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# 4.3 Changing Chart Type, Display Options & Legend

## Changing chart type

To change a chart’s type:

1. Select the chart.
2. Go to **Chart Design > Change Chart Type**.
3. Choose the desired type (for example, convert a column chart to a line chart). Changing chart type helps better represent the data.

## Display options

* **Add or remove chart elements** – Use the **Chart Elements** button to show or hide axes, gridlines, data labels, error bars or trendlines.
* **Customize axes** – Change axis scales, formats and tick marks.
* **Data labels** – Show values or percentages directly on the chart.

## Legend

The legend identifies each data series. To customise the legend:

* Add or remove it via the **Chart Elements** button.
* Change its position (top, bottom, left, right).
* Modify the legend’s font and colour for clarity.

## Example

Convert a clustered bar chart of sales by region into a stacked bar chart to compare totals. Add data labels and position the legend at the bottom.

## Summary

Changing chart types, adjusting display options and customising legends ensure that charts communicate the intended message clearly【960823345337559†L760-L840】.

## Reflection questions

1. When would you convert a line chart into a scatter plot?
2. How do you add data labels to a chart?
3. Why is the legend important?

## References