

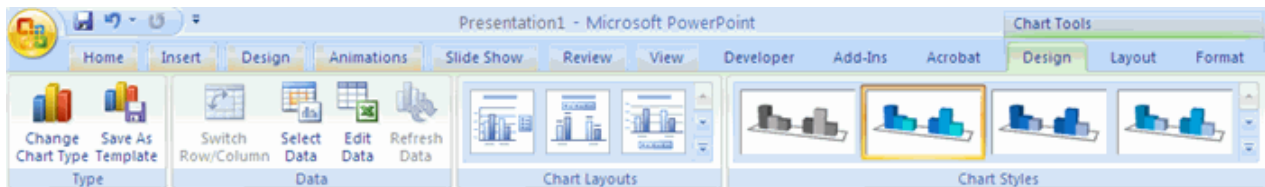
Chart Tools

The Chart Tools appear on the Ribbon when you click on the chart.

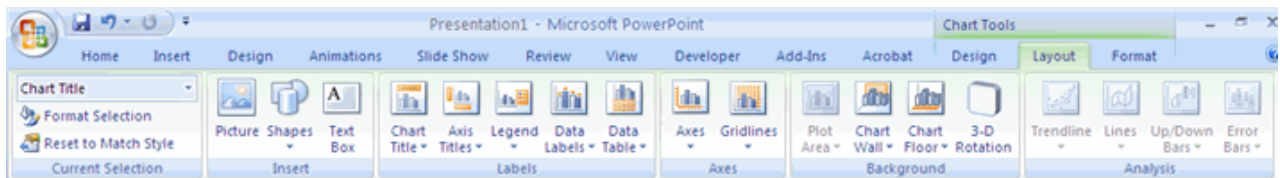
The tools are located on three tabs:

- Design
- Layout
- Format

Within the **Design tab** you can control the chart type, layout, styles, and location.



Within the **Layout tab** you can control the insertion of pictures, textboxes, and shapes, labels, backgrounds, and data analysis.



Within the **Format tab** you can adjust the Fill Colors and Word Styles.

