

# ADVANCE FEATURES OF EXCEL 2016

CLASS VII CH3 PD-2

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**CHANGING YOUR TOMORROW**

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## LEARNING OUT COMES OF THIS CLASS

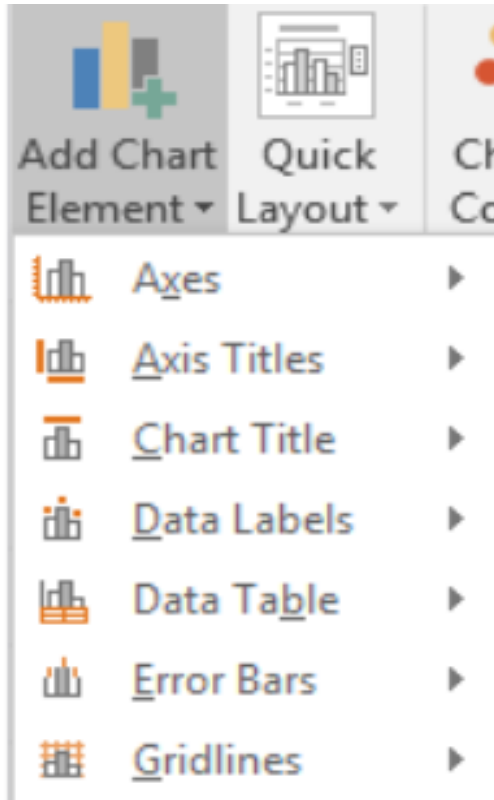
- *learn to add chart elements*
- *Learn to format a chart.*
- *Learn how to change backgrounds, colors, patterns.*
- *formatting the legend*
- *Learn to change the value axis.*

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# CHART ELEMENTS



**Figure 3.5: Various Chart Elements**

- **ADDING A CHART TITLE**
- Click on the chart and follow the given steps: > Click on the **Add Chart Element** in the **Chart Layouts group on the Design tab**.
- **ADDING AXIS TITLE**
- Go to the Design tab.
- > Select the Axis Titles option from the Add Chart Element button in the Chart Layouts group.

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# CHART ELEMENTS

- **ADDING DATA LABELS**

- > Click on the Add Chart Elements button in the Chart Layouts group.
- > Click on the Data Labels option from the drop-down menu. Choose any option from the displayed list.

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- **ADDING DATA TABLE**

- > Click on the Add Chart Elements button in the Chart Layouts group. > Click on the Data Table option from the drop-down menu. Choose the desired option from the displayed list.

- **ADDING LEGEND**

- Legend is a box that identifies the patterns or colours assigned to a data series in a chart. It helps in reading the chart accurately. By default Legends appear at the bottom of the chart. You can place them anywhere as per your choice.
- > Click on the Add Chart Elements button in Chart Layouts group.

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## FORMATTING A CHART

- ***Formatting improves the appearance of a chart. We can format a chart by adding title, changing text, font, line colour, width, border style, legends, data series, and so on.***
- ***We can also change the numbers on the value axis, hide or show gridlines, etc.***

### **CHANGING BACKGROUNDS, COLOURS, AND PATTERNS**

We can modify a chart by changing its colour, pattern, and background.

> Right click on the Plot Area and select the Format Plot Area option. The Format Plot Area task pane will appear on the right side.

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Click on the Fill tab and select the Solid fill radio button.

> Select the Color button and choose the desired colour from the Fill Color drop-down menu. Observe the change in the colour of the Plot Area.

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- Click on the Border tab. Select the Solid line option and increase the width.

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# HOME ASSIGNMENT

- Questions 4,5 from page 41(Descriptive Questions)

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# THANKING YOU

# ODM EDUCATIONAL GROUP