Customize EXCEL charts:

1. Create a chart and configure it to exactly the way you want it to look. Colors, label alignment, number formats.
2. Click INSERT and select Chart, then Chart Type and click the Custom Types tab.
3. Click the User-defined option at lower left, and click the Add button that appears.
4. Enter a name and description for your chart type and click OK.
5. If you wish to use this as your default setting, click the Set as default chart button.

You can create as many custom chart types as you like—you may want to design your own versions of the line chart, bar chart, and pie chart, at least.

Revised 6/3/2009 JMM