**Edit Pivot Chart Elements**

**Instructions to add/remove Pivot Chart Elements**

| **Element** | **Instructions** |
| --- | --- |
| **Axes** | Add or remove vertical and horizontal axes:   * Click the **>** arrow to choose to have only the horizontal, or vertical axis. * Click **More Options** for formatting options, such as the width and colour of the axis lines. |
| **Axis titles** | Add or remove axis titles:   * Click the **>** arrow to choose only a horizontal or vertical title. * Click **More Options** for formatting options, such as the colour of the axis title, or alignment. |
| **Chart title** | Add or remove the chart title.   * Click the **>** arrow to select the position of the title * Click **More Options** for formatting options, such as the colour of the chart title, and text style. |
| **Data labels** | Add or remove data labels.   * Click the **>** arrow to select the position of the data labels. * Click **More Options** to format the numbers or borders. |
| **Data table** | Adds the data values to the chart.   * Click the **>** arrow to select with or without legend. * Click **More options** to format the borders and fill lines around the data table. |
| **Error bars** | Add or remove error bars.   * Click the **>** arrow to select Standard Error, Percentage or Standard Deviation. * Click **More Options** to format the error bars. |
| **Gridlines** | Adds or removes the gridlines from the chart.   * Click the **>** arrow to select the type of gridlines you want. * Click **More Options** to format the gridlines. |
| **Legend** | Adds or removes a legend from the chart.   * Click the **>** arrow to select the position of the legend. * Click **More Options** to format the legend. |
| **Trendline** | Adds or removes a trendline.   * Click the **>** arrow to select the type of trendline or moving average you require. * Choose from Linear, Exponential, Linear Forecast, or Two Period Moving Average. * Click **More Options** to format the trendline. There are additional trendline options, plus options for displaying the trendline. |