Instructions for Switch Rows and Columns (Excel Chart)

We had this question on the last exam and a lot of students got it wrong. It is also on the Excel 2 PreTest. When you click on the Chart, you have to make sure you are selecting the whole chart and not a piece of it. Place your cursor in the blank white area of the chart to select it.

Once you select the chart, the Switch Row/Column option will appear on the ribbon at the top.

If you click in the middle of the chart, it selects the graph part only and you will get the question wrong. Look at the example below to see the circles on the corners of the graph. That shows that only the graph part of the chart is selected.