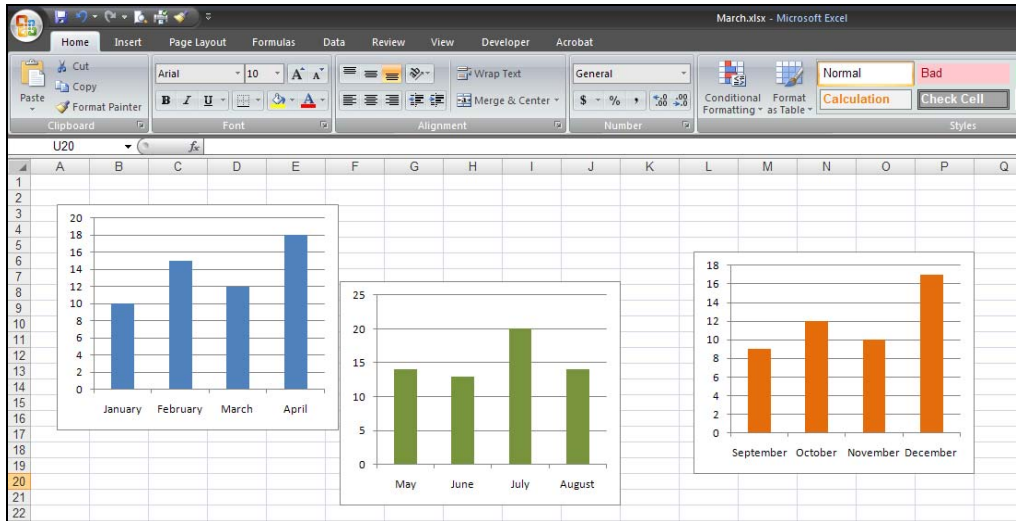


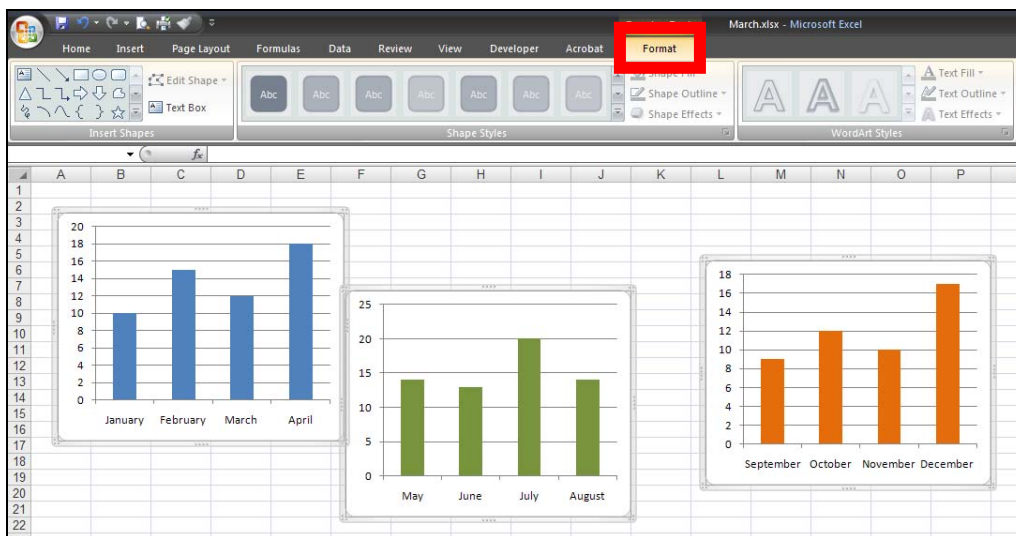
Aligning Graphics on a workbook

From time to time you may need to situate graphs and/or other graphics evenly within a worksheet. For example, you may have three graphs that appear next to one another. To ensure the graphs are equally spaced from each other, follow these steps:

1. First, place the graphs in the general alignment you would like them to be displayed. Make sure that both the right and left-most graphs are where you would like.



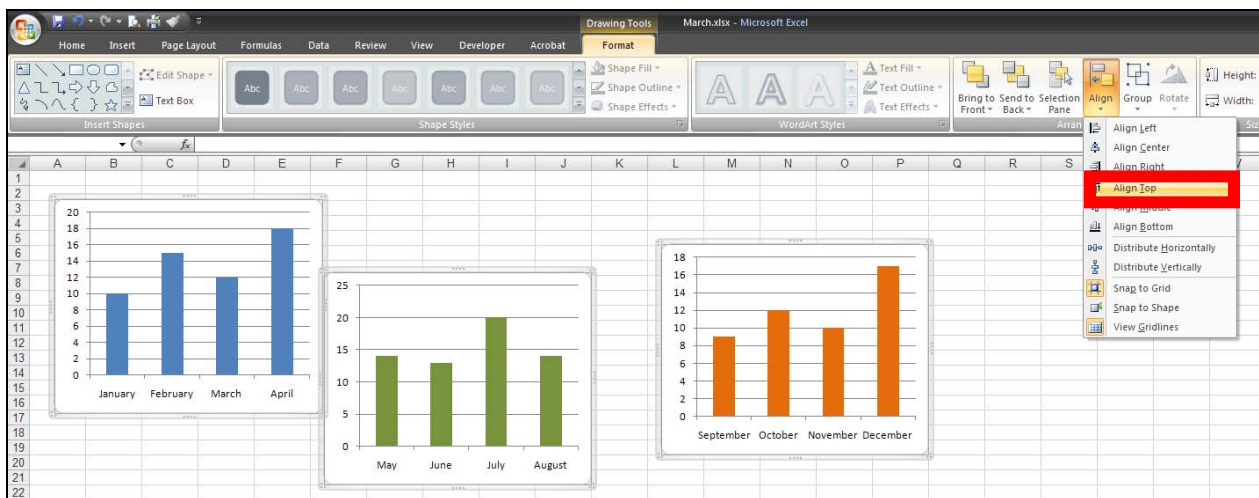
2. Select all three graphs. With the graphs selected, you will see the **Format** tab highlighted on the Ribbon.



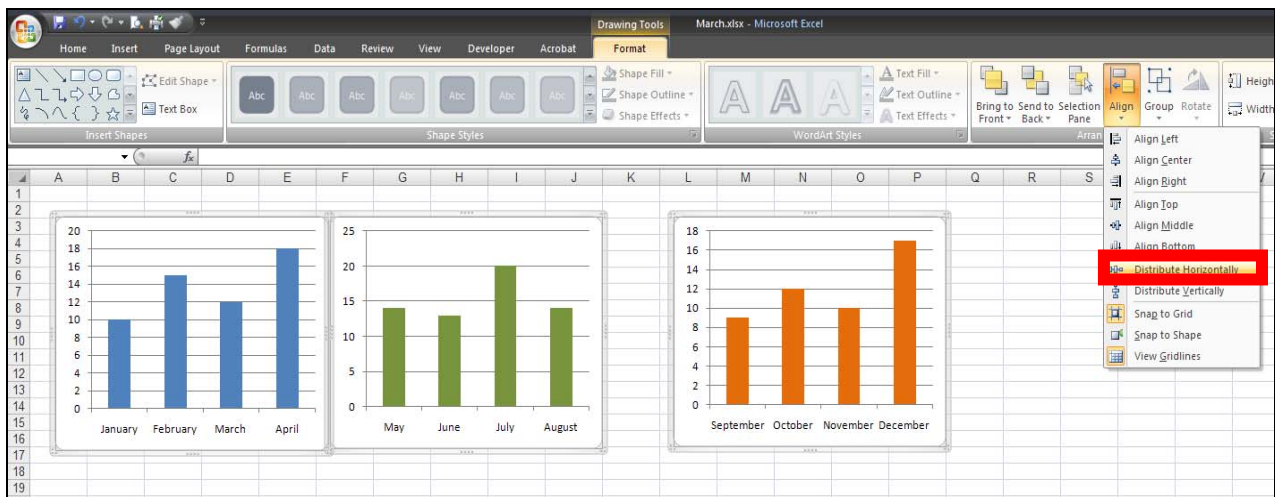
3. Under the Format tab, in the Arrange group, click the down-arrow of the **Align** tool.



4. Select **Align Top**



5. Select **Distribute Horizontally**



6. Excel will position the inside graph so that all three graphs are equally spaced from each other.

