

If you've ever created two or more charts on a worksheet, you know how tricky it can be to align them and make them all the same size. Here's the easy way:

1. Click on the first chart to select it.
2. Hold down the **Ctrl** key and click on the other charts that you want to align with each other.
3. When all the charts you want to align are selected, **right-click** on any one of them and choose **Size and Properties**.
 - a. In the **Format Shape dialog box**, the measurements that you enter will be applied to all the selected charts.
 - b. After making the charts the same size, go to the **Drawing Tools tab** and click on **Format**.
 - c. Use the **Align dropdown menu** on the ribbon to align the selected charts and to distribute them evenly either horizontally or vertically