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ProductivI.T.y – For Internal Use Only

WHAT's New?

Change the Default Chart Font

Excel's chart allows text in many places – the tiltle, legend, axis labels, and data series labels. You can change the font individually or set a default throughout your chart.

Read below to learn how..

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: **ict-process@pjlhuillier.com**

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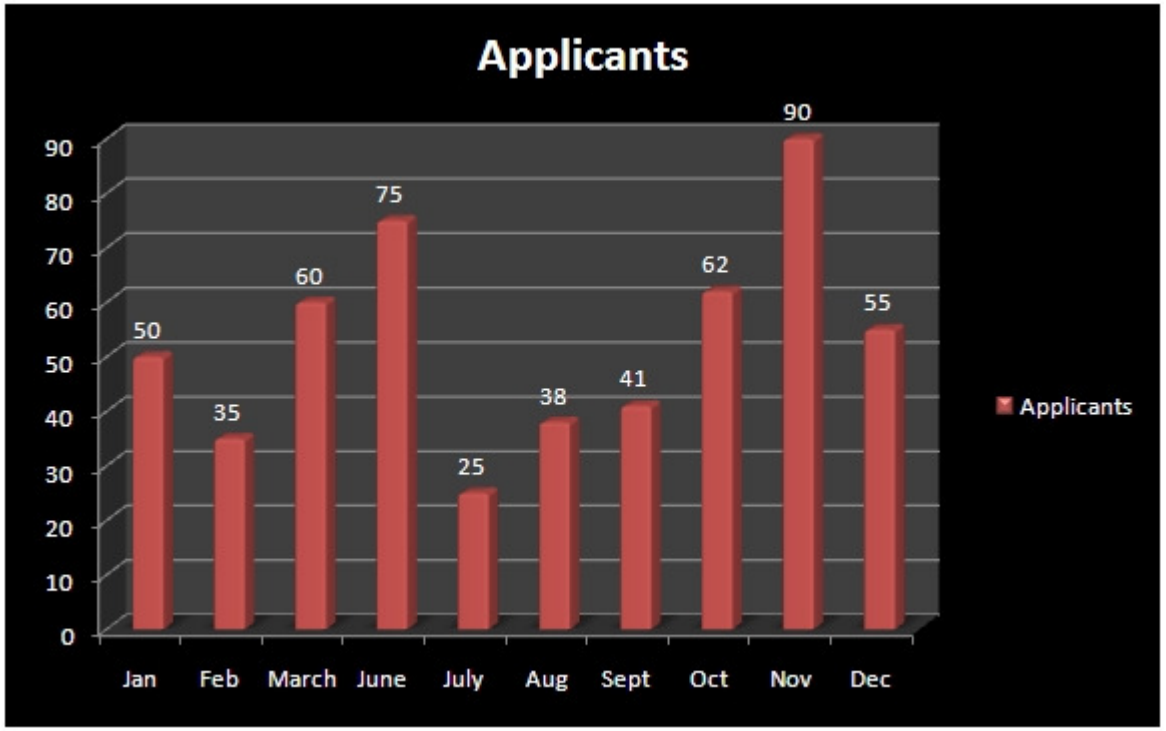
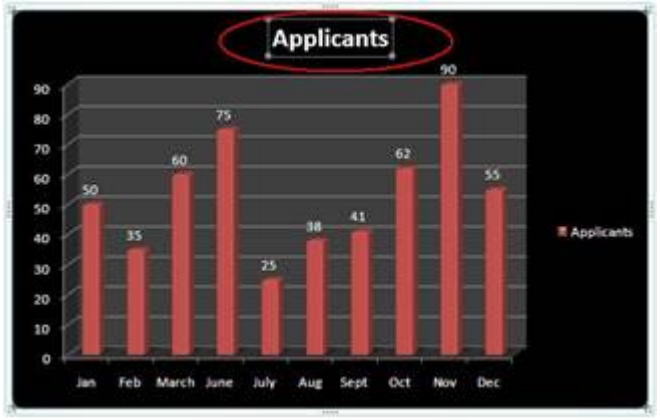
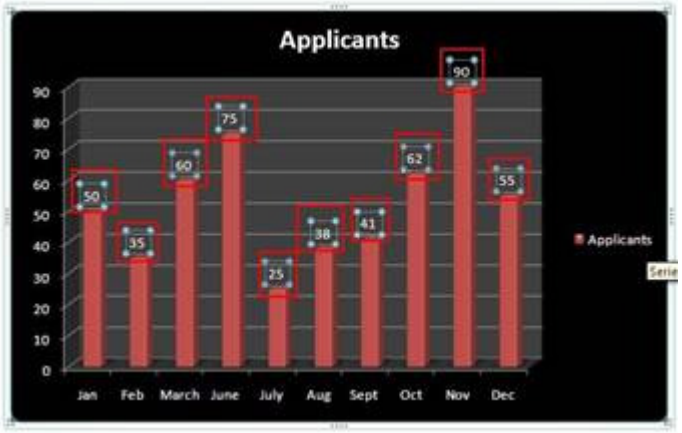
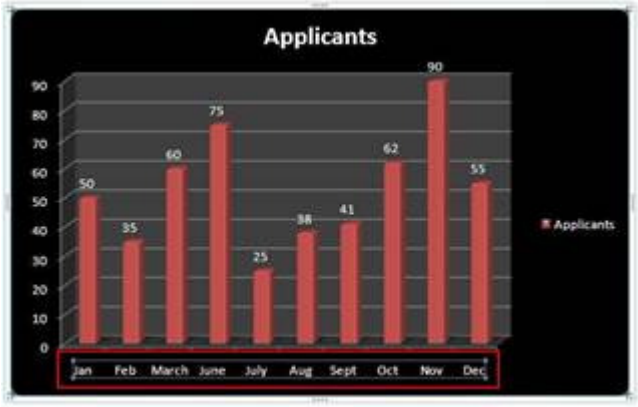
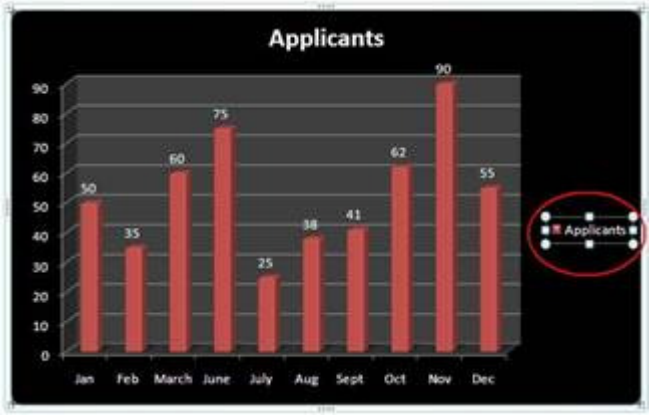
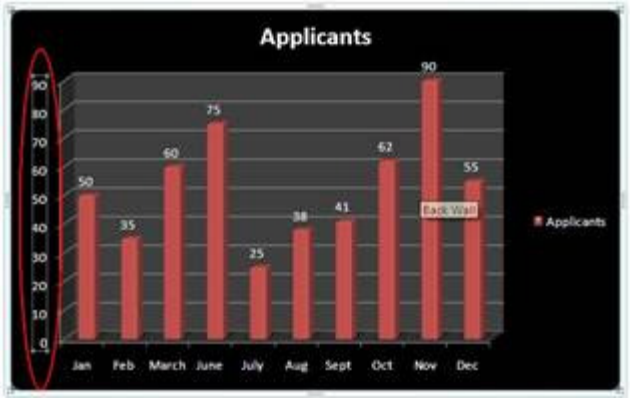
Change the Default Chart Font



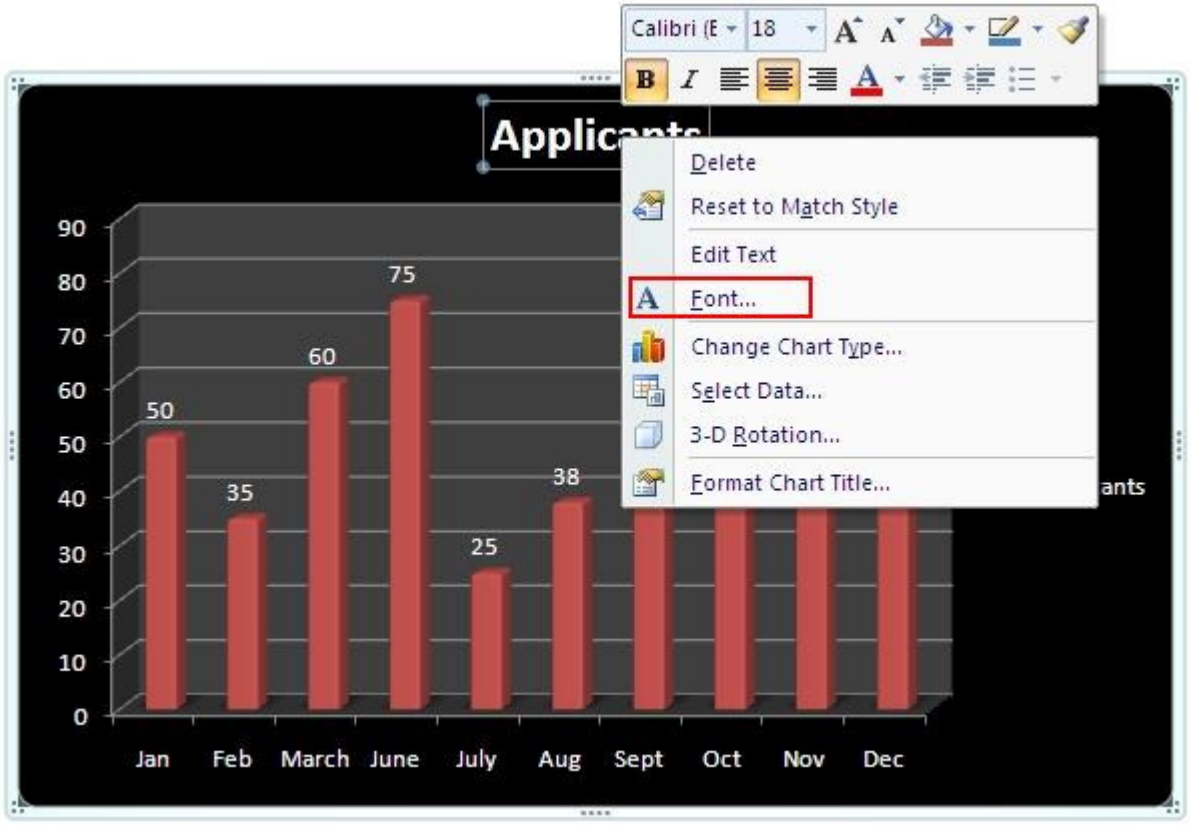
To change the font style individually:

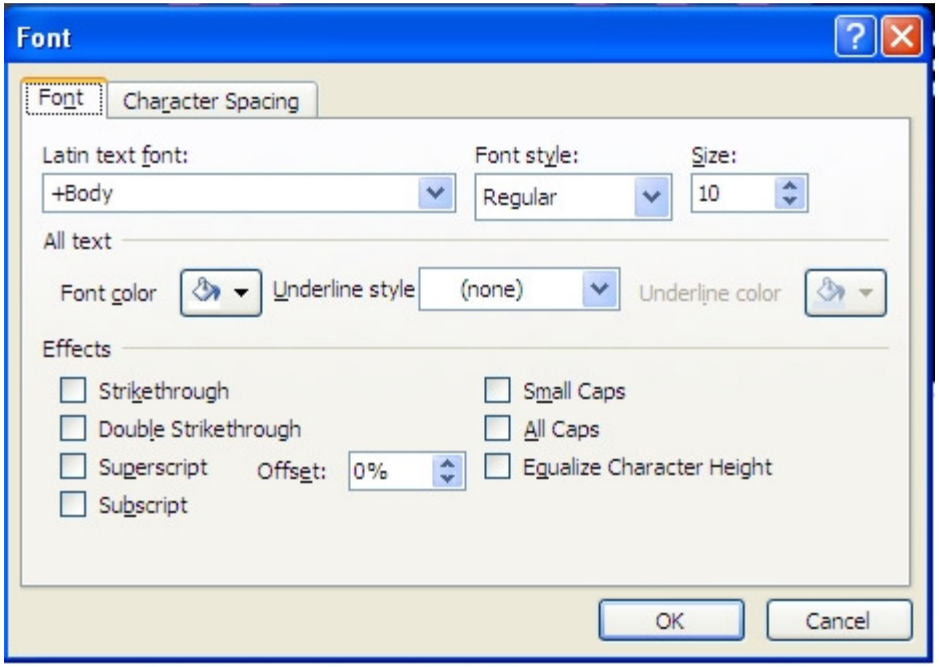
1. Select the text label that you want to change.

Title	Data Series Labels
	
Axis Labels	**Legend**
	


Applicants
90
80
70
60
50
40
30
20
10
0
50
35
60
75
25
38
41
62
90
55
Jan
Feb
March
June
July
Aug
Sept
Oct
Nov
Dec
Applicants

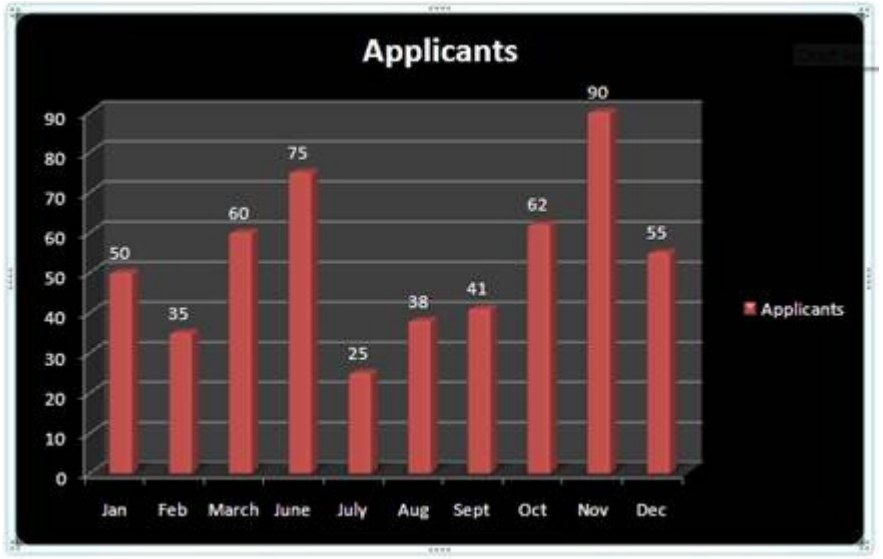
2. Right-Click the text and a formatting menu will appear where you can easily change the font style or you can select Font Menu for a more detailed formatting.




Font
Font
Character Spacing
Latin text font:
+Body
Font style:
Regular
Size:
10
All text
Font color
Underline style
(none)
Underline color
Effects
Strikethrough
Double Strikethrough
Superscript
Subscript
Offset:
0%
Small Caps
All Caps
Equalize Character Height
OK
Cancel

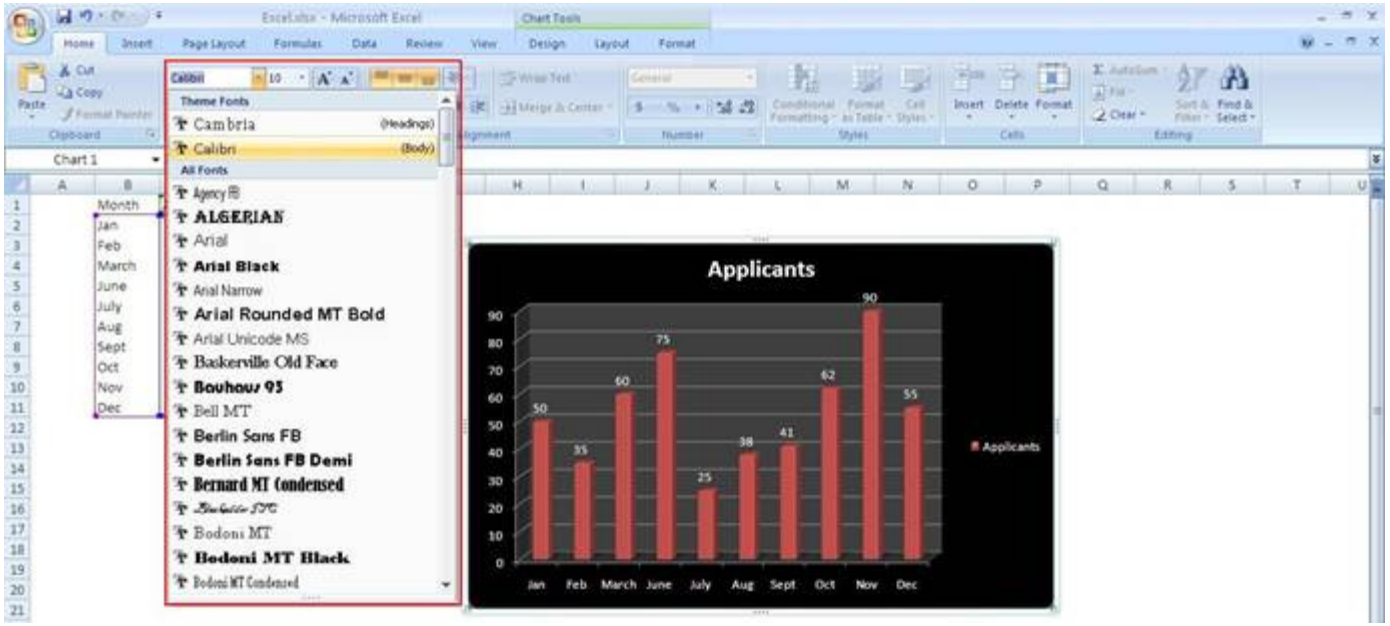
To set a default font style all throughout the Chart:

1. Select the whole chart by clicking the chart's border.

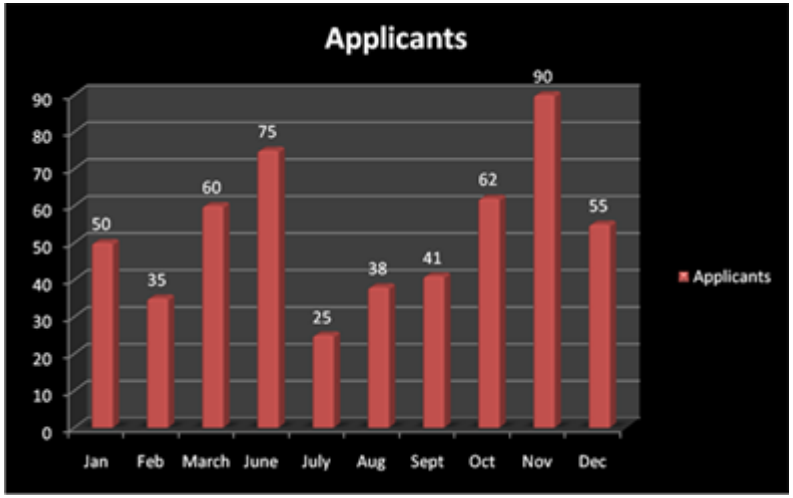
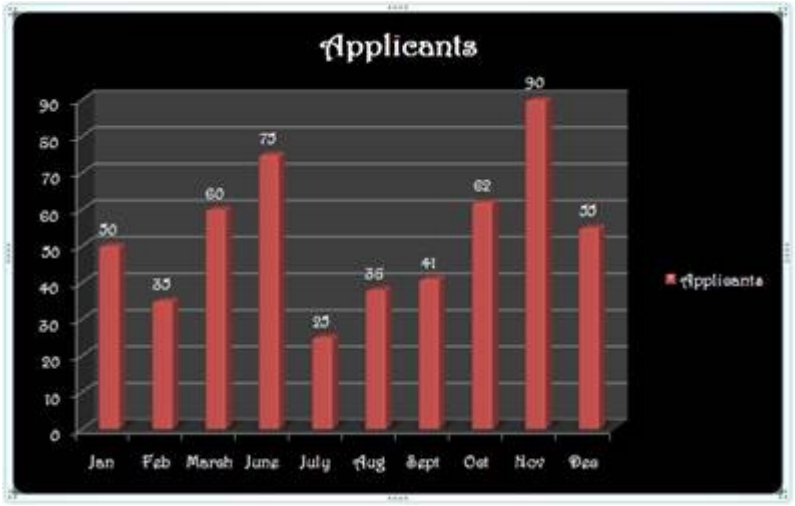


2. Go to the Home Tab

3. In the Font Group, select a new font type from the Font dropdown list. The font in your entire chart changes to match the new font type.



Before:



After: