

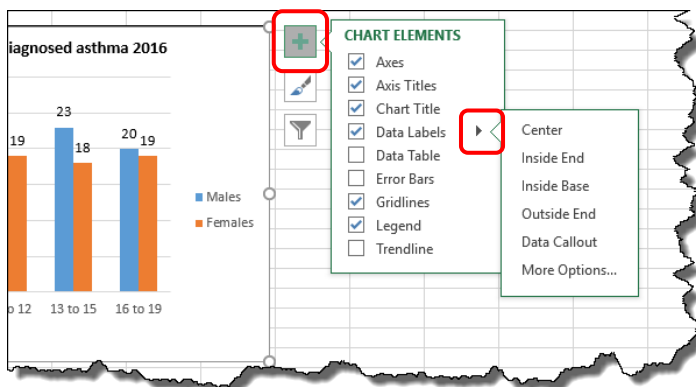
## Chart elements and styles

After inserting a chart, you may want to change the way your data is displayed by adding chart elements, such as chart titles, axis titles, legends, data labels and trendlines. You can also apply a style or colour scheme to your chart.

### Chart Elements

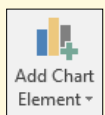
Chart titles, axis titles, legends, data labels, trendlines and errors bars are known as chart elements. Adding the appropriate elements help to make your chart easier to understand.

1. Select the chart and click the **+** button located on the upper right corner of the chart. This will display the **CHART ELEMENTS** options (this may be displayed either side of the chart).
2. Choose the appropriate chart element from the options displayed. Each chart element has additional options available when you click **▶**  
To edit a chart element, such as a chart title, double click the placeholder and begin typing.



#### Alternative method


**Add Chart Element** button located on the **Design** tab.

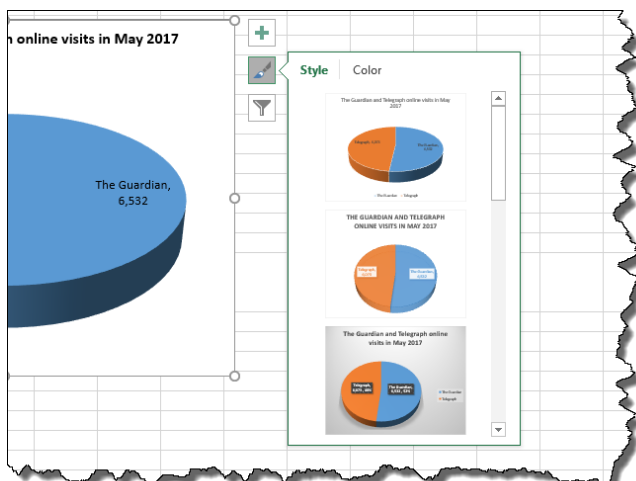


#### Note:

If you don't want to add chart elements individually, you can use Excel's predefined layouts. Click **Quick Layout**, located on the **Design** tab, then choose the desired layout from the drop-down menu.

### Chart Styles

1. Select the chart and click  located on the upper right corner of the chart.
2. Choose an appropriate style and colour.



#### Alternative method

**Chart Styles** and **Change Colors** located on the **Design** tab.

