

## Format chart elements

 Hide All

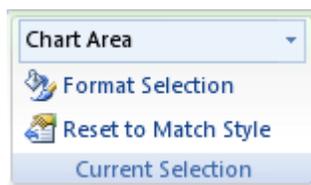
You can format individual chart elements, such as the **chart area** (**chart area**: The entire chart and all its elements.), **plot area** (**plot area**: In a 2-D chart, the area bounded by the axes, including all data series. In a 3-D chart, the area bounded by the axes, including the data series, category names, tick-mark labels, and axis titles.), **data series** (**data series**: Related data points that are plotted in a chart. Each data series in a chart has a unique color or pattern and is represented in the chart legend. You can plot one or more data series in a chart. Pie charts have only one data series.), **axes** (**axis**: A line bordering the chart plot area used as a frame of reference for measurement. The y axis is usually the vertical axis and contains data. The x-axis is usually the horizontal axis and contains categories.), **titles** (**titles in charts**: Descriptive text that is automatically aligned to an axis or centered at the top of a chart.), **data labels** (**data label**: A label that provides additional information about a data marker, which represents a single data point or value that originates from a worksheet cell.), or **legend** (**legend**: A box that identifies the patterns or colors that are assigned to the data series or categories in a chart.).

1. In a chart, click the chart element that you want to format, or do the following to select the chart element from a list of chart elements:

1. Click the chart.

This displays the **Chart Tools**, adding the **Design**, **Layout**, and **Format** tabs.

2. On the **Format** tab, in the **Current Selection** group, click the arrow next to the **Chart Elements** box, and then select the chart element that you want to format.



2. On the **Format** tab, do any of the following:
  - To format any selected chart element, in the **Current Selection** group, click **Format Selection**, and then select the formatting options that you want.
  - To format the shape of a selected chart element, in the **Shape Styles** group, click the style that you want, or click **Shape Fill**, **Shape Outline**, or **Shape Effects**, and then select the formatting options that you want.
  - To format the text in a selected chart element by using WordArt, in the **WordArt Styles** group, click the style that you want, or click **Text Fill**, **Text Outline**, or **Text Effects**, and then select the formatting options that you want.

**TIP** To use regular text formatting to format the text in chart elements, you can right-click or select the

text, and then click the formatting options that you want on the **mini toolbar**. You can also use the formatting buttons on the Ribbon (**Home** tab, **Font** group).

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#### See Also

- [Change the display of chart axes](#)