

**Course
&
Test Series**

Charts Layout and Formatting in MS Word

Microsoft Word

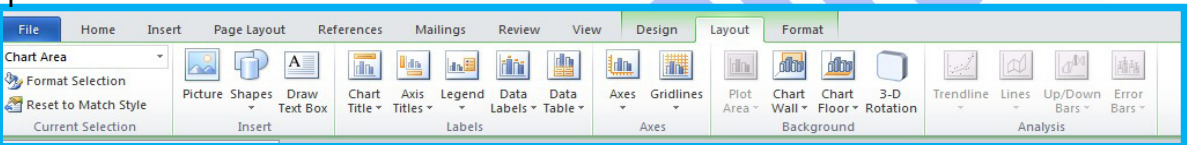
Module 30 - Charts Layout and Formatting in MS Word

Helping Tool of Chart Layout Menu

In Microsoft Word, the Layout Menu in charts refers to options that allow you to adjust the overall appearance and positioning of the chart within the document. It provides tools to customize the chart's design, axis, labels, and more. You can access the Layout options when you click on a chart in Word.

There are 6 Groups in Layout Menu

- Current Selection
- Insert
- Labels
- Axes
- Background
- Analysis



Format Selection

In Microsoft Word, the Format Selection option in a chart allows you to access detailed formatting options for specific elements of the chart. By using Format Selection, you can change the appearance of individual components of your chart, such as the chart area, plot area, series, data labels, and more.

Reset to Match Style

In Microsoft Word, when working with charts, the Reset to Match Style option is used to revert the chart to the default style set by the document's theme or the chart's original formatting style.

Insert Group

In Microsoft Word, the Insert Group within the Layout menu for charts provides options to add various elements to the chart. These elements enhance the visual appeal and clarity of the chart by adding labels, titles, legends, and other chart-related details.

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44

45

46

47

48 **CBSE**

49

50

51

52

53 **ICSE**

54

55

56

57 **NTSE**

58

59

60

61

62 **Banking & Insurance**

63

64

65

66 **Central Govt. Service**

67

68

69

70

71 **State Govt. Services**

72

73

74

75 **LAW Entrance**

76

77

78

79 **MBA Entrance**

80

81

82

83

84 **Railways & Metro Services**

85

86

87 **...many more**

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- Picture
- Shapes
- Draw text Box

Labels Group

• **Chart Title** - A Chart Title is a text label that appears at the top of a chart, providing a brief description of what the chart represents. It helps the viewer quickly understand the context of the data being displayed.

• **Axis Title** - An Axis Title in a chart is a label that describes what each axis (horizontal and vertical) represents. It helps viewers understand what the numbers or categories along each axis correspond to, providing clarity to the chart's data.

• **Legend** - A Legend in a chart is a visual guide that explains the meaning of the different colors, patterns, or symbols used in the chart. It helps viewers identify which data series (or categories) each color or marker represents, making it easier to interpret the chart.

• **Data Labels**- Data Labels in a chart are text elements that display the actual values or information for each data point in the chart. They provide precise information about the data represented by the chart elements (e.g., bars, lines, or points), such as values, percentages, or categories, directly on the chart.

Axes Group

• **Axes**- Axes in a chart refer to the two perpendicular lines (usually horizontal and vertical) that provide the framework for plotting data points. They help define the scale and reference points for the chart, enabling viewers to understand the values and relationships being presented.

• **Gridlines**- Gridlines in a chart are horizontal or vertical lines that extend across the plot area of a chart, helping to guide the viewer's eyes and make it easier to read the data values. They visually separate the chart's data points, making the chart easier to interpret and align with the axes.

Background Group

• **Plot Area**- The Plot Area in a chart is the region within the chart where the actual data is plotted. It is the area that contains the graph's data points, bars, lines, or other chart elements (depending on the type of chart you're using). The plot area is surrounded by the chart area, which includes the entire chart, including the title, legend, and axes.

• **Chart Wall**- The Chart Wall is a feature used primarily in 3D charts to give depth and provide a visual boundary for the chart's data. It's part of the overall 3D effect that can be applied to a chart, making the chart appear more dynamic and visually striking by adding a "wall" behind the data points.

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&
Test Series**

Charts Layout and Formatting in MS Word

88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
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124
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126
127

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- **Chart Floor-** The Chart Floor is another feature used in 3D charts to create a sense of depth and enhance the overall 3D effect. It represents the bottom surface of the chart and appears underneath the data points, similar to a floor in a 3D space.
- **3d Rotation-** 3D Rotation in a chart refers to the ability to rotate a 3D chart along its axes to change the perspective from which the chart is viewed. It allows you to adjust the angle and orientation of the chart in a 3-dimensional space, making the data visualization more dynamic and engaging.

Analysis Group

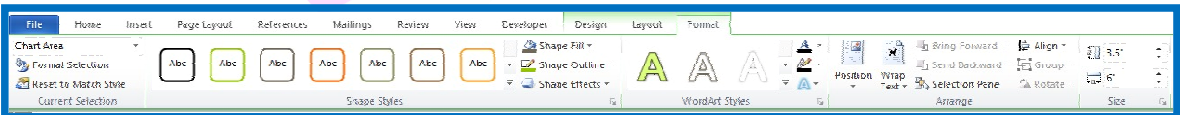
- **Trendline-** A Trendline in a chart is a graphical representation of the general direction or pattern in a data series. It is a line added to a chart that helps to visualize trends over time or across categories, providing a clear picture of whether the data is increasing, decreasing, or remaining constant.
- **Lines-** Lines in a chart represent data points connected by straight segments, often used to show trends, changes, or relationships between variables over time or categories.
- **Up Down Bars-** Up/Down Bars in a chart visually highlight increases (up) and decreases (down) in data, often used in stock market or financial charts to show price movements over time.
- **Error Bars-** Error Bars in a chart represent the variability or uncertainty in data points, showing the range of possible error or deviation from the measured value.

Helping Tool of Chart Format Menu

Format Menu

There are 5 Groups in Format Menu

- Current Selection
- Shape Styles
- Wordart Styles
- Arrange
- Size



Using the "Format Tab" in the Chart Tools:

When you click on the "Format" tab (under "Chart Tools"), you have a variety of options for customizing the chart's appearance. The "Format Tab" allows you to



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**Course
&
Test Series**

fine-tune the design of individual chart elements such as the chart title, data series, legend, and axis labels. Here's what you can do:

Format Chart Elements

- **Shape Styles:** In the "Shape Styles" group, you can apply different shapes, outlines, and effects to various elements of the chart. For example, you can change the background color or apply 3D effects to a chart.
- **WordArt Styles:** You can also format the text within the chart using WordArt styles. This applies to the chart title, axis labels, or data labels. You can adjust the font style, size, and color, giving your chart a professional or creative look.

Size Group

- The "Size" group allows you to adjust the size of the entire chart or individual elements. You can manually set the chart's dimensions by changing its height and width or use the resize handles around the chart to adjust the size visually.

Arrange Group

- **Align:** This option lets you align chart elements relative to each other or to the page. You can align chart items to the left, right, center, top, middle, or bottom of the page.
- **Group:** If you've added multiple elements (e.g., shapes or text boxes), you can group them together so that they can be moved or resized as a single object.
- **Rotate:** This allows you to rotate chart elements, such as the title or legend, to create different visual effects or to make them fit better within the layout of the page.

Selecting Chart Elements for Formatting

- You can click on individual chart elements to select them. For example, clicking on the chart title will highlight it, allowing you to change its font or apply WordArt effects.
- Similarly, you can select the chart's axes, legend, data points, or data series and format them individually using the options in the "Format" tab.

Applying Quick Styles

- Under the "Chart Tools - Format" tab, in the "Current Selection" group, you can also change the chart's layout using pre-defined Quick Styles. These styles can help you apply a uniform appearance to your chart with minimal effort.

...many more

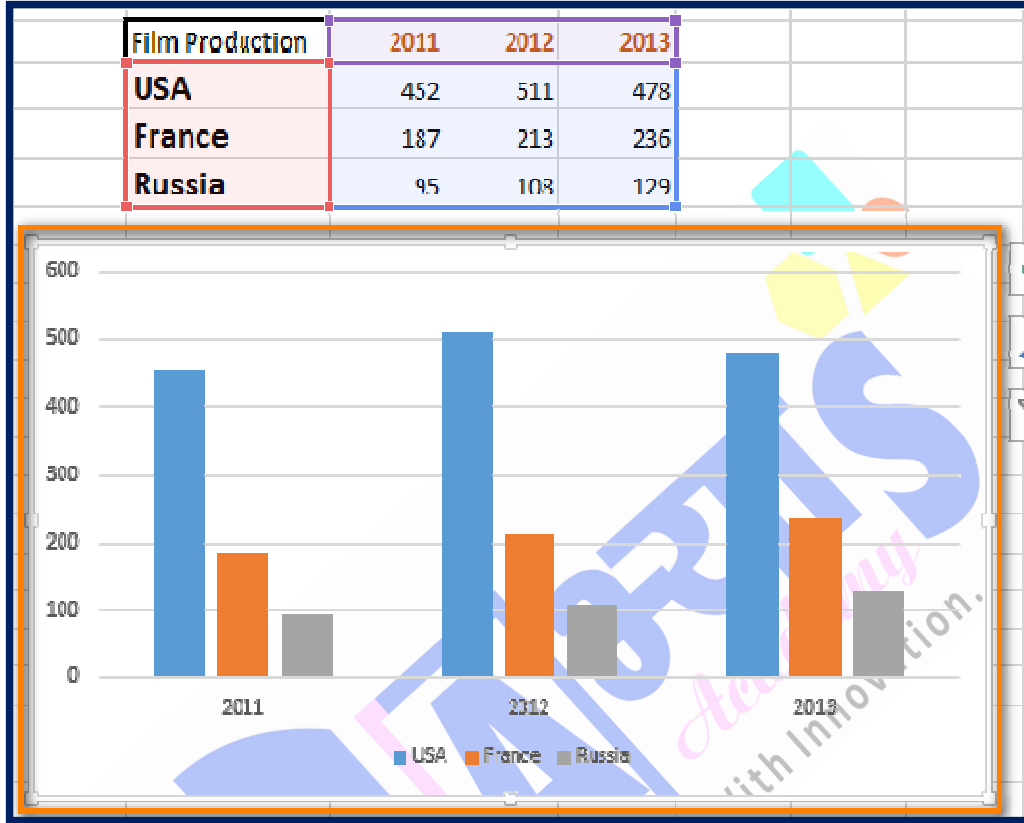
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Make this Following Column Chart in MS Word

- Add Chart Title Film Production.



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161

162

163

164

165

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