You can **format an element or know the Properties for any element** by right clicking mouse above the element and selecting **Format.**

Column Chart elements:

1. **Horizontal Axis (category axis)(x-axis)**
   a. Custom Angle : right click → format axis → size and properties→ custom angle
2. **Vertical Axis (value Axis)(y-axis)**
   a. (maximum, minimum, major unit ,minor unit ,display unit): right click → format axis → Axis options→
   b. Custom angle : right click → format axis→ alignment → custom angle .
3. **Legend**
   right click → format legend → legend options → position .
   right click → format legend → fill
4. **Chart title**
   a. Custom angle : right click → format chart title → size and properties → custom angle
   b. Title position (chart tools →Design)(centered overlay ,above chart)
5. **Data series**
   a. Gap(0-500) : right click → format data series → gap
   b. Overlap (-100 --100) : right click → format data series → overlap
6. **Chart type and subtype:** right click on the chart → change chart type

Pie Chart elements:

1. Legend : same as the column chart
2. Title : same as column chart
3. Data series :
   a. Angle of the first slice : right click →format data series → angle of the first slice
   b. Pie explosion : right click →format data series → pie explosion

4. **Chart type and subtype:** right click on the chart → change chart type