3) To remove an element from a chart, right-click the chart element you want to remove and select **Delete** in the context menu. The type of element selected for removal will change the delete options in the context menu.

4) Select a chart element and press the *Del (Delete)* key or the *Backspace* key to remove it from the chart.

Chart formatting

To change the format of a selected chart:

1) Make sure the chart is selected and in edit mode.

2) Go to **Format** on the Menu bar and select on the submenu an element that you want to format, or right-click a chart element and select a format option from the context menu. Selecting an element opens a dialog where you can specify format options for the element.

The formatting options available depend on whether the whole chart is selected or which chart element has been selected.

Resizing and moving charts

You can resize or move a chart interactively or by using the Position and Size dialog. You can also use a combination of both methods.

Resizing

To resize a chart interactively:

1) Click a chart to select it. Selection handles appear around the chart.

2) To increase or decrease the height of a chart, click and drag on a selection handle at the top or bottom of the chart.

3) To increase or decrease the width of a chart, click and drag on a selection handle at the left or right of the chart.

4) To increase or decrease both the height and width of a chart at the same time, click and drag on a selection handle in one of the corners. To maintain the correct aspect ratio between height and width, hold the *Shift* key down while you click and drag.

Moving

To move a chart interactively:

1) Click the chart to select it. Selection handles appear around the chart.

2) Move the cursor anywhere on the chart other than on a selection handle.

3) When it changes shape, click and drag the chart to its new location.

4) Release the mouse button when the chart is in the desired position.

Position and Size dialog

To resize or move a chart using the Position and Size dialog:

1) Double-click the chart so that it is in edit mode.

2) Go to **Format > Position and Size** on the Menu bar, or right-click the chart and select **Position and Size** in the context menu. For more information on using the Position and Size dialog, see Chapter 11, Images and Graphics.

Outside of the edit mode, it is possible to change the position and size of the chart in the *Type* page on the Properties dialog. Right-click on the chart and select **Properties** in the context menu.