PRODUCTIVITY

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Editing a Chart's Data Source

This tip allows you to choose a different range of source data for an existing chart in Excel. You can also use this to switch the row and column values, and change the order of the data series used in the chart.

Click here to learn how to edit a chart's data source.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

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- 3. On the **Select Data Source** dialog box, you can do the following:
 - A. <u>Specify the data range of the chart:</u>
 - Click the **Collapse/Expand button** to the right of the **Chart** <u>d</u>ata <u>r</u>ange box, and then select the cells/new data range that you want on your worksheet.

The Select Data Source dialog box collapses so you can easily see your data while selecting them.



- Notice that the new data range appears in the **Chart** <u>data</u> <u>r</u>ange text box. Click **OK**. The Select Data Source dialog box closes and the chart updates to display the new data source.
- B. Switch how the series is displayed in your chart:
 - Click **Switch Row/Column button** to specify whether you want the series displayed in columns or rows to change. Click **OK**.

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