the Data menu to change which series is used.

See Also

[Entering and editing data](#)

[Importing data](#)

[Plot On X Axis Command \(Data Menu\)](#)

[XY \(Scatter\) Chart Type](#)

Overview of Working with Cells, Rows, and Columns

When you are entering, editing, or formatting data in the datasheet, you can move around the datasheet; select the cells, columns, or rows you want to work with; change the width of columns to display their data better; and add or delete rows and columns as needed.

See Also

[Changing the column width](#)

[Deleting rows and columns](#)

[Inserting rows and columns](#)

[Moving around the datasheet](#)

[The Parts of the Datasheet](#)

[Selecting cells](#)

Selecting cells

■ [Overview](#)

There is always at least one cell selected on the datasheet: this is the active cell. To change the active cell, select the one you want to be active.

Selecting with the Mouse

To select	Do this
One cell	Click the cell.
Range of cells	Point to one corner of the range and drag to the opposite corner.
Row or column	Click the row or column heading.
All cells	Click the Select All button (the rectangle in the upper-left corner of the datasheet where the row and column headings intersect).

Selecting with the Keyboard

To select	Do this
One cell	Press the arrow keys to move to the cell.
Range of cells	Hold down SHIFT as you use the arrow keys to extend the selection.
Entire row	Press SHIFT+SPACEBAR.
Entire column	Press CTRL+SPACEBAR.
All cells	Press CTRL+A.

To cancel selection of all but the active cell

- Press SHIFT+BACKSPACE.

See Also

[Changing the column width](#)

[Moving around the datasheet](#)

[Selecting items in a chart with the keyboard](#)

[Selecting items in a chart with the mouse](#)

[The Parts of the Datasheet](#)

Moving around the datasheet

■ Overview

Moving with the Mouse

- Click the cell you want to move to.
- Use the scroll bars to scroll through the datasheet. Scrolling changes only the screen display; the active cell and current selection do not change.

Moving with the Keyboard

To move	Press
One cell	One of the arrow keys
To beginning of row	HOME
To first data cell (row 2, column 2)	CTRL+HOME
To end of row (last occupied column)	END
To lower-right cell containing data	CTRL+END
Down one window	PAGE DOWN
Up one window	PAGE UP
Right one window	ALT+PAGE DOWN
Left one window	ALT+PAGE UP
Up or down to the edge of the current <u>data region</u>	CTRL+UP ARROW or CTRL+DOWN ARROW
Left or right to the edge of the current data region	CTRL+LEFT ARROW or CTRL+RIGHT ARROW

See Also

[Changing the column width](#)

[Deleting rows and columns](#)

[Inserting rows and columns](#)

[Selecting cells](#)

[The Parts of the Datasheet](#)

Changing the column width

■ Overview

Columns in the datasheet can be from 1 to 255 characters wide. The default width is nine characters. Note that you can automatically fit the column width to the data.

To change the width of columns using the mouse

1. Point to the vertical line to the right of the column heading.
2. When the pointer changes to a vertical bar with arrows on each side, drag to the right to widen the column or drag to the left to narrow it.

To automatically fit the column width to the data

- Double-click the right border of the column heading.

To change the width of columns using the keyboard

1. Select a cell in each column you want to change.
2. From the Format menu, choose Column Width.
3. Type the width you want or select the Standard Width check box.
To automatically have the column width fit to the data, choose the Best Fit button.
4. Click the OK button or press ENTER.

Note You do not need to worry about adjusting the row height for your data. The row height is automatically adjusted depending on the font size you have selected.

See Also

[Column Width Command \(Format menu\)](#)

[Deleting rows and columns](#)

[Inserting rows and columns](#)

[Moving around the datasheet](#)

[The Parts of the Datasheet](#)

Deleting rows and columns

■ Overview

1. In the datasheet, select the rows or columns you want to delete.
You can select several rows or columns by dragging across several row or column headings.
2. From the Edit menu, choose Delete.
If you do not select entire columns or rows before choosing Delete, a dialog box appears. Specify whether you want cells shifted left or up, and whether you want to delete entire rows or entire columns.

See Also

[Delete Command \(Edit Menu\)](#)

[Inserting rows and columns](#)

[Selecting cells](#)

[The Parts of the Datasheet](#)

Inserting rows and columns

■ [Overview](#)

The datasheet can contain a maximum of 4000 rows and 4000 columns. A chart can contain up to 255 [data series](#), with up to 4000 [data points](#) per data series.

1. Select the number of rows or columns you want to insert. For example, if you want to insert one column, select one column; if you want to insert three rows, select three rows.

You can select several rows or columns by dragging across several row or column headings.

2. From the Insert menu, choose Cells.

If you do not select entire columns or rows before choosing Cells, a dialog box appears. Specify whether you want cells shifted right or down, and whether you want to insert entire rows or entire columns.

See Also

[Cells Command \(Insert Menu\)](#)

[Changing the column width](#)

[Deleting rows and columns](#)

[Moving around the datasheet](#)

[Selecting cells](#)

[The Parts of the Datasheet](#)

Overview of Moving, Copying, and Deleting Data

As you are arranging your data the way you want it displayed in a chart, you often need to move values to other locations, copy the same data to another location, or delete some data you don't want displayed. If you move, copy, or delete data by mistake, you can undo the action if you do so before choosing another command.

See Also

[Copying data](#)

[Deleting data](#)

[Moving data](#)

[Undoing changes](#)

Moving data

■ Overview

To do this procedure, the [datasheet](#) must be active. To display the datasheet, click the View Datasheet button on the [Standard toolbar](#).

Tip You can turn cell drag and drop on or off by choosing Options from the Tools menu. On the Datasheet tab, select or clear the Cell Drag And Drop check box.

1. Select the cell or cells that contain the data you want to move.
2. Drag the border of the selection to its new location.

Alternate Method

1. Select the cell or cells that contain the data you want to move.
2. From the Edit menu, choose Cut.
Shortcut: Cut button
3. Select the upper-left cell of the area where you want to move the data.
4. From the Edit menu, choose Paste.
Shortcut: Paste button

Note If you move data to cells that already contain data, the moved data and formats replace the original data.

See Also

- [View Datasheet Button](#)

[Copying data](#)

[Cut Command \(Edit Menu\)](#)

[Datasheet Tab, Options Command \(Tools Menu\)](#)

[Deleting data](#)

[Paste Command \(Edit Menu\)](#)

[The Parts of the Datasheet](#)

[Undoing changes](#)

Undoing changes

■ Overview

To undo the last change you made to the chart or datasheet

- From the Edit menu in Microsoft Graph, choose Undo.
Shortcut: Undo button

See Also

[Copying data](#)

[Deleting data](#)

[Moving data](#)

[Undo Command \(Edit Menu\)](#)

Copying data

■ Overview

To copy data in the datasheet

Tip You can turn cell drag and drop on or off by choosing Options from the Tools menu. On the Datasheet tab, select or clear the Cell Drag And Drop check box.

1. Select the cell or cells to be copied.
2. Hold down CTRL and drag the selection to where you want to copy it.

Alternate Method

1. Select the cell or cells to be copied.
2. From the Edit menu, choose Copy.
Shortcut: Copy button
3. Select the upper-left cell of the area where you want to put the copy.
4. From the Edit menu, choose Paste.
Shortcut: Paste button

To copy a chart

1. Activate the chart.
2. From the Edit menu, choose Copy Chart.
Shortcut: Copy button.
3. In your main application document, select the location where you want to place the copy.
4. Paste the chart using the main application's Paste command or Paste button.

To copy a chart data series or graphic object

1. Activate the chart.
2. Select the data series or graphic object you want to copy.
3. Click the Copy button.
4. Select the location where you want to place the data series or graphic object.
If you are copying a data series, activate the chart you want to add it to.
- 5 From the Edit menu, choose Paste.
Shortcut: Paste button

See Also

[Copy Command \(Edit Menu\)](#)

[Deleting data](#)

[Moving data](#)

[Paste Command \(Edit menu\)](#)

[Undoing changes](#)

Deleting data

■ Overview

On datasheets, you can remove data from cells, formatting from cells (return the cells to General format), or both data and formatting from cells. You can delete the cells themselves only by deleting an entire row or column.

1. Select the datasheet cells containing the data you want to delete.
2. From the Edit menu, choose Clear.
Shortcut: DEL (clears contents)
3. From the submenu, choose All to remove both the formatting and the data, Contents to remove only the data, or Formats to remove the formatting but not the data.

Note Cleared data is not put onto the Clipboard. You can recover cleared data by choosing Undo from the Edit menu before you choose any other commands.

See Also

[Clear Command \(Edit Menu\)](#)

[Copying data](#)

[Moving data](#)

[Undoing changes](#)

Overview of Arranging Data for a Chart

Graph initially assumes that each row in the datasheet contains a series of values or data points that should be plotted using the same color and pattern. If your data is arranged in columns rather than in rows, you need to define the data series in columns. You can also choose to have Graph exclude particular rows or columns of data when making a chart. There are some special considerations for creating xy (scatter) charts; for more information, see [Entering data for xy \(scatter\) charts](#).

See Also

[Defining data series in rows or columns](#)

[How a Datasheet Range Translates into a Chart](#)

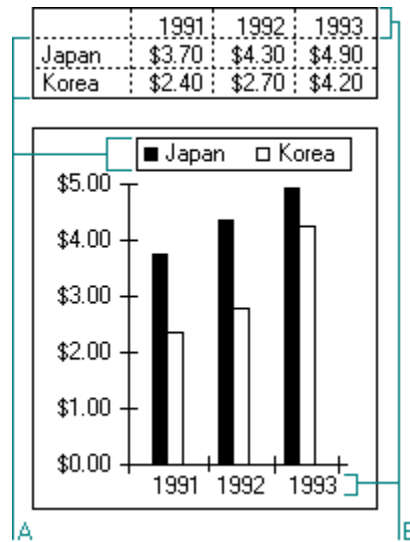
[Including and excluding data in a chart](#)

[The Parts of the Datasheet](#)

How a Datasheet Range Translates into a Chart

■ Overview

A data series is one row or column of values (data points) that are displayed as a set of data markers on the chart, such as bars, lines, or pie slices. What you type into the first row and column of cells and which orientation you choose (series in rows or series in columns) determines how the data is plotted on the chart. The default chart is plotted with series in rows.



A Countries are the data series in this chart.

B Years are the categories.

- When you choose the Series In Rows command, the text in the first column of the datasheet appears in the legend as series names. The text in the first row (category names) appears on the horizontal axis of the chart as tick-mark labels. The chart type assigned to each data series is displayed graphically in the row headers.
- When you choose the Series In Columns command, the text in the first row of the datasheet appears on the legend as series names. The text in the first column (category names) appears on the horizontal axis of the chart as tick-mark labels. The chart type assigned to each data series is displayed graphically in the column headers.

See Also

[Defining data series in rows or columns](#)

[Including and excluding data in a chart](#)

[Series in Rows Command \(Data Menu\)](#)

[Series in Columns Command \(Data Menu\)](#)

[The Parts of the Datasheet](#)

Defining data series in rows or columns

■ Overview

- From the Data menu, choose Series In Rows or Series In Columns.

Shortcut: By Row button or By Column button

A check mark appears next to the current setting on the menu.

Tips You can easily tell whether data series are from rows or columns by checking in the the datasheet window. Graphics are displayed in either the row or column headers to indicate which contains the data series. To display the datasheet, choose Datasheet from the View menu.

If you want to combine more than one chart type in a single chart, it is important to specify whether the data series are in rows or columns first.

See Also

[How a Datasheet Range Translates into a Chart](#)

[Including and excluding data in a chart](#)

[Overview of Working with Chart Types](#)

[Series in Columns Command \(Data Menu\)](#)

[Series in Rows Command \(Data Menu\)](#)

[The Parts of the Datasheet](#)

Including and excluding data in a chart

■ Overview

All rows and columns containing data are included in the chart by default. When you exclude data, Graph redraws the chart without the excluded data. Excluded rows and columns appear dimmed in the datasheet, and their row and column headers appear flat instead of 3-D. Also, the chart-type graphics in the row or column headers are deleted for excluded data series.

To exclude rows and columns

- Double-click the headings of the rows or columns you want to exclude from the chart.

Alternate Method

1. Select the rows or columns you want to exclude.
2. From the Data menu, choose Exclude Row/Col.

If you have not selected entire rows or columns, a dialog box appears. Under Exclude, select the Rows or Columns option button.

3. Click the OK button or press ENTER.

To include excluded rows and columns

- Double-click the headings of the excluded rows or columns.

Alternate Method

1. Select the excluded rows or columns.
2. From the Data menu, choose Include Row/Col.

If a dialog box appears, under Include select the Rows option button or the Columns option button.

3. Click the OK button or press ENTER.

See Also

[Defining data series in rows or columns](#)

[Exclude Row/Col Command \(Data Menu\)](#)

[How a Datasheet Range Translates into a Chart](#)

[Include Row/Col Command \(Data Menu\)](#)

[The Parts of the Datasheet](#)

The Parts of the Datasheet

■ Overview

The following illustration shows the parts of the datasheet.

The diagram shows a datasheet interface with a grid of cells. Labels A through F point to specific parts of the interface:

- A: Select All button (top left corner)
- B: Column heading (top row, column B)
- C: Row heading (left column, row 1)
- D: Data series graphic (cell B2, containing a bar chart icon)
- E: Active cell (cell B2, containing the value 20.4)
- F: Scroll bars (bottom and right edges)

	A	B	C	D
1		1st Qtr	2nd Qtr	3rd Qtr
2	East	20.4	27.4	90
3	West	30.6	38.6	34.6
4	North	45.9	46.9	45

Note The status bar is visible only when Graph is activated in a separate window, not when you activate a chart directly on the main application document. For more information, see [Activating a chart within your document](#).

See Also

[Entering and editing data](#)

[How a Datasheet Range Translates into a Chart](#)

[Moving around the datasheet](#)

[Selecting cells](#)

[The Parts of a Chart](#)

