

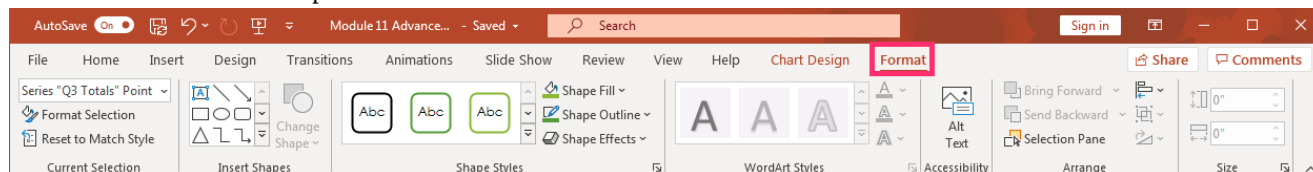
11.13: Format Charts

Learning Outcomes

- Format a chart

Here are formatting options to use on charts in PowerPoint.

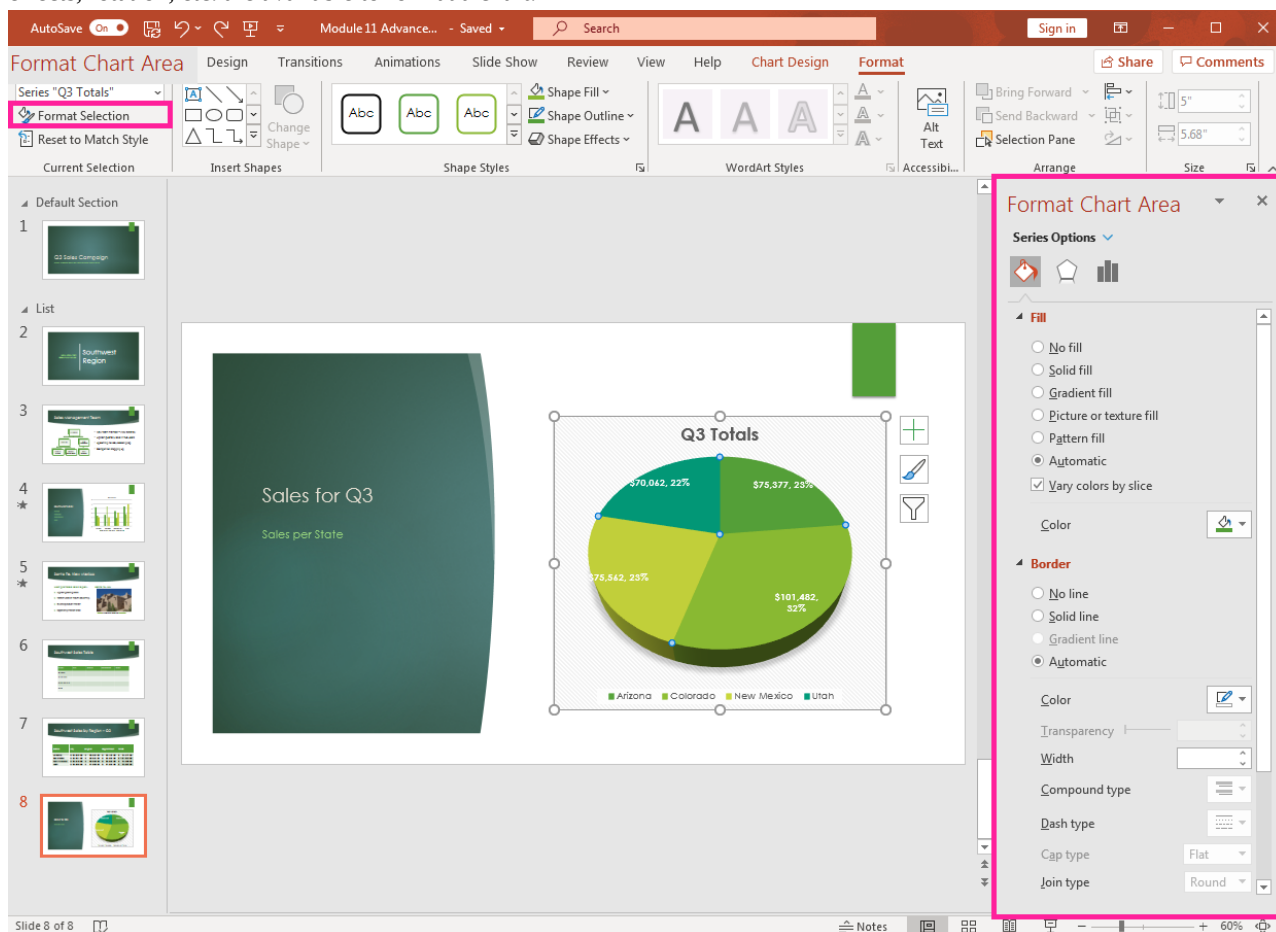
1. Open a PowerPoint chart slide and click on the chart. This opens the **Chart Design** and **Format** tabs. Make sure the **Format** tab is selected for the next steps.



2. **Current Selection:** On the far left of the Format tab ribbon is the Current Selection group.

1. The drop-down area indicated what in the chart is currently selected. To select a different area, either click on that area or select it from the drop-down menu in this group.

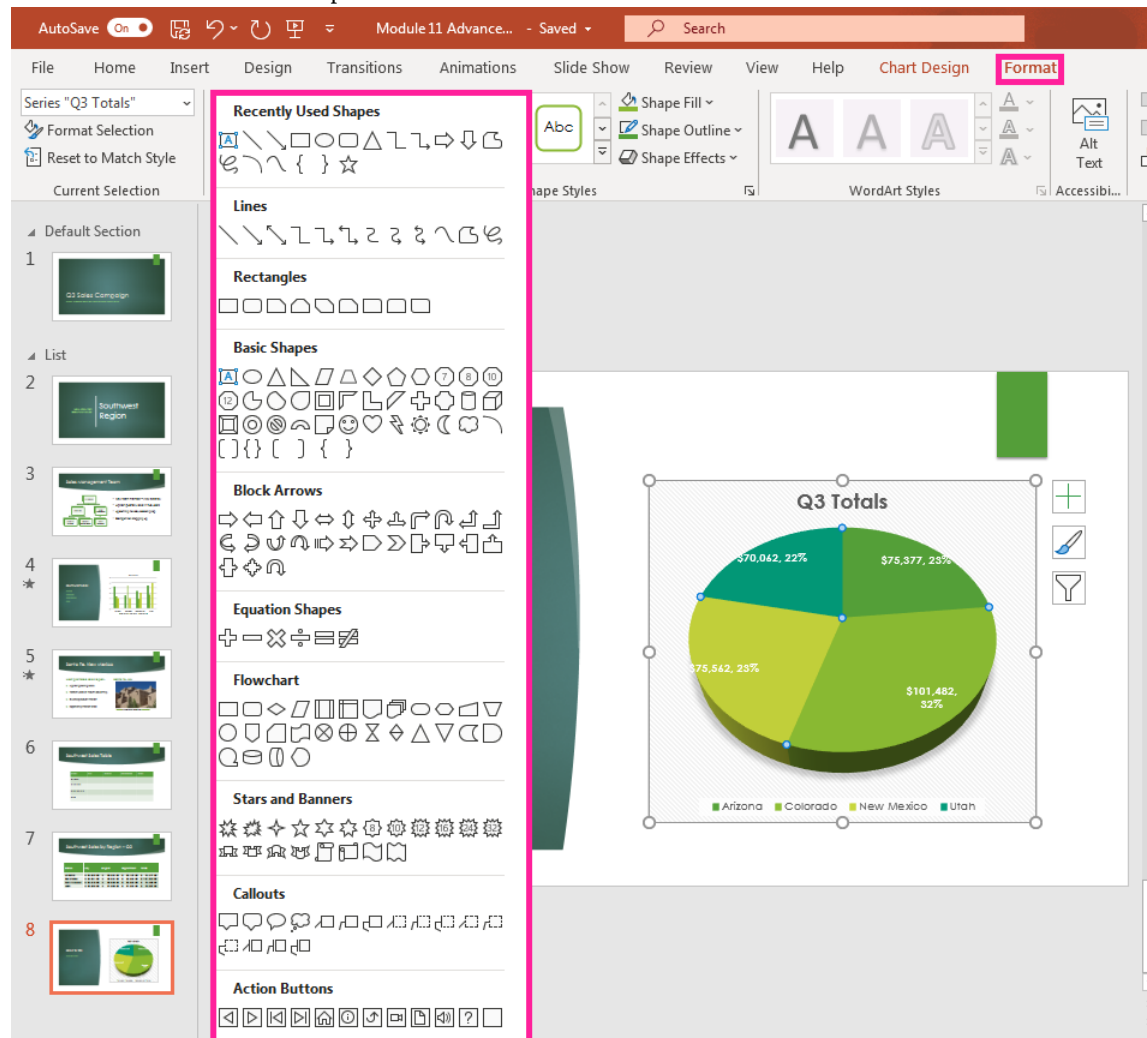
2. **Format Selection** button opens a **Format Chart Area** (or another menu depending on what is selected in the chart) to the right of the slide. Options to change the format of the chart are available; changing the fill, border, shadow effects, 3-D effects, rotation, etc. are available to format a chart.



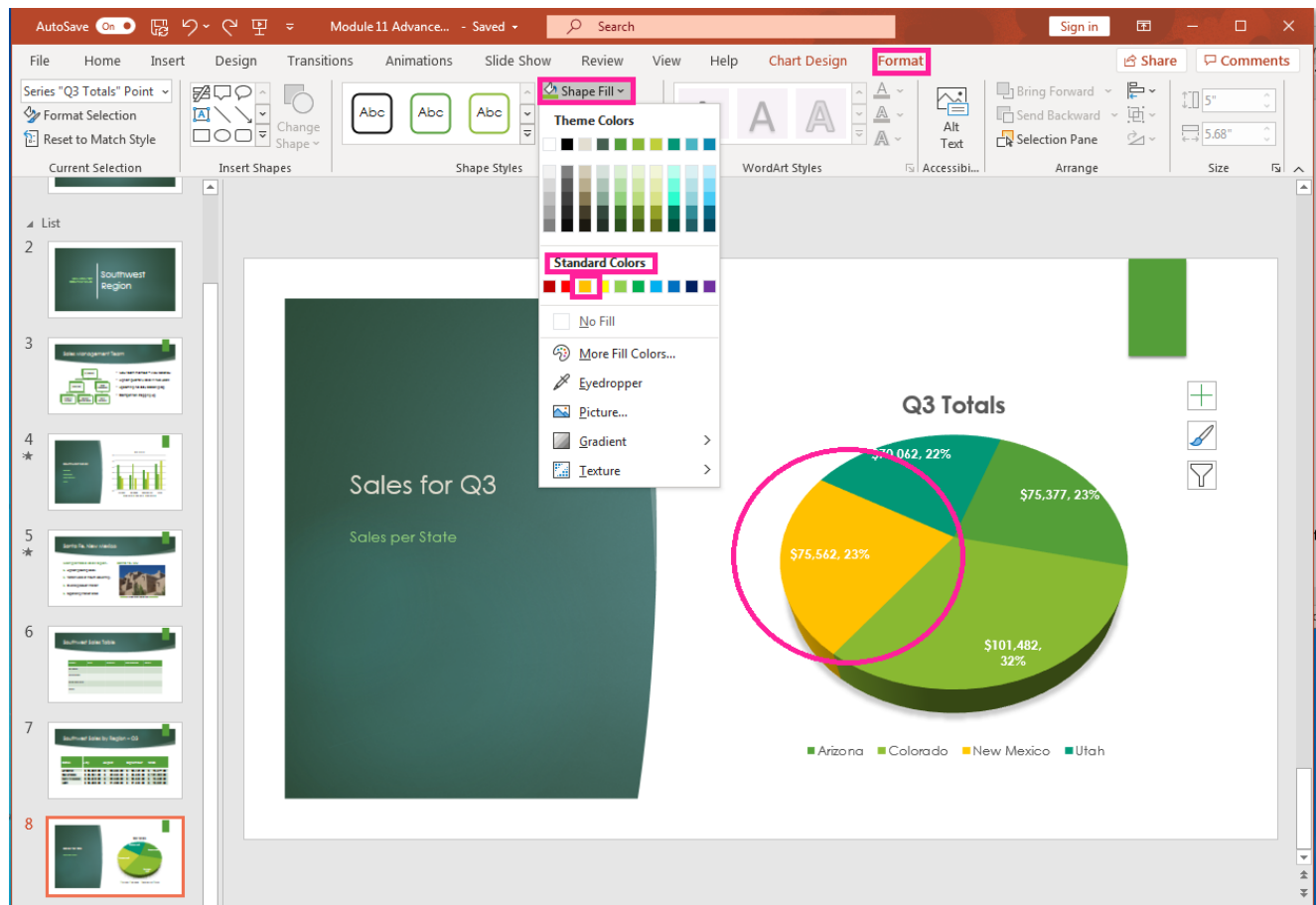
3. **Reset to Match Style:** This option returns the chart elements to their original visual style before customization. If after working on changing the style of a chart it doesn't work, (for example, colors clash) this button allows the chart to clear chart elements and return to their starting place.

3. **Insert Shapes:** If an additional shape or object needs to be added to a chart this is the group to use. For example, there are call out shapes where additional notes can be made to highlight specific information about a chart. Select the shape, insert it into the

slide and move it onto the best position for the slide.

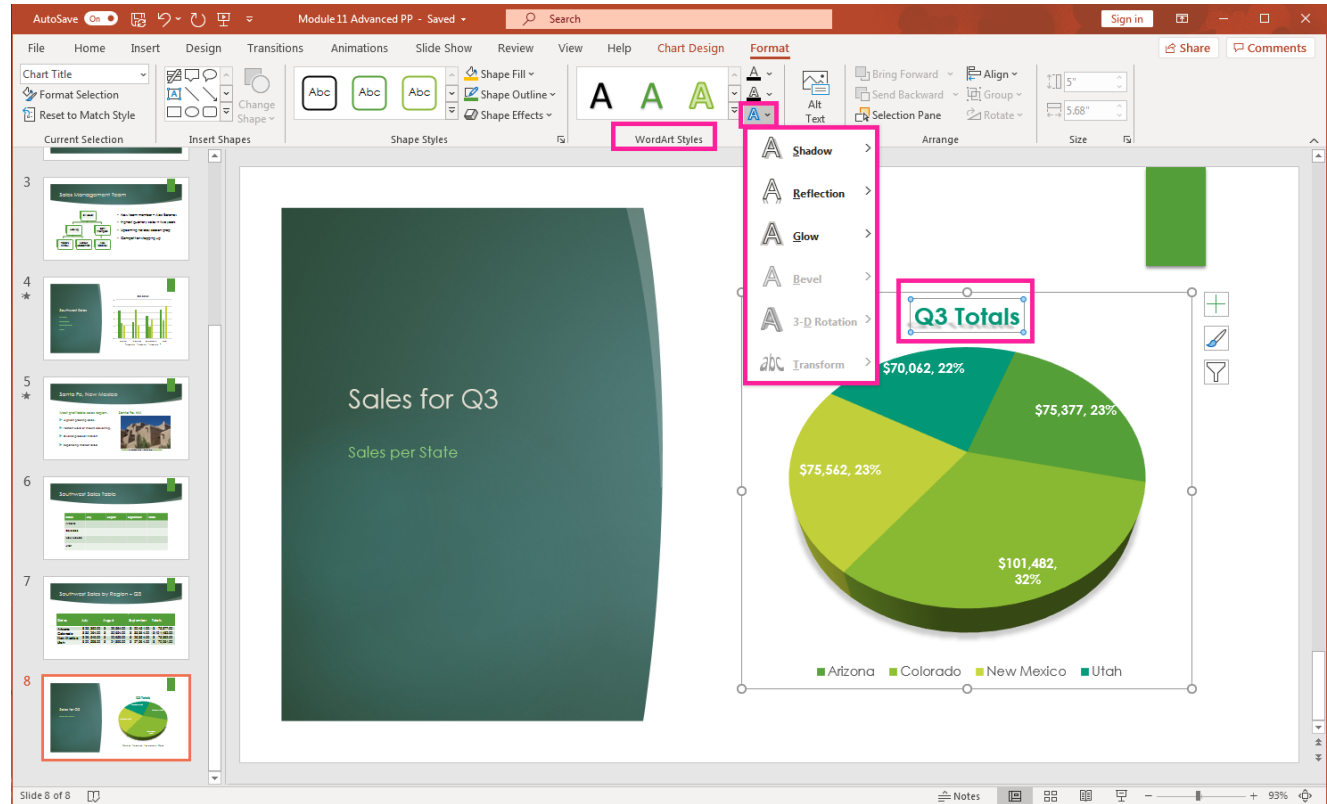


4. **Shape Styles:** This group changes a shapes style, fill, outline or effects. For example, if one of the shapes in the pie chart needs to stand apart and be a different color, select it, use the drop-down menu of Shape Fill and select a new color.

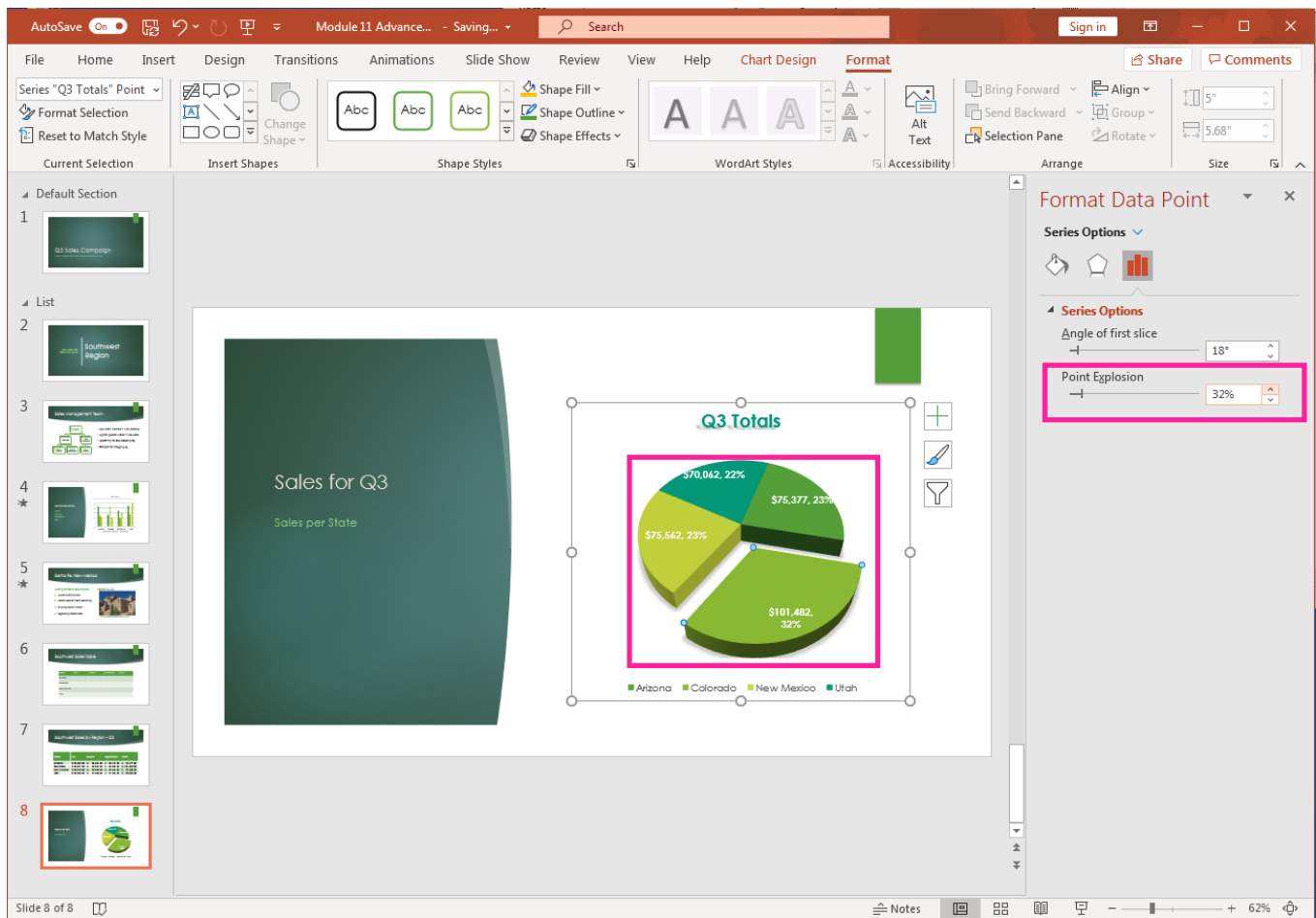


- WordArt Styles:** To format the chart title or any of the text in a chart, select the text, WordArt Styles group, then choose the style, fill, outline or text effects for the text. In this example, the chart title has been formatted with a new color and shadow

effect.



6. **Accessibility:** Used to input a text description of the slide and chart to use those who are visually impaired.
7. **Arrange:** Multiple charts to be treated as objects and arranged (sent forward or back) with other slide objects. These options are restricted if only a portion of a chart is selected and not the entire chart.
8. **Size:** If a chart is selected and the size group arrow clicked, the **Format Data Point** menu opens to the right. From this menu a section of a chart can be called out in this pie chart by increasing the **Pie Explosion** percentage or a chart is rotated by changing the **Angle of first slice** option.



The screenshot shows a PowerPoint slide titled 'Sales for Q3' with a subtitle 'Sales per State'. A pie chart titled 'Q3 Totals' is displayed, showing the distribution of sales across four states: Arizona, Colorado, New Mexico, and Utah. The 'Format Data Point' task pane is open on the right, showing the 'Point Explosion' set to 32%.

| State | Sales Amount | Percentage |
|------------|--------------|------------|
| Arizona | \$70,062 | 22% |
| Colorado | \$75,377 | 23% |
| New Mexico | \$75,562 | 23% |
| Utah | \$101,482 | 32% |

Practice Questions

<https://assessments.lumenlearning.co...essments/18738>

<https://assessments.lumenlearning.co...essments/18739>

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