**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, and styles.

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.