

CHAPTER 15

CHART TEXT FORMATTING

INFocus

Text is used in charts to provide titles, units of measure, category names and as part of legends. You can accept the default text format that is created with a chart or apply your own formatting.

In this session you will:

- ✓ gain an understanding of chart text formatting
- ✓ learn how to apply font formatting and alignment settings to chart text
- ✓ learn how to use **WordArt Styles** on chart text
- ✓ learn how to change text fill
- ✓ learn how to change text outline
- ✓ learn how to change text effects.

UNDERSTANDING CHART TEXT FORMATTING

Charts exist to provide a graphical representation of figures and they are great at showing trends, volumes, proportions and distributions of figures. However, you usually need **text** with the chart to

explain what the chart is about, to describe the units that have been plotted on the chart, or to provide a legend. This page provides examples of text found in a chart and how it can be formatted.

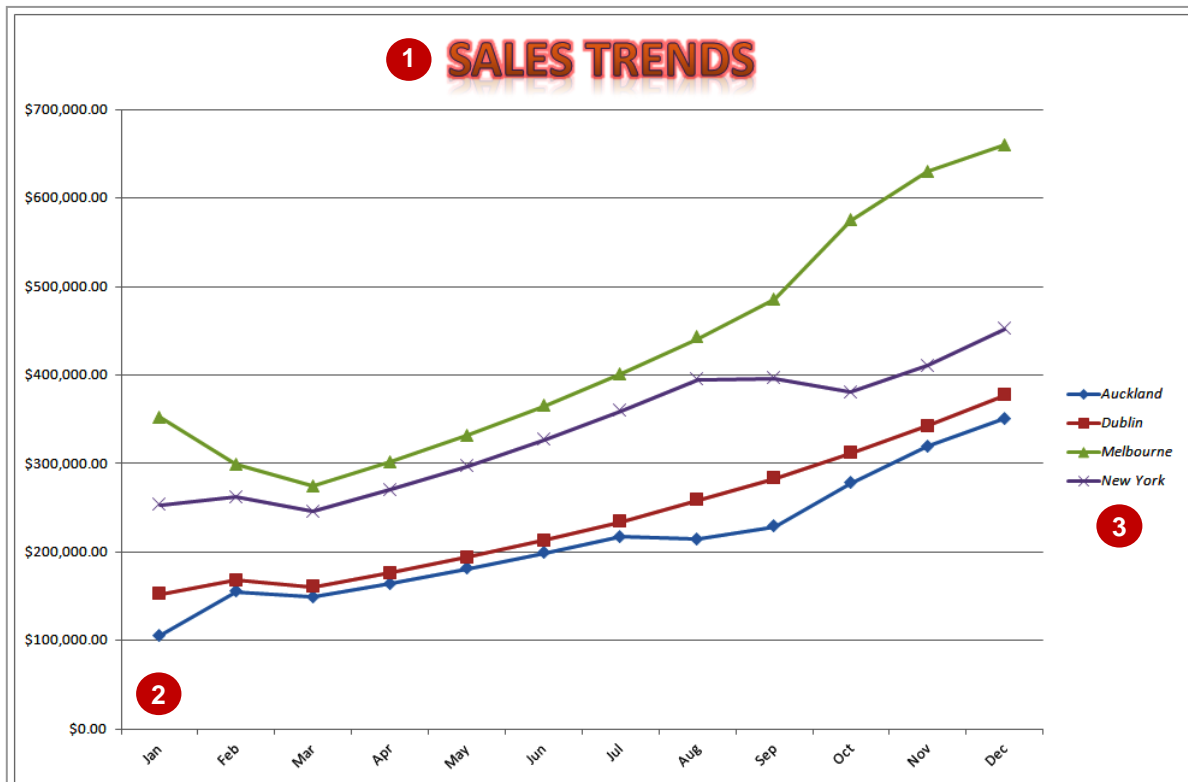


Chart Text Elements

Chart text includes titles, axes text, legends, data labels, text boxes and WordArt. The following examples apply to the line chart shown above.

- 1 The **title** is the main heading for the chart.
- 2 The **axes** provide the units of measure and category names.
- 3 The **legend** provides the names of the data series.

Text Formatting Options

The **Font** and **Alignment** groups on the **Home** tab of the **Ribbon**, provide a range of standard font, font size, bold, italic, underline, font colour and text alignment controls for formatting chart text.

The **WordArt** group on the **Chart Tools: Format** tab includes the following text formatting commands:

- **Text Fill** settings, such as solid colour, gradient, picture and texture are used to change the inside area of the text.
- **Text Outline** settings control the colour, weight and pattern of the outline of the text.
- **Text Effects** modify the text by adding shadows, reflection and glow effects. Examples of different effects are shown on the title above.
- **WordArt Styles** modify the text with various combinations of text fill, outline and effect.





USING FONT FORMATTING AND ALIGNMENT

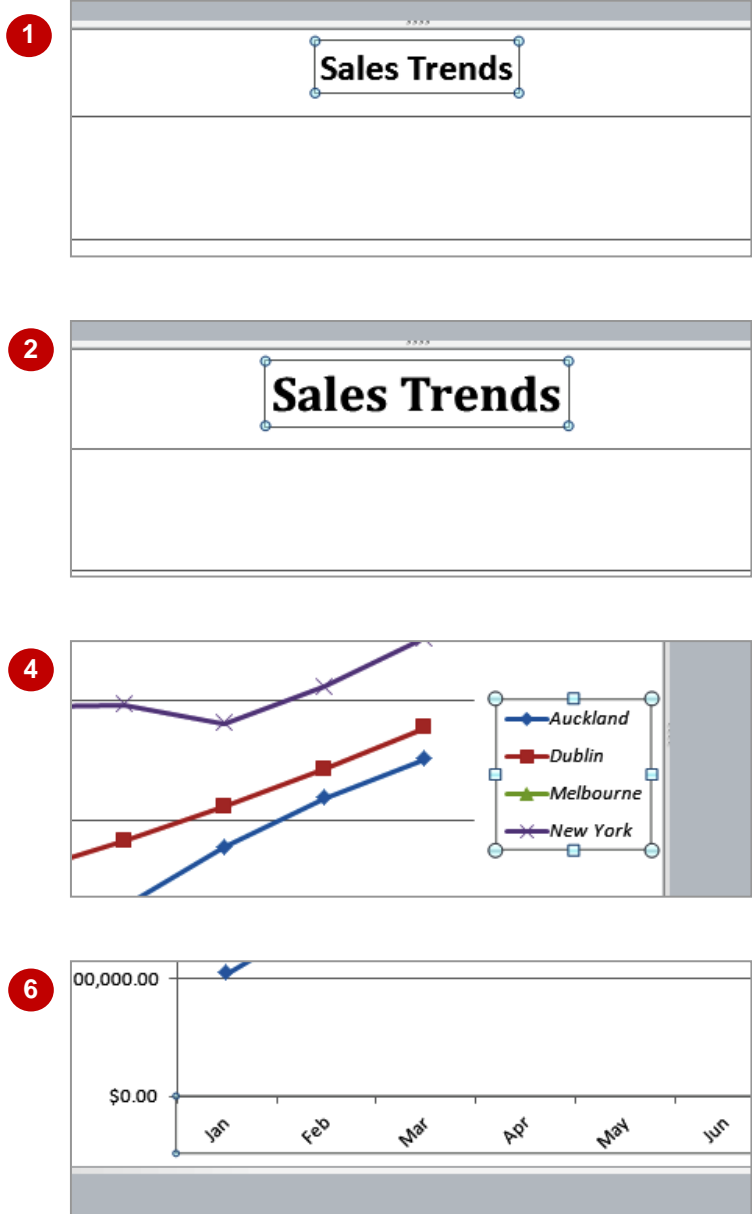
There are a series of **Font** and **Alignment** commands on the **Home** tab that can be used to format text in worksheets. The same commands can be used to format text that appears on a

chart, either in the title, axes, legend, data labels or anywhere else that text appears. The only difference is that the element containing the text must be selected before formatting can be applied.

Try This Yourself:

Open File Before starting this exercise you **MUST** open the file *E830 Chart Text Formatting_1.xlsx...*

- 1 Click on the **Sales Trends** chart sheet tab to display the chart, then click on the **Sales Trends** title, to select it
Handles will appear around the title object...
- 2 On the **Home** tab, click on the drop arrow  for **Font** and select **Cambria**, then click on the drop arrow  for **Font Size** and select **24 pt**
- 3 Click on the **legend** to select it
- 4 Click on **Italic** , in the **Font** group, to format the legend
- 5 Click on one of the months on the **horizontal axis** to select the axis
- 6 Click on **Orientation** , in the **Alignment** group, and select **Angle Counterclockwise**
These are just some of the formatting options you can use




For Your Reference...

To **use font formatting** and **alignment**:

1. Click on the chart element to select it
2. Click on the tool in the **Font** or **Alignment** group on the **Home** tab

Handy to Know...

- You can apply different formats to individual words in the title or legend by selecting them first, but you can't format individual words in an axis.
- **Border** , which is located in the **Font** group, is not available for use with chart text.

USING WORDART STYLES

WordArt Styles are combinations of fill colours, outline colours and text effects that can be applied to normal text in a chart. The title is the most obvious textual element that you would

apply a WordArt Style to because it has prominence on the page. The WordArt Styles for use with chart text appear on the **Chart Tools: Format** tab.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E830 Chart Text Formatting_2.xlsx...*

1 Click on the **Costs By Month** chart sheet tab and click on the title

Currently, it's plain Calibri, 18 pt, bold. You can use WordArt Styles to jazz the heading up a bit...

2 Click on the **Chart Tools: Format** tab, then click on the **More** button for **WordArt Styles** to display the options

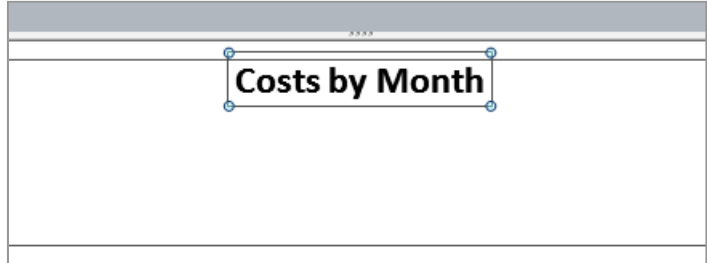
Some options are greyed out because they can only be applied to WordArt objects, not chart text elements...

3 Click on **Gradient Fill – Purple, Accent 4, Reflection** (5th column, 4th row)

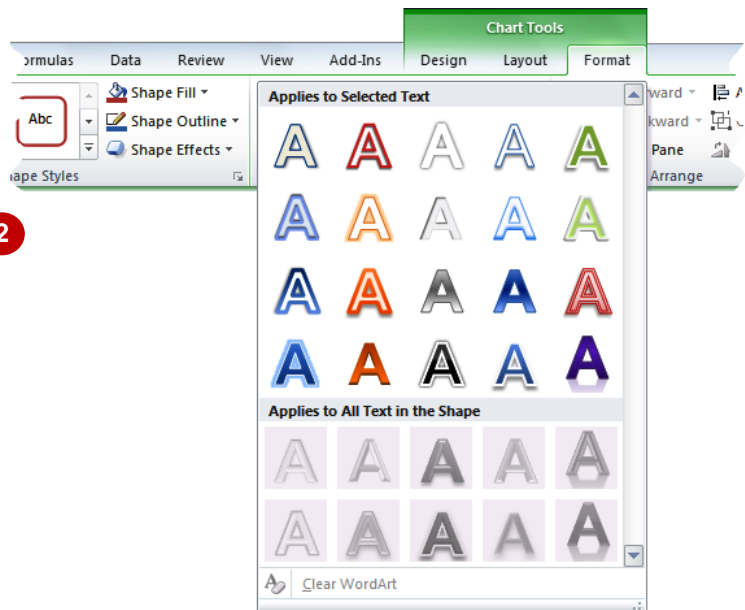
The text will be updated...

4 Click on the **Home** tab, then click on the drop arrow for **Font Size** and select **32 pt**

1



2



4



For Your Reference...

To use WordArt Styles on chart text:

1. Click on the chart element
2. On the **Chart Tools: Format**, click on the **More** button for **WordArt Styles** and click on the required style

Handy to Know...

- If you want to use the full capability of **WordArt** for a chart title, you can delete the title and insert **WordArt** in its place. Click on **WordArt** in the **Text** group on the **Insert** tab and select your preferred style.

CHANGING TEXT FILL


Text Fill refers to the inside colour of letters in a text element – the area inside the outline. You can apply a wide range of colours to text as well as applying a gradient, inserting a picture or


applying a texture. The main thing to remember is to keep it reasonably simple so that the heading is still readable after you've formatted it.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *E830 Chart Text Formatting_3.xlsx*...

- 1 On the **Costs By Month** chart sheet, ensure that the title is selected and that the **Chart Tools: Format** tab is displayed
- 2 Click on the drop arrow for **Text Fill**  and select **Blue, Accent 1** under **Theme Colours** (5th column, 1st row)

You may be able to see the fine outline around the text now that the colour is different...
- 3 Click on the drop arrow for **Text Fill**  and point to **Gradient** then select **Linear Up** under **Dark Variations** (2nd column, 3rd row)



1




2



3

For Your Reference...

To **change text fill**:

1. Click on the text element to select it
2. Click on the drop arrow for **Text Fill**  and select the required option

Handy to Know...

- The **Gradient** settings only show the options for the current colour. If you want to create a gradient using a different colour as the base, change the colour of the text first and then apply a gradient.

CHANGING TEXT OUTLINE

The **text outline** is a line that appears around the outside edge of each letter or number in a text element. Text elements, by default, have no outline applied but WordArt Styles usually include


outline settings. Outlines can vary in colour, weight (thickness) and pattern. For example, you could apply a thick, dotted, red line around the letters (but they'd probably be difficult to read).

Try This Yourself:


Same
File

Continue using the previous file with this exercise, or open the file *E830 Chart Text Formatting_4.xlsx...*

1 On the **Costs By Month** chart sheet, ensure that the title is selected and that the **Chart Tools: Format** tab is displayed

2 Click on the drop arrow for **Text Outline** , in the **WordArt Styles** group, and click on **White, Background 1** under **Theme Colours** (1st option)

This replaces the visible outline and appears to make the letters slightly narrower...


3 Click on the drop arrow for **Text Outline** , point to **Weight** and select **1½ pt**

This makes the letters narrower again




For Your Reference...

To **change text outline**:

1. Click on the text element to select it
2. On the **Chart Tools: Format** tab, click on the drop arrow for **Text Outline**  and select the required option

Handy to Know...

- You can create an outline with a gradient by clicking on the **dialog box launcher**  in **WordArt Styles** and clicking on the **Text Fill** category. **Gradient line** is one of the options in this dialog box. You'll need a reasonably thick line to see this effect.

CHANGING TEXT EFFECTS




Standard text elements in a chart can be modified by the application of a range of fancy **text effects**. You can add shadows, reflections and/or glow effects to the letters to create

interesting results. Some settings override others, but you can combine glow with shadows and reflections to create some pretty dazzling headings.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *E830 Chart Text Formatting_5.xlsx...*

- 1 On the **Costs By Months** chart sheet, ensure that the title is selected and that the **Chart Tools: Format** tab is displayed
- 2 Click on **Text Effects** , in the **WordArt Styles** group, and point to **Glow** then select **Blue, 5 pt glow, Accent colour 1** under **Glow Variations** (1st column, 1st row)
- 3 Click on **Text Effects** , then point to **Shadow** and select **Offset Diagonal Bottom Right** under **Outer** (1st column, 1st row)
- 4 Click on **Text Effects** , then point to **Reflection** and select **Tight Reflection, 4 pt offset** under **Reflection Variations** (1st column, 2nd row)
- 5 Click outside the chart to deselect the heading and see the final result

1



2



3




5



For Your Reference...

To **change text effects**:

1. Click on the element to select it
2. Click on **Text Effects**  and point to the category of effect you want
3. Click on the effect

Handy to Know...

- You can select alternative glow colours by selecting **More Glow Colours** under the **Glow** options menu.
- The additional text effects (**Bevel**, **3-D Rotation** and **Transform**) are only available for use with WordArt objects, as opposed to chart text.

