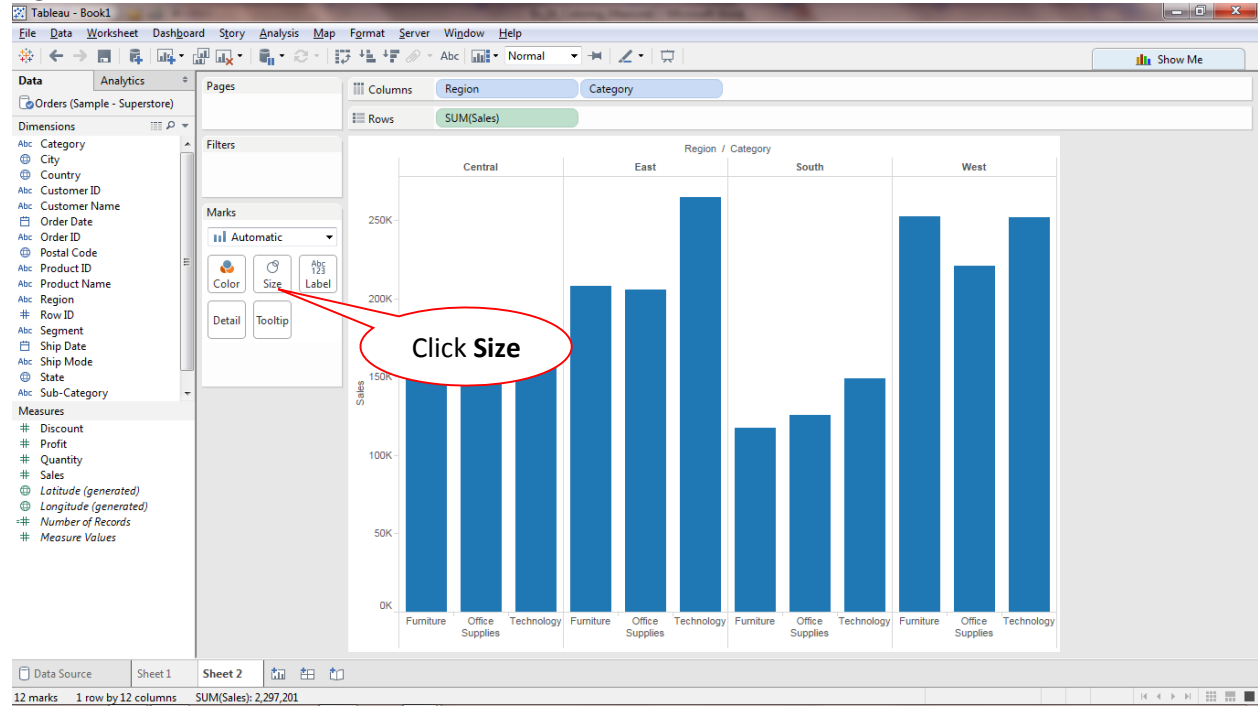**Objective:** This exercise will demonstrate commonly used formatting functions

Figure 1 displays a chart which will be used to demonstrate basic formatting functions.
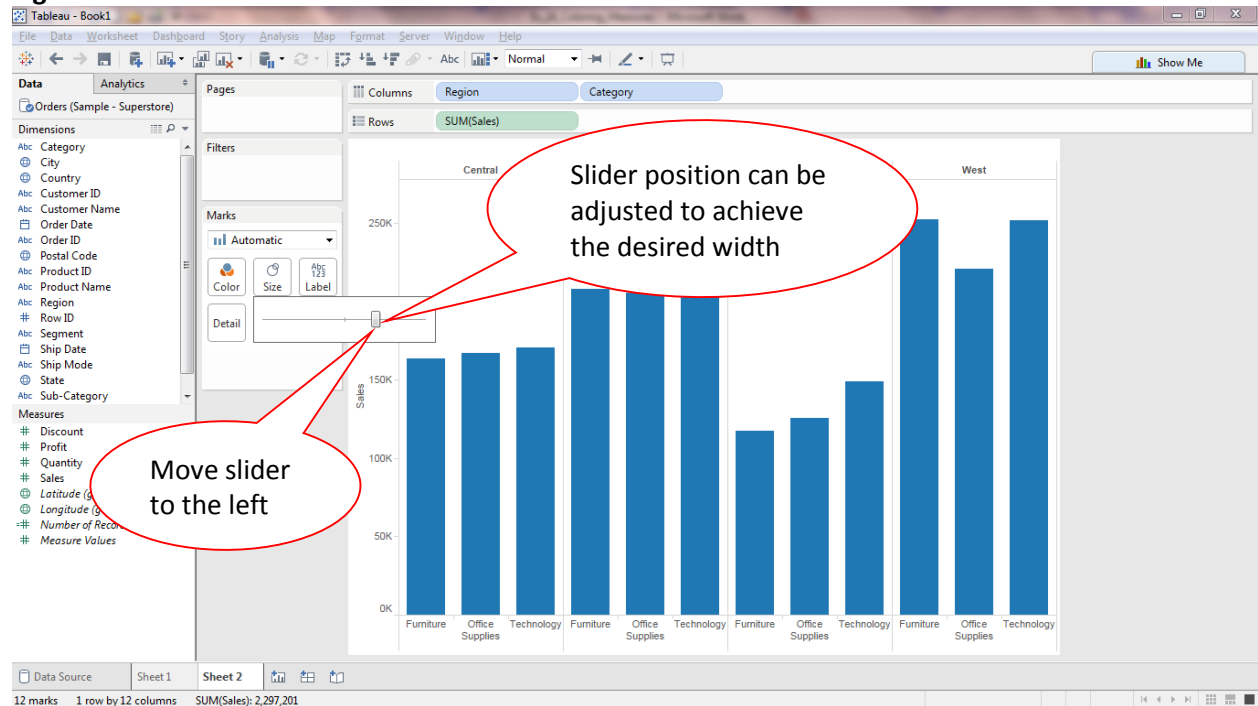
Figure 1

To size the width of the bars:

- Click the **Size** icon on the **Marks Card** as shown on Figure 1, which will lead to Figure 2 where a slider is shown
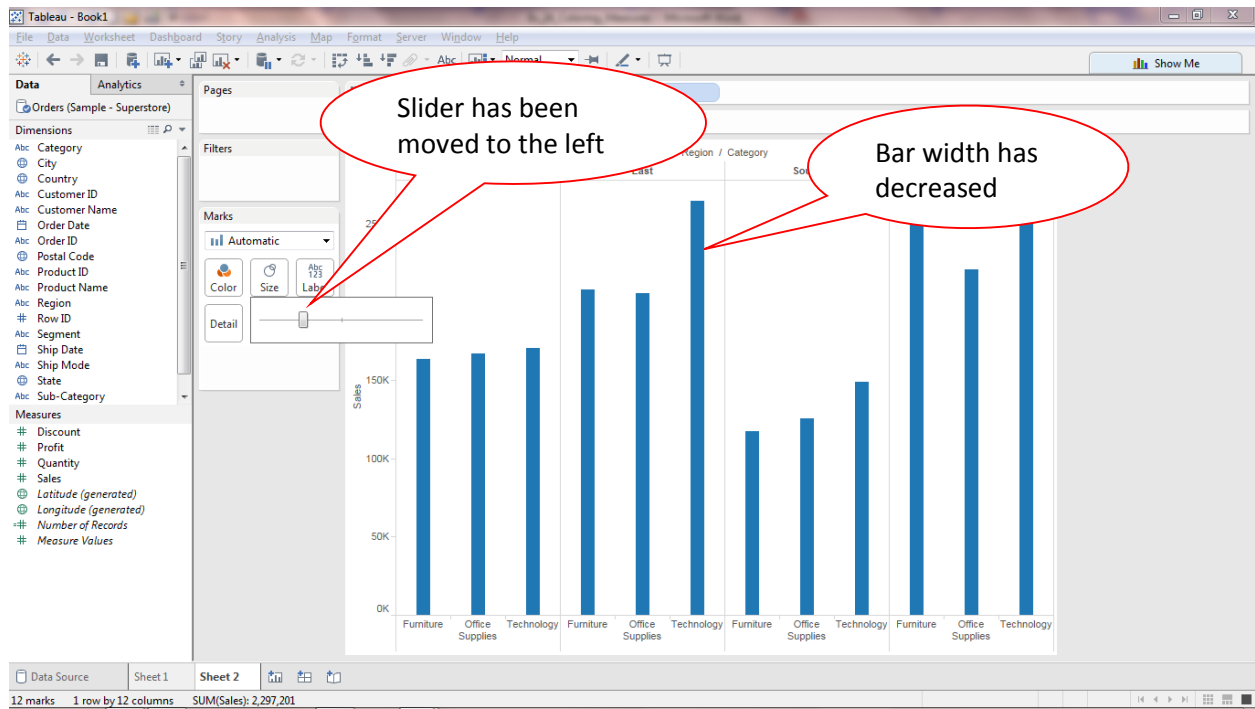
The slider can be used to change the width of the bars simply by adjusting the slider position.

Figure 2

- Move slider to the left as shown on Figure 2, which will decrease the bar width as shown on Figure 3
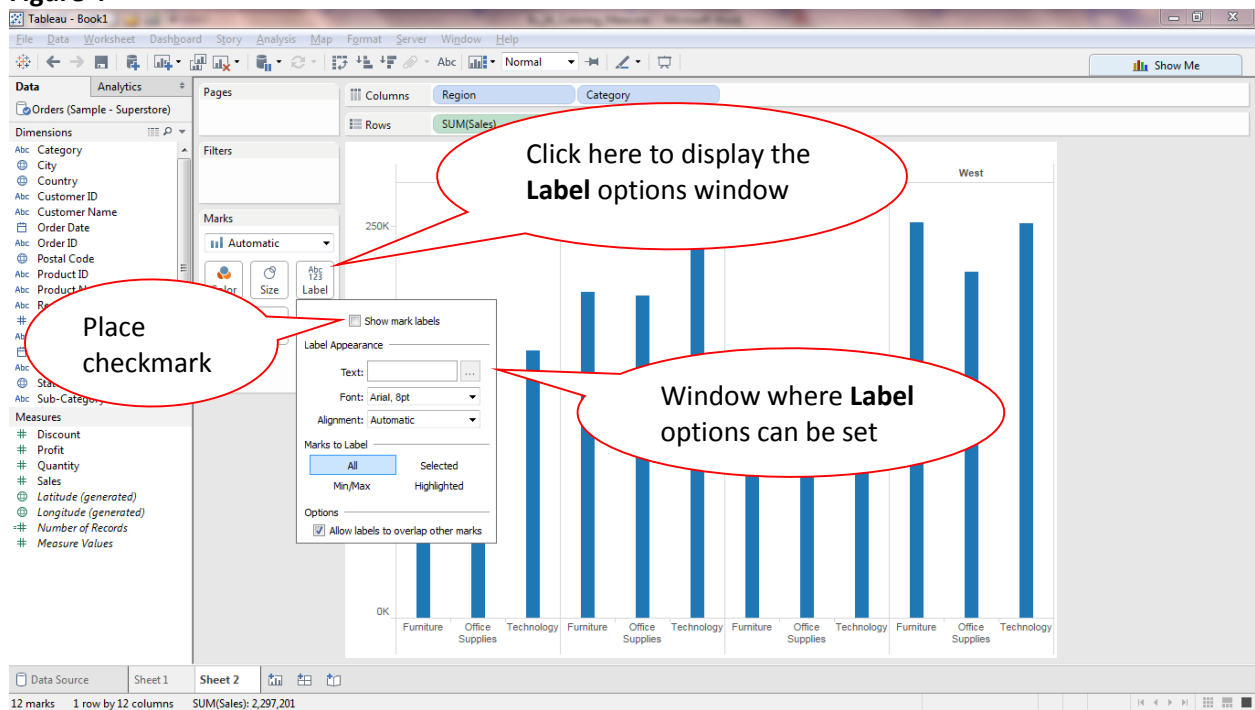
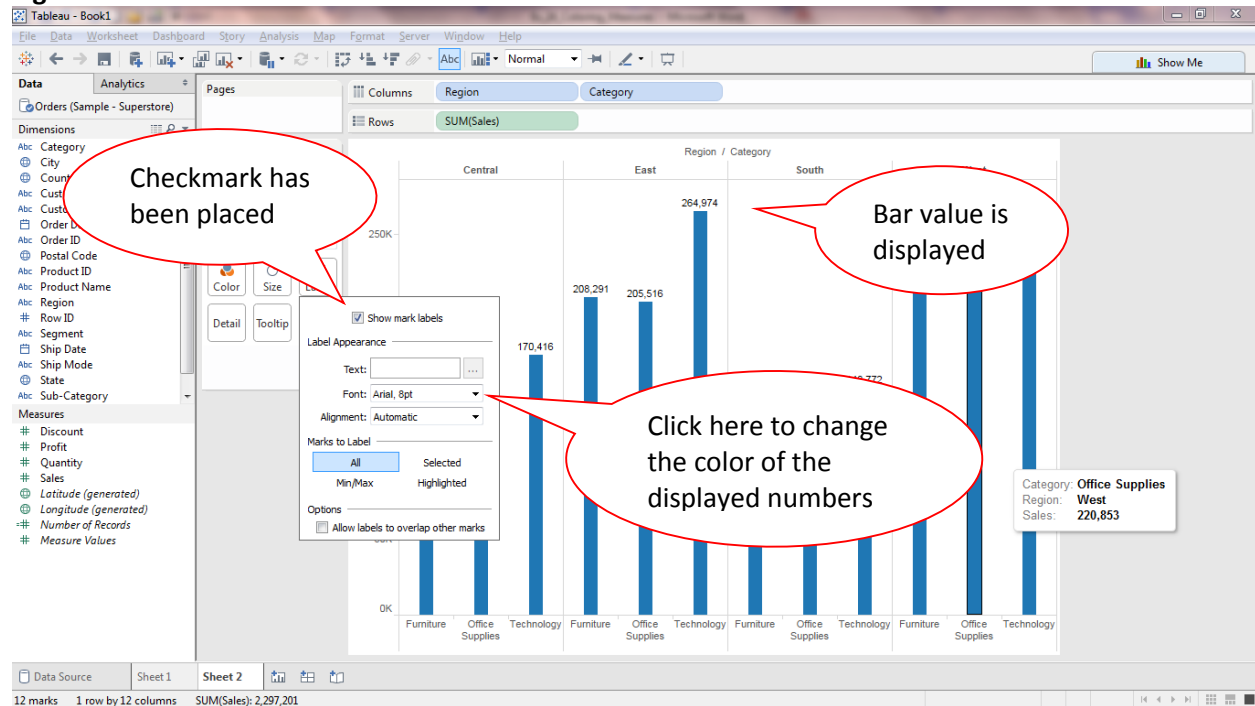**Figure 3**

To display the individual values for the bars:

- Click the **Label** icon on the **Marks Card** as shown on Figure 4, which will popup the window displayed on Figure 4

Figure 4

- Place a checkmark in the **Show mark labels** field as shown on Figure 4, which will lead to the display on Figure 5
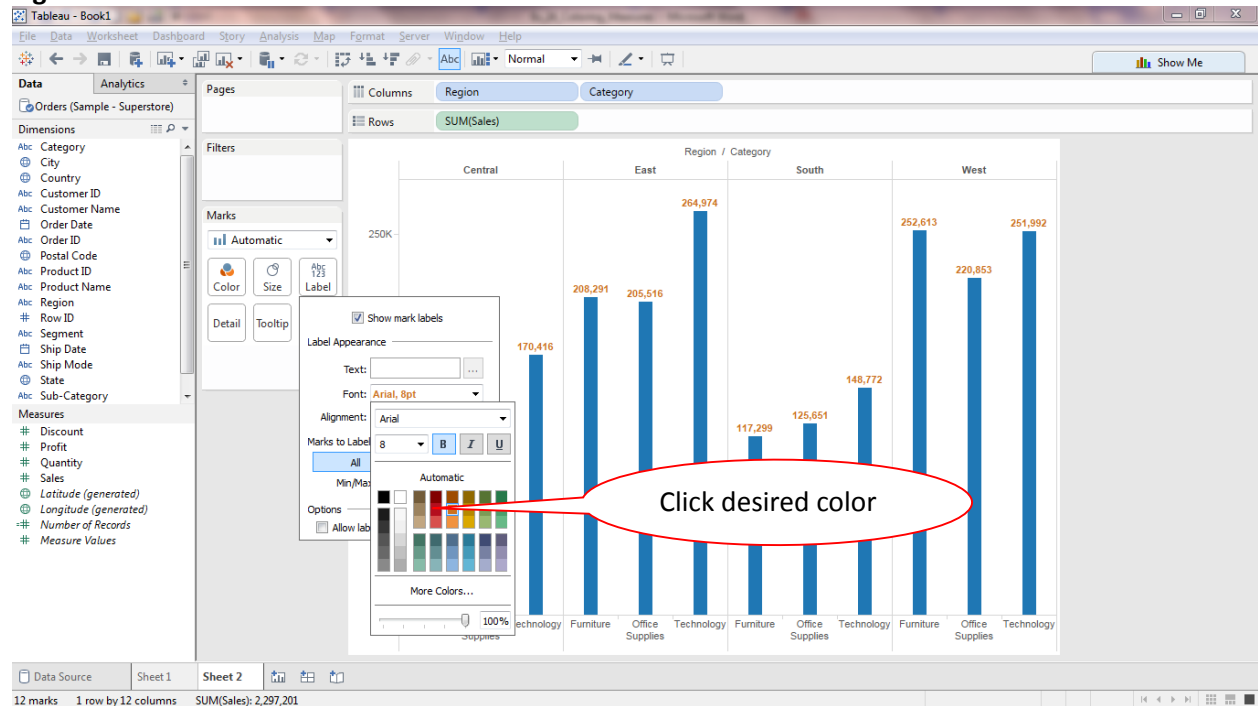
Figure 5

To change the color of the displayed numbers:
- Click the **Font** pulldown arrow as shown on Figure 5

This will popup another window which is shown on Figure 6, where the font size and color can be selected.
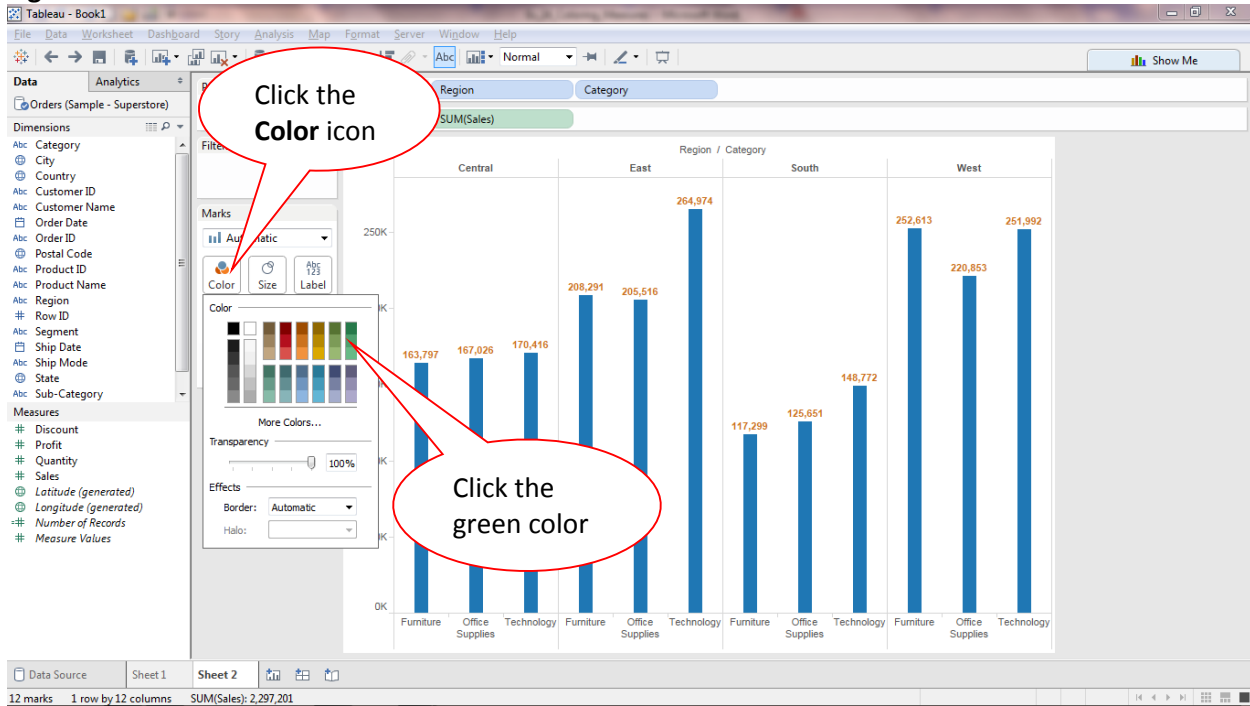
Figure 6

- As shown on Figure 6, click the **Red** color, which will change the color of the displayed numbers to red as shown on Figure 6
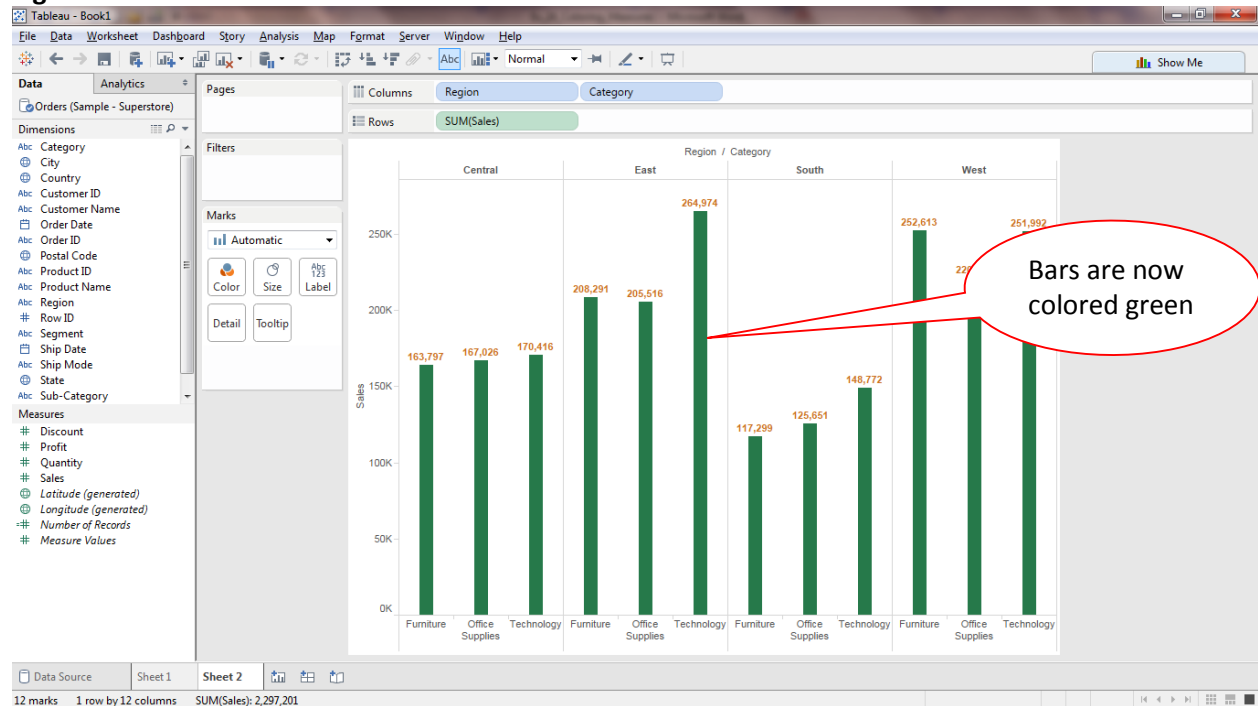
To change the color of the bars:

- Click the **Color** icon in the **Marks Card**, which will popup the **Color** selection window shown on Figure 7

Figure 7

- Click the green color in the **Color** popup window as shown on Figure 7, which will lead to the display on Figure 8 (where the bar colors have changed to green)
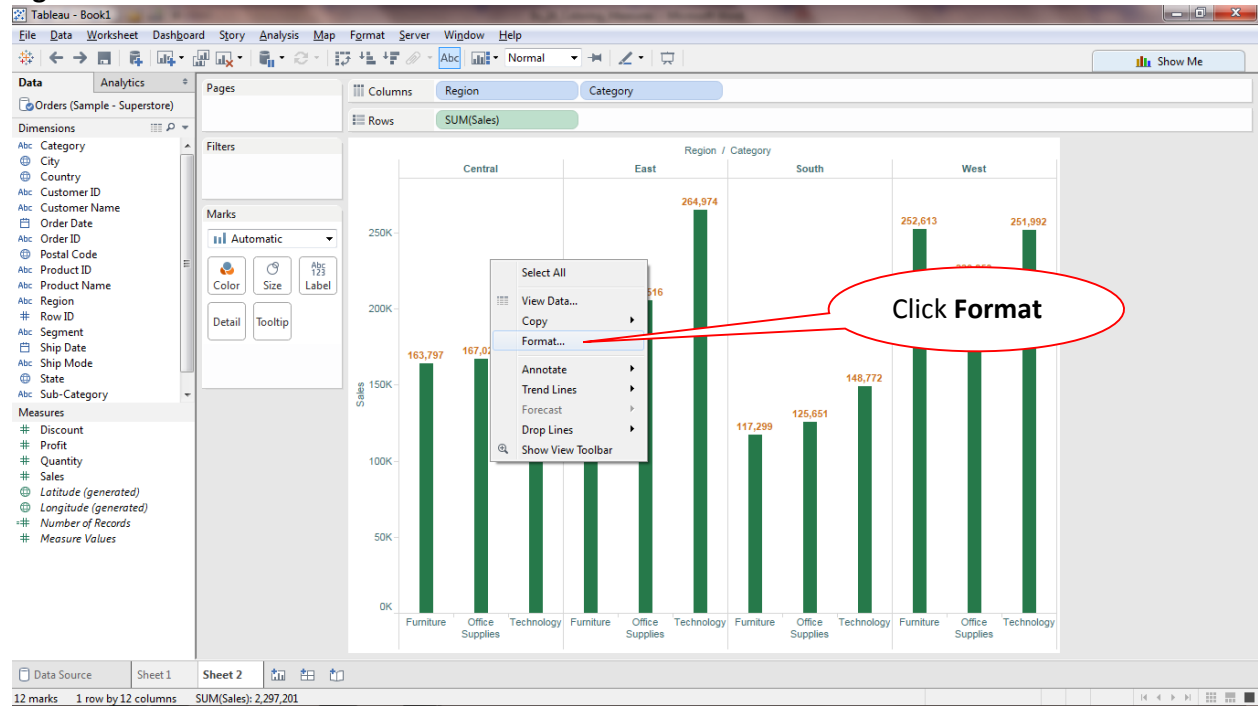
Figure 8

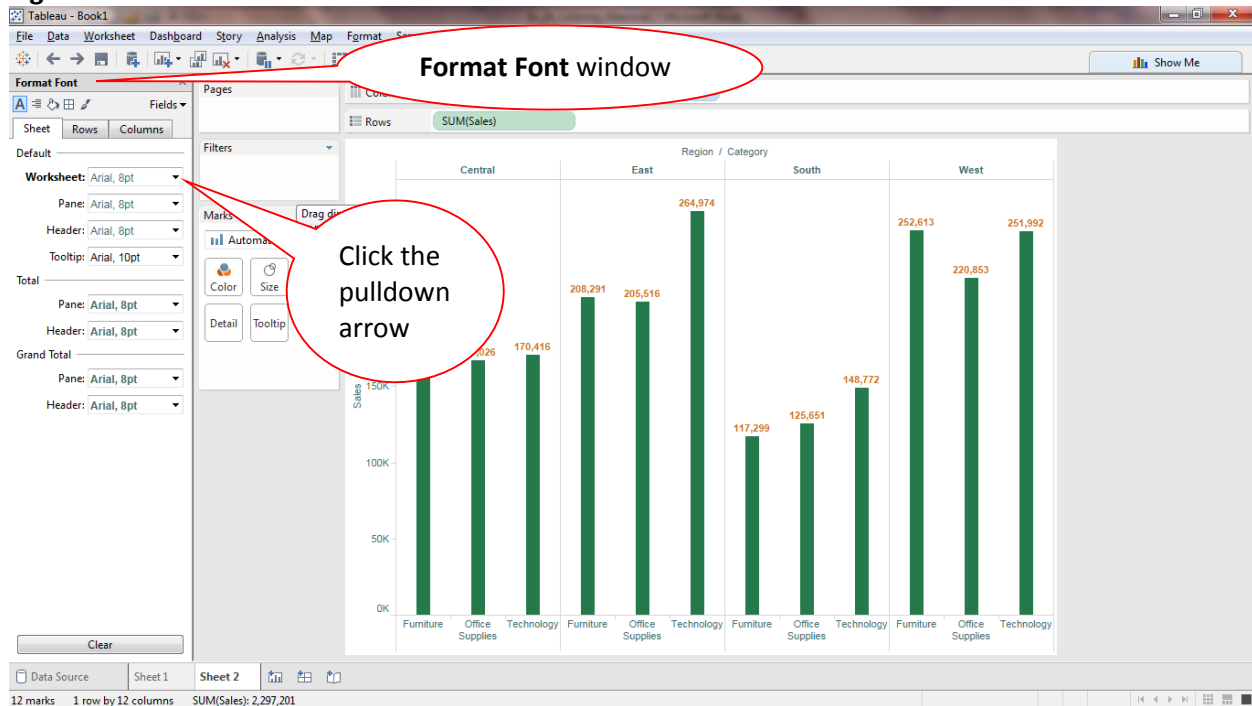To access additional formatting functionality:

- Right-click within the chart area, which will popup the menu tree displayed on Figure 9

Figure 9

- Click **Format** as shown on Figure 9, which will popup the **Format Font** window displayed on Figure 10
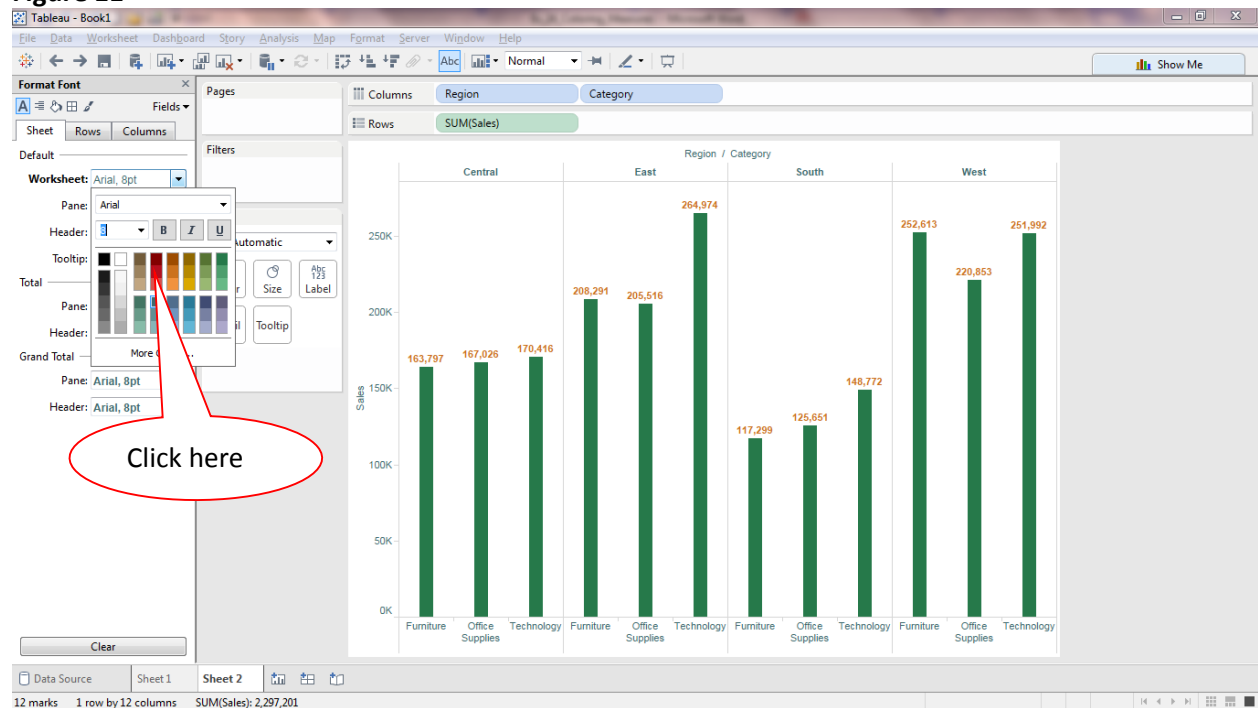
Figure 10

Various formatting operations can now be performed through the **Format Font** window for the **Sheet**, **Rows** or **Columns** (which can be selected by clicking on the appropriate tab). In Figure 10, the **Sheet** tab has been selected (by default).
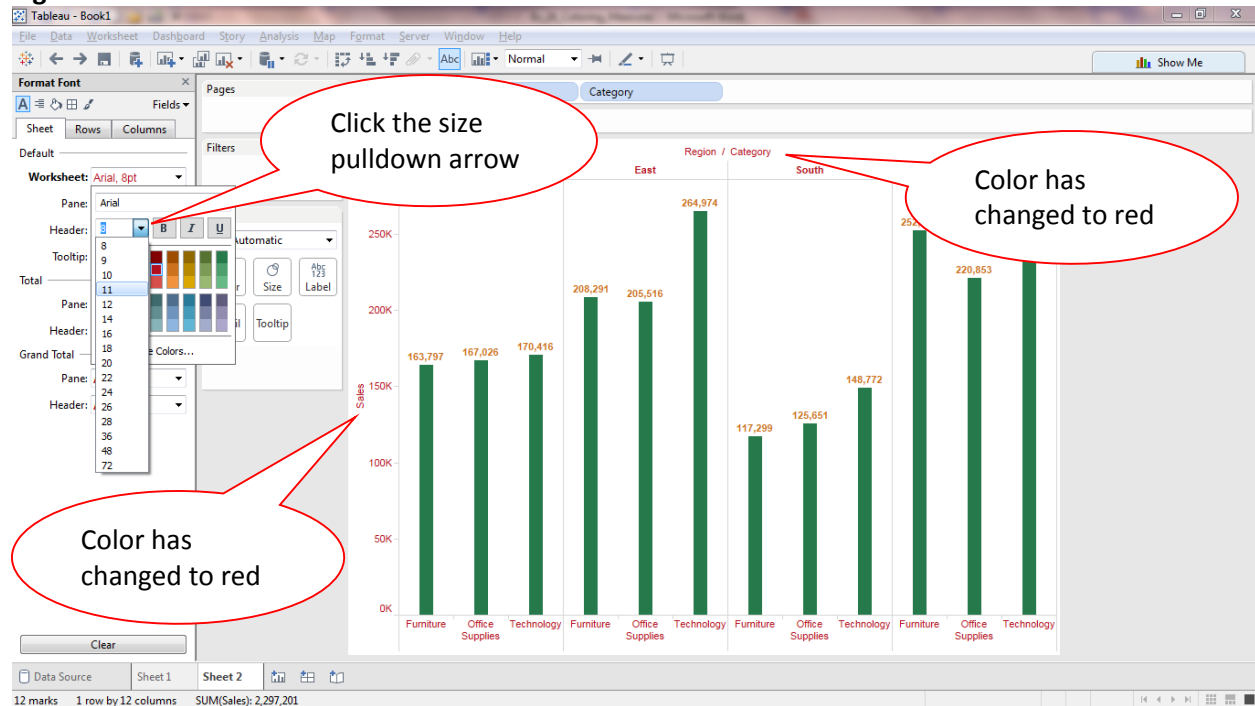
- Click the **Worksheet** pulldown arrow as shown on Figure 10, which will popup the window displayed on Figure 11 where the desired changes can be made
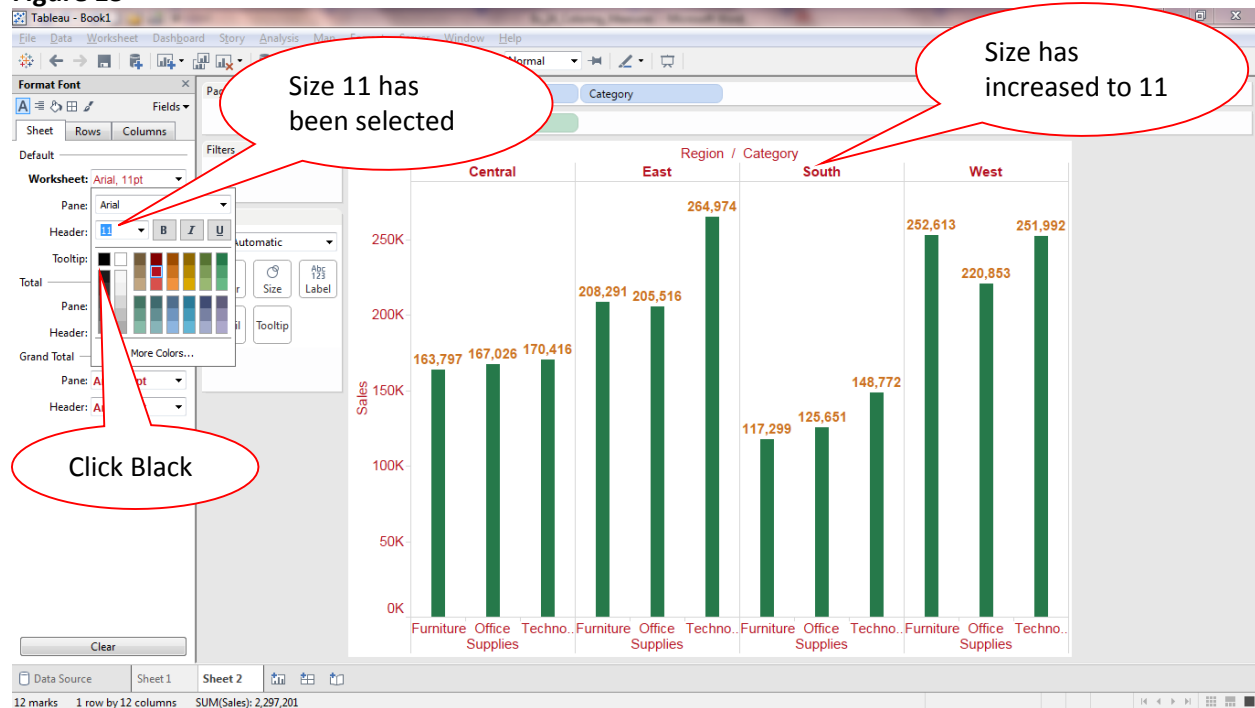
Figure 11

- Click the red color as shown on Figure 11, which will change the color of the column and row titles to red, as shown on Figure 12

Figure 12

- Click the font size pulldown arrow as shown on Figure 12, which will display the different font sizes shown on Figure 12
- Click 11 as shown on Figure 12, which will increase the text size to 11 for the row and column headers as displayed on Figure 13
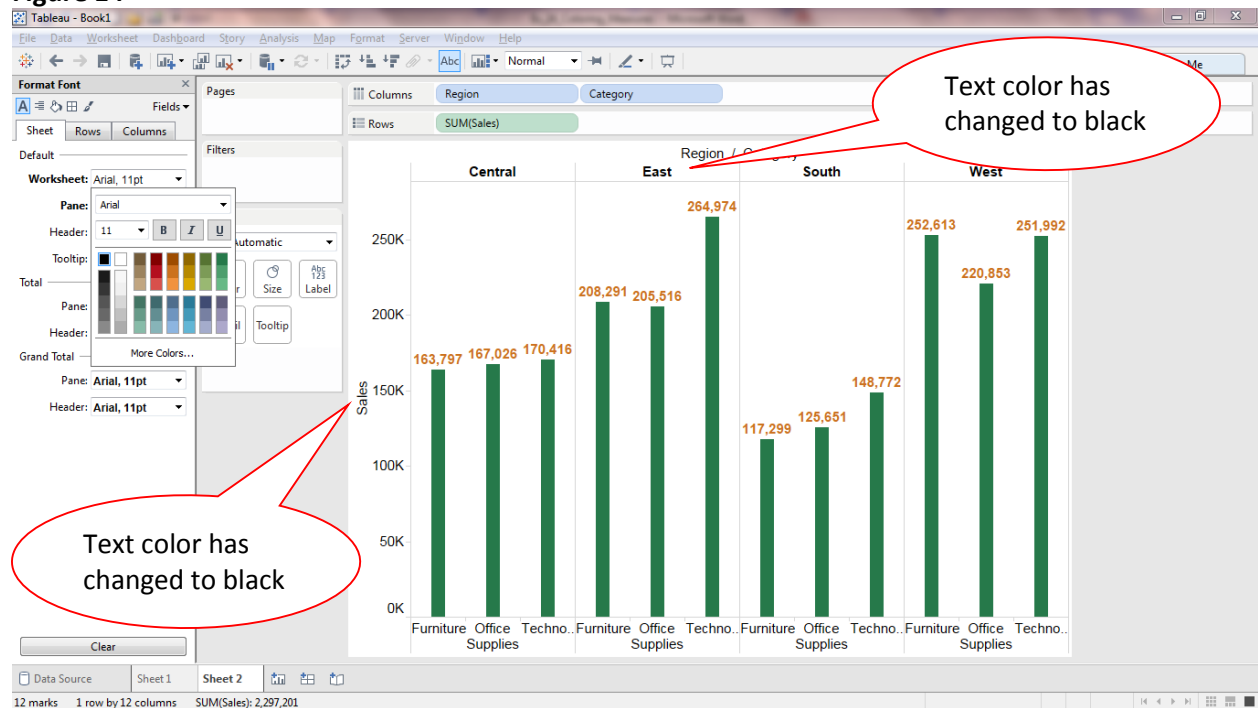
Figure 13

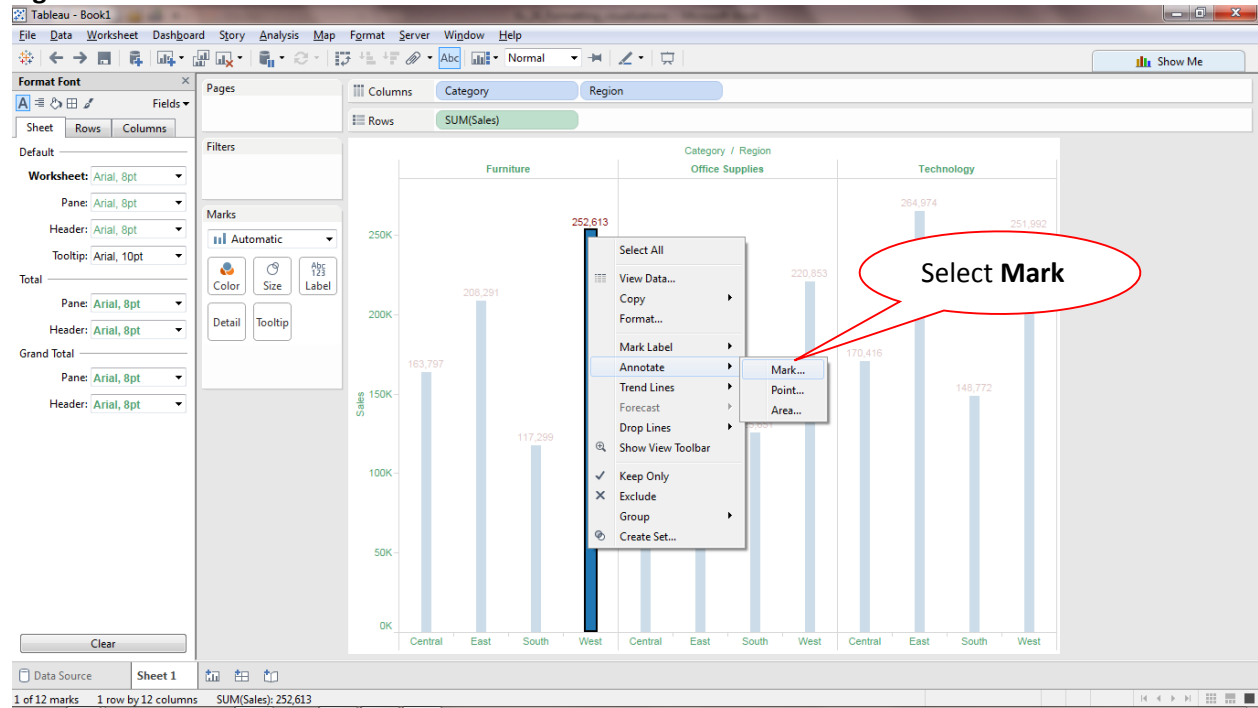To change the color for the column and row headers to black (from green):
- Click the black color in the color selection box as shown on Figure 13, which will lead to the display on Figure 14 (where the headers have changed to black)

Figure 14

Annotations are text boxes used to highlight a specific mark or point or the entire area of a view.
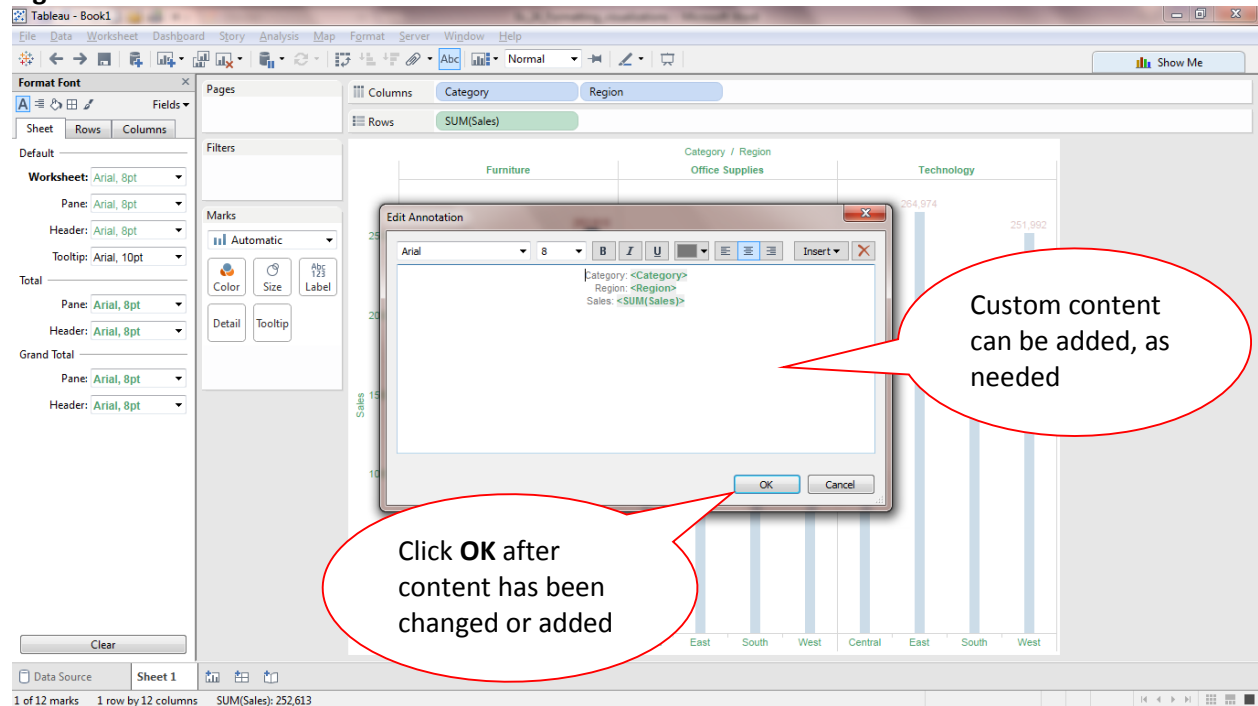
Figure 15

To add an annotation for highlighting a chart:
- Right-click on the bar for the **West** as shown on Figure 15, which will popup the menu tree displayed on Figure 15
- Navigate to *Annotate > Mark* as shown on Figure 15, which will popup up the **Edit Annotation** window displayed on Figure 16

Figure 16

The default annotation can be accepted as-is or it can be modified by typing in the desired text in the **Edit Annotation** box, as shown on Figure 16. In this case, we will not add any custom text.

- Click **OK** as shown on Figure 16, which will add the annotation as shown on Figure 17

Figure 17