

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.

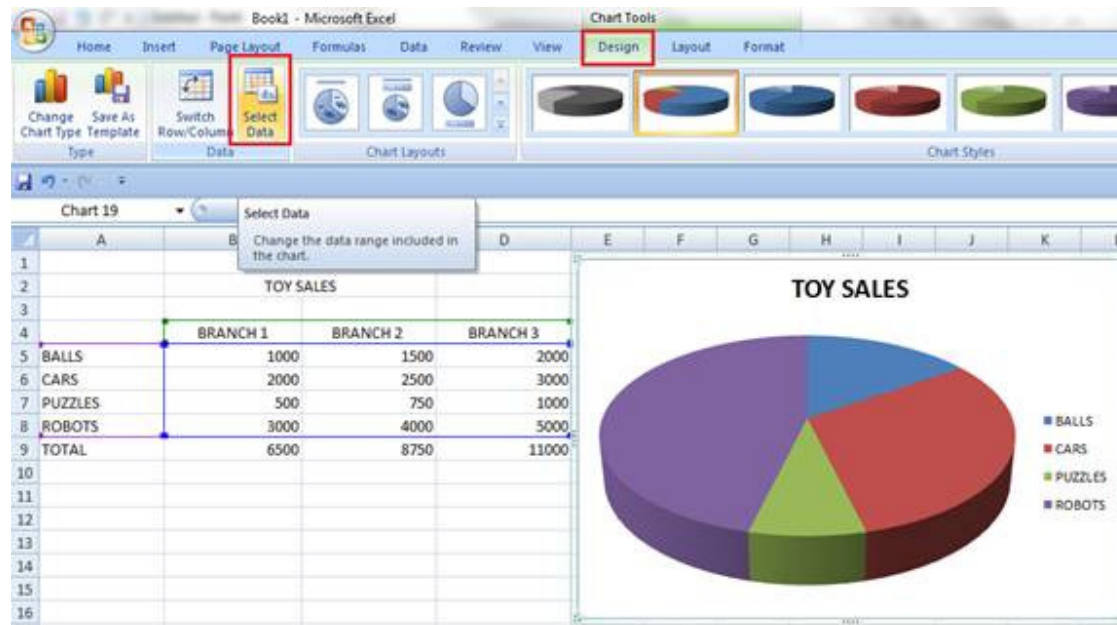
[Click here](#) to learn how to edit a chart's data source.



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

Editing a Chart's Data Source

1. Select the chart that you want to edit.
2. On the **Design** tab, click **Select Data** under the **Data** group.

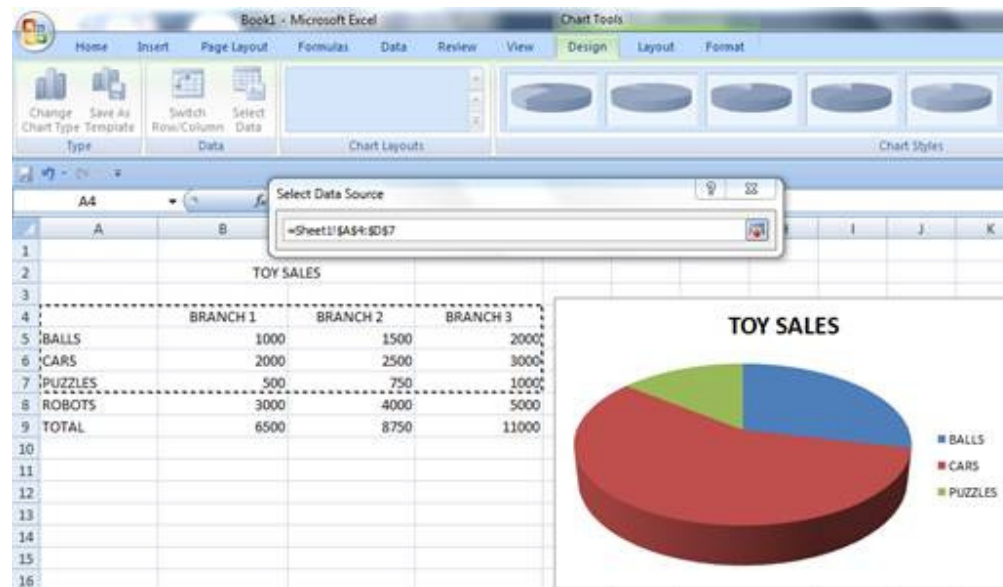
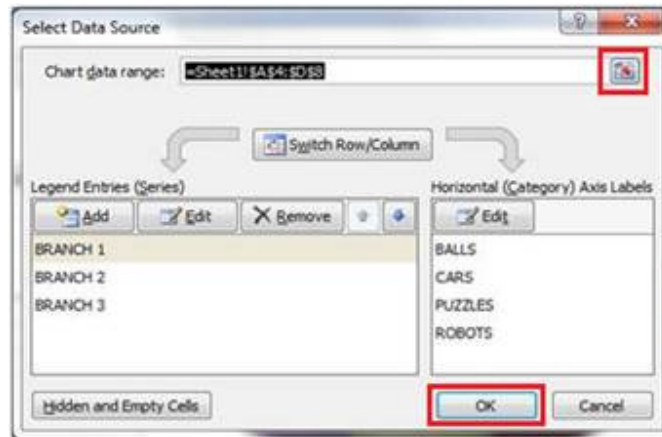


3. On the **Select Data Source** dialog box, you can do the following:

A. Specify the data range of the chart:

- Click the **Collapse/Expand button** to the right of the **Chart data range box**, and then select the cells/new data range that you want on your worksheet.

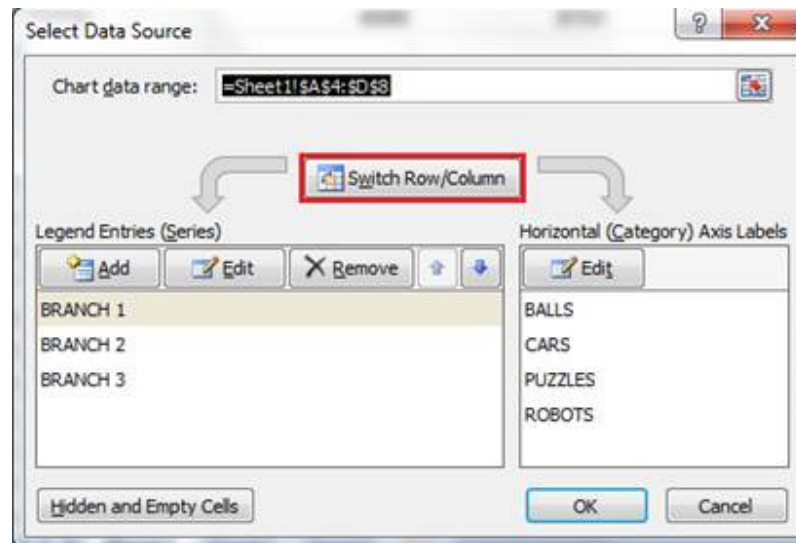
The **Select Data Source** dialog box collapses so you can easily see your data while selecting them.



- Notice that the new data range appears in the **Chart data range 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**.



Column

Select Data Source

Chart data range: =Sheet1!\$A\$4:\$D\$8

Switch Row/Column

Legend Entries (Series)

Horizontal (Category) Axis Labels

BRANCH 1
BRANCH 2
BRANCH 3

BALLS
CARS
PUZZLES
ROBOTS

Hidden and Empty Cells

OK Cancel

Book1 - Microsoft Excel

Chart Tools

Home Insert Page Layout Formulas Data Review View Design Layout Format

Change Chart Type Save As Chart Type Template Switch Row/Column Select Data Data Chart Layouts Chart Styles

Chart 19

	A	B	C	D	E	F	G	H	I	J	K
1											
2		TOY SALES									
3											
4		BRANCH 1	BRANCH 2	BRANCH 3							
5		BALLS	3000	1500	2000						
6		CARS	2000	2500	3000						
7		PUZZLES	500	750	1000						
8		ROBOTS	3000	4000	5000						
9		TOTAL	6500	8750	11000						
10											
11											
12											
13											
14											
15											
16											

TOY SALES

BALLS
CARS
PUZZLES
ROBOTS

Row

Select Data Source

Chart data range: =Sheet1!\$A\$4:\$D\$8

Switch Row/Column

Legend Entries (Series)

Horizontal (Category) Axis Labels

BALLS
CARS
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BRANCH 1
BRANCH 2
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Hidden and Empty Cells

OK Cancel

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7		PUZZLES	500	750	1000						
8		ROBOTS	3000	4000	5000						
9		TOTAL	6500	8750	11000						
10											
11											
12											
13											
14											
15											
16											

TOY SALES

BRANCH 1
BRANCH 2
BRANCH 3

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