

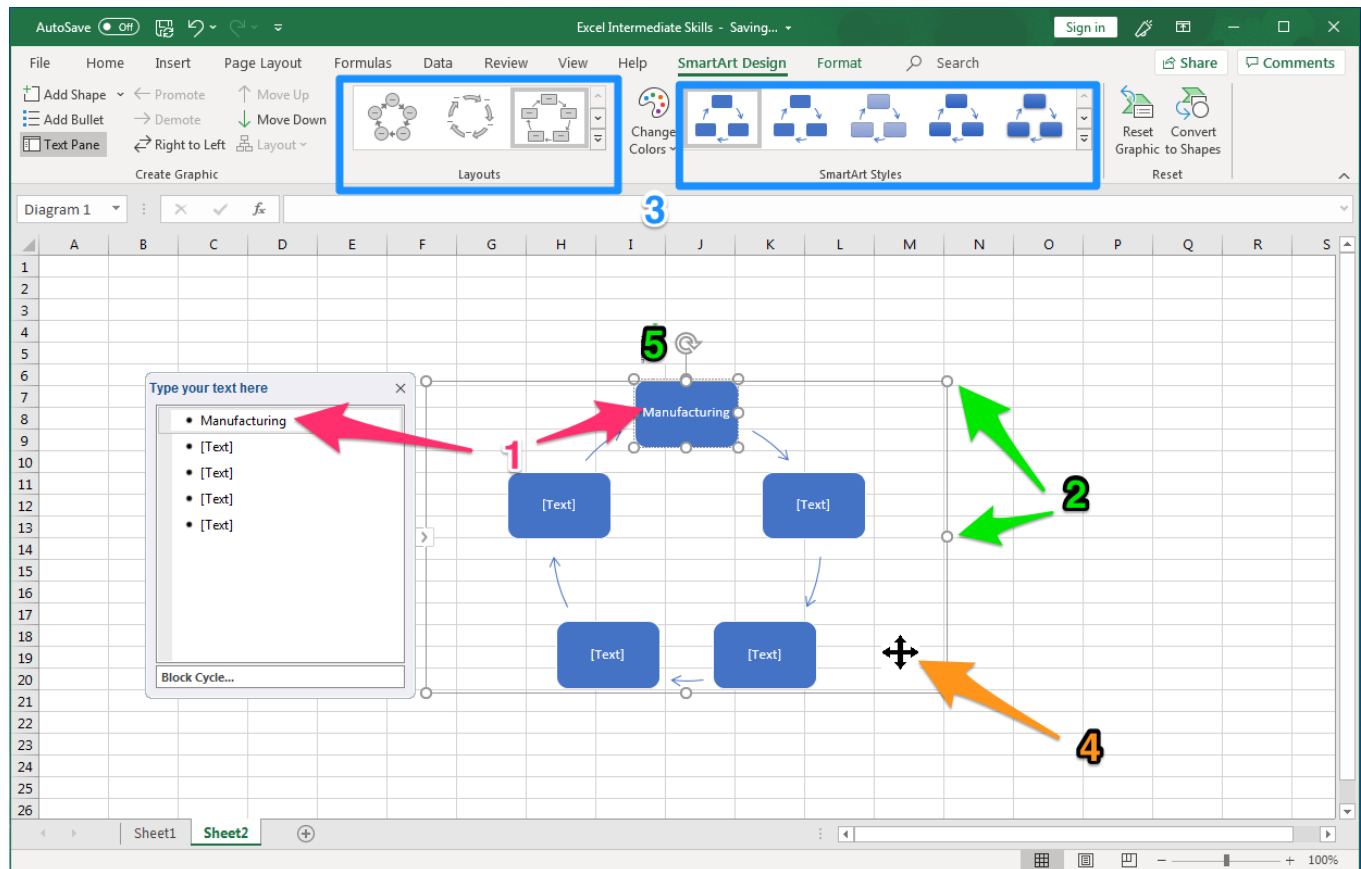
## 7.12: Modify Graphics

### Learning Objectives

- Modify graphics

Once a graphic has been inserted into a worksheet, text or data will need to be entered and edited. The graphic can also be modified to fit the scale and style desired for a worksheet. The following actions can be taken for any graphic selected in Excel:

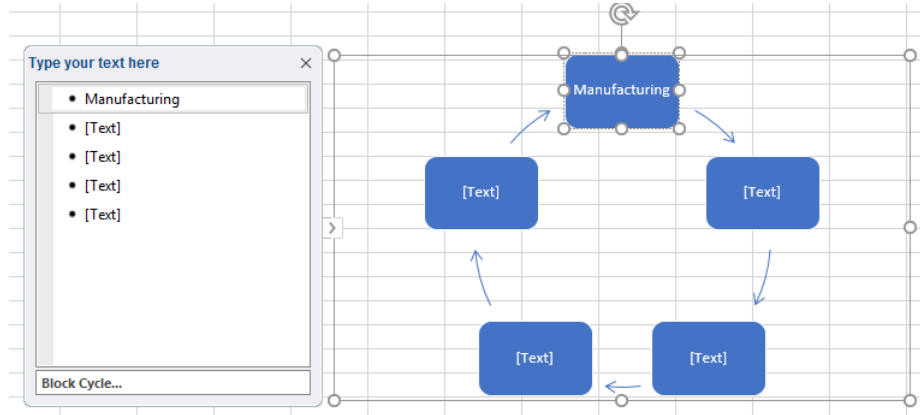
1. Adding/editing text
2. Resizing graphic
3. Changing design style
4. Moving graphics
5. Rotating graphics



### Adding/Editing Text

Type text into the graphic by either selecting the [Text] area in the graphic, or by selecting [Text] in the Type your text here dialog box to the left. If there is no text dialog box on the left, click on the graphic and the box will open. If there is data or text from within a worksheet such as labels, values, etc. you wish to add to the graphic, select the desired text and copy and paste into the

graphic. Editing text in a graphic is the same process as adding a graphic's text.

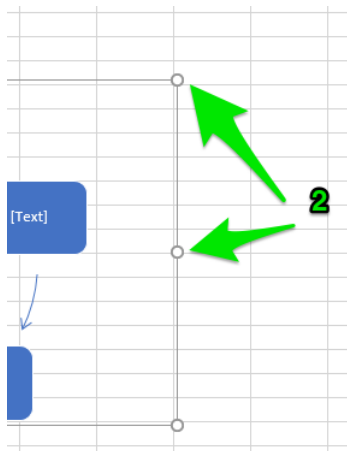


### Practice Question

<https://assessments.lumenlearning.co...essments/18650>

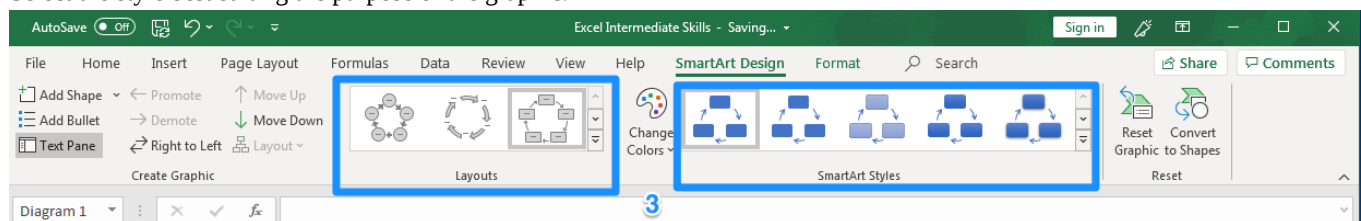
## Resizing Graphic

Select a point on the outer edge of a graphic, hold down the left mouse button (or cursor) and drag the graphic to fit the size desired.



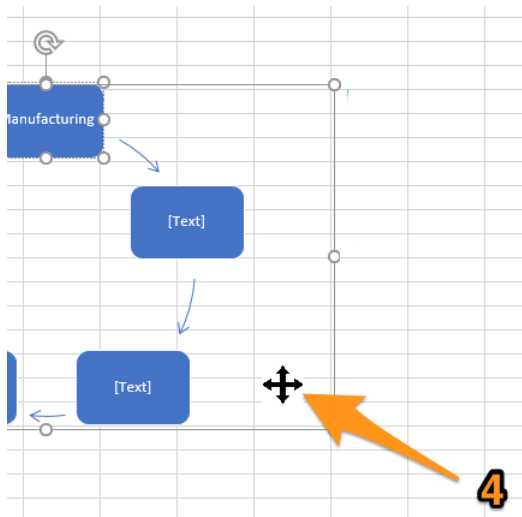
## Changing Design Style

Roll the cursor over the layout or SmartArt style sections to see the various options that are available for the selected graphic. Select the style best suiting the purpose of the graphic.



## Moving Graphics

To place a graphic next to an Excel table or other desired spot, hold down the cursor until the four-way arrow appears, while continuing to hold, drag the graphic within the worksheet to the desired location.



## Rotating Graphics

To rotate a graphic in an Excel worksheet, place the cursor on the circular arrow and drag to rotate the graphic.



### Practice Question

<https://assessments.lumenlearning.co...essments/18651>

## Contributors and Attributions

CC licensed content, Original

- Modify Graphics. **Authored by:** Sherri Pendleton. **Provided by:** Lumen Learning. **License:** [CC BY: Attribution](#)

7.12: Modify Graphics is shared under a [CC BY](#) license and was authored, remixed, and/or curated by LibreTexts.