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# 4.4 Formatting Charts: Text, Numbers & Plot Area

## Formatting text

* **Axis labels and titles** – Change font, size and colour via the **Home** tab or right‑click options.
* **Data labels** – Format numbers (currency, percentage) and adjust font style and alignment.
* **Legend text** – Customise the font to match the rest of the report.

## Formatting numbers

* **Axis numbers** – Apply number formats (currency, percentage, scientific) to improve readability.
* **Scale** – Adjust axis minima and maxima to focus on relevant ranges.

## Plot area and chart area

* **Plot area** – The region containing the data. You can change background colour, add borders or patterns.
* **Chart area** – The entire chart container. You can apply shadows, rounded corners or gradient fills.

## Example

Format a line chart showing revenue over time: set the y‑axis to display currency with thousands separators, colour the plot area light grey and enlarge the title font.

## Summary

Proper formatting of text, numbers and the plot area enhances chart readability and professionalism【960823345337559†L760-L840】.

## Reflection questions

1. How do you change the number format of axis tick labels?
2. What is the difference between the plot area and chart area?
3. Give an example of when changing the axis scale is important.

## References