



## How To Create Excel Chart Templates (Office 2003 And Earlier)

### Problem

You want to create templates to be used when exporting to PowerPoint, Word or Excel as Excel charts.

### Steps to solve

1. In *Excel*, create charts either from scratch or by exporting from Q. Ensure that the charts are created as new sheets in the *Excel* file, rather than as objects in sheets with other information in them (such as tables and formula).
2. Customize these as desired.
3. Save the *Excel* file as a normal *Excel* file (with extension .xls).

### Additional reading

*How To Apply Excel Chart Templates (Office 2003 And Earlier).*

Terms shown in italics and bold can be found in the index of the *Q Reference Manual*, the *Q Quick Start Manual* and via the **Help** menu within Q.

### What to do if the problem is not solved

If these instructions are insufficient, please email us (**Help | Email Support...**) with a detailed description of what in the instructions is not working for you and we will either provide you with more comprehensive instructions, or, upon your request, we can do the analysis for you in your file (fees apply) .