

# Crystal Ball Software and Risk Analysis Tips

## Quick and Easy Chart Copying and Formatting

### 1) Copying the charts (forecast, trend, overlay, assumption, etc) into another application (e.g., Microsoft PowerPoint® or Microsoft Word).

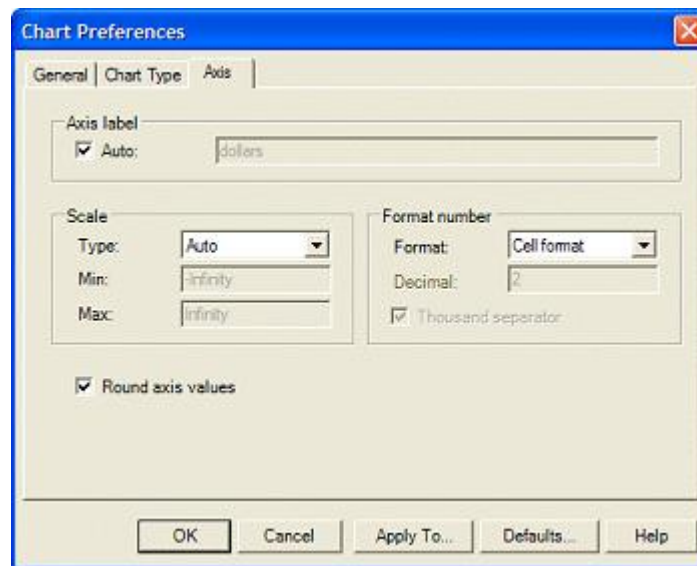
Just select the chart by clicking on it, sizing it to the desired dimension, and then typing Alt-PrntScrn. This will capture a screenshot of just the chart's entire window. With Ctrl-C, you can then copy it into any other document.

### 2) Choose between Image and Excel chart for the chart format in your reports.

When you create a Crystal Ball report, click the Options tab in the Create Report Preferences window. Then, select either Image or Excel Chart. Selecting Image lets you format the chart in Crystal Ball, while Excel Chart exports the data series and creates the chart. Then, you can use Excel charting features to format the chart.

### 3) Format your chart numbers.

By default, the number format displayed on the forecast chart comes from the underlying format of the forecast cell. You can select another cell format using the Chart Preferences dialog (shown below).



For more information or to contact us, browse to <http://helpdesk.crystalball.com>

This tip published November 2006 (Crystal Ball version 7.2.2)

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