
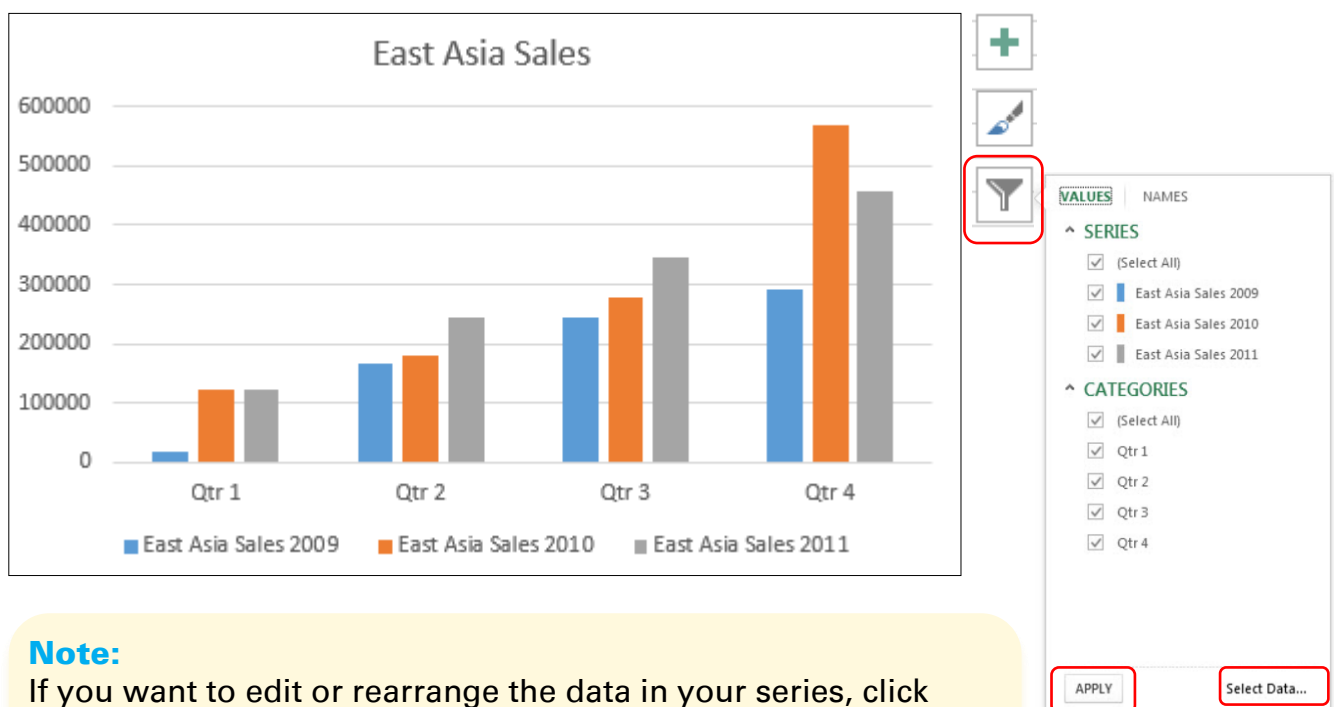


Filtering charts

After inserting a chart, you may want to change which data points and names are visible on your chart. The Chart Filter button makes this very easy to do.

The Chart Filters button

1. Select the chart and click the **Chart Filter**  button located on the upper right corner of the chart.
2. On the **VALUES** tab, check or uncheck the **series** or **categories** you want to show or hide, then click the **Apply** button.



Note:

If you want to edit or rearrange the data in your series, click **Select Data...** located at the bottom of the **VALUES** tab. Also available via the **Select Data** button on the **Design** tab. The **Select Data Source** dialog box is displayed.

Use the Select Data Source dialog box

This dialog box allows you to change the following:

- Legend Entries (Series) - to change the name displayed on the legend and the values each data series represents. You can also add new data to your chart.
- Horizontal (Category) Axis Labels - the text or values displayed on the charts x axis.
- Rearrange a series with **Move Up** or **Move Down** buttons.

