

Excel® 2007 Charts & Tables

Charts

Inserting a Chart

1. Select the data to be graphed, including the row and column headings, e.g.



	Jan	Feb	Mar	Apr	May
Employees	650	600	580	660	700
Overages	250	300	440	350	270
Fees	140	200	180	210	220

2. Choose INSERT, then [Click] a chart type and subtype in the CHARTS group.

Resizing a Chart in the Worksheet

1. [Point] to one of the 8 handles surrounding the object. If you do not see handles, [Click] on the chart to select it.
2. [Drag] toward the center of the chart to make it smaller, or [Drag] away from the center of the chart to make it bigger.
- [Drag] a corner handle while pressing <Shift> to resize proportionately.
- [Drag] with <Alt> to resize along worksheet grid.
- [Drag] with <Ctrl> to resize around the center point.
- The Shift, Alt, and Ctrl keys can be combined for different effects.

Changing Chart Type


1. Select the chart and choose CHART TOOLS, DESIGN.
2. [Click] CHANGE CHART TYPE , choose a chart type and [Click] OK.

To change the type for just one data series, select it before performing the above steps.

Charting Non-Adjacent Data

Select the ranges of data by holding down the <Ctrl> key as you [Drag] to select additional ranges. Be sure to include headings in the selection as before.

Adjusting Scale

1. [Click] on the axis to change.
2. Choose CHART TOOLS, FORMAT, then  if Format Selection is available.
3. Enter the new MINIMUM, MAXIMUM, and UNITS (scale increments). [Click] CLOSE.

Creating a Chart with Two Scales

1. Create the graph in the usual way.
2. Select the data series that is to have a new scale.
3. Choose CHART TOOLS, FORMAT, then  if Format Selection is available.
4. Select SECONDARY AXES in the PLOT SERIES ON area, and [Click] CLOSE.

You cannot add a 2nd axis to 3-D or surface charts.

Add, Move or Remove the Legend

- Choose CHART TOOLS, LAYOUT, then in the LABELS group, [Click] LEGEND . Select NONE or one of the positions.
- [Drag] the legend to a new position.

Adding a Data Series

1. Select the chart and choose CHART TOOLS, DESIGN.
2. [Click] SELECT DATA .
3. [Click] .
4. In the SERIES NAME box, type or select the label for the series. In the SERIES VALUES box, type or select the range containing the values. Be sure to replace any default data in the box. [Click] OK twice.

Adding or Removing Gridlines

1. Select the chart and choose CHART TOOLS, LAYOUT.
2. [Click] GRIDLINES  and select options.

Exploding a Piece of a Pie Chart

1. [Click] once to select the pie, then [Click] again to select the piece.
2. [Drag] the piece away from the center of the pie.

Adding Explanatory Text


1. Select the chart and choose CHART TOOLS, LAYOUT.
2. [Click] TEXT BOX .
3. [Click] within the chart, then type the text.
4. The text box size can be adjusted by [Dragging] its handles. To move the text box, [Drag] it by the edge.

Adding Visuals

Add callouts, arrows, circles, and other shapes to the chart.

1. Select the chart and choose CHART TOOLS, LAYOUT.
2. [Click] SHAPES .
3. Select one of the shapes, then [Drag] diagonally within the chart.
- Adjust size of the shape by [Dragging] its handles.
- To move, [Drag] the shape by the edge.
- To rotate, [Drag] the green handle.
- To change color and other formats, use the DRAWING TOOLS, FORMAT ribbon (available when shape selected).
- To change text formatting, use font and alignment options on the HOME tab.

Adding Data Labels

1. Select the chart.
2. To add labels to only one series, select the series.
3. Choose CHART TOOLS, LAYOUT, then DATA LABELS .
4. Select one of the options to add value labels. Or, to add series name, category, and legend keys to the labels, [Click] MORE DATA LABEL OPTIONS.

Change the data label format by selecting the labels, then choosing CHART TOOLS, LAYOUT, then [Click]  if Format Selection is available.

To change label text format, use options on the HOME tab.

Changing Chart Location

1. Select the chart and choose CHART TOOLS, DESIGN.
2. [Click] MOVE CHART .
3. To place the chart on a new chart sheet (no worksheet grid), type in the name of a NEW SHEET. To move the chart to an existing worksheet, select from the OBJECT IN drop-down list. [Click] OK.

Adding a Projection or Trendline to a Data Series

1. Select the data series you want to project.
2. Choose CHART TOOLS, LAYOUT.
3. [Click] TRENDLINE  and select an option.

Setting the Default Chart

1. Choose INSERT, one of the chart types, then ALL CHART TYPES.
2. [Click] on a chart type and subtype.
3. [Click] the SET AS DEFAULT CHART button. [Click] OK.


Creating a Chart Sheet Using the Default Chart Type

1. Select the data to be graphed, including headings.
2. Press <F11>.

Creating a Chart Template

1. Create a chart in the desired format.
2. Choose CHART TOOLS, DESIGN.
3. [Click] SAVE AS TEMPLATE .
4. Type a filename, then [Click] SAVE.


Applying a Custom Chart Type

1. Select the chart and choose CHART TOOLS, DESIGN.
2. [Click] CHANGE CHART TYPE .
3. [Click] on TEMPLATES, then select a template. [Click] OK.


Excel Tables

Creating an Excel Table

Special features such as filtering and Pivot Tables can be performed on a list of items. In Excel 2007 you can define an area as an Excel table to make it even easier to work with. Note: You cannot create an Excel table in a shared workbook. You must remove the workbook from shared use first if you want to create an Excel table. Avoid placing information to the left or right of the table, as this may be hidden when the table is filtered.

1. Select the table data.
2. Choose INSERT, then TABLE .
3. Modify the table area if required. Select MY TABLE HAS HEADERS, if it does. Headers are a row of headings, at the top of the list. [Click] OK. If your table does not have headers, Excel will create the headings: "Column 1", "Column 2" etc.

Changing the Table Area

- [Click] in the table, then choose TABLE TOOLS, DESIGN, then .
- Or, [Drag] the bottom right hand corner.
- Or, enter new data in an adjacent cell to the right or below the list (make sure Total Row is turned off if adding rows).

Adding a New Row or Column to the Table

1. [Click] where the new row or column is to be inserted.
2. Choose HOME, then  then INSERT TABLE ROWS ABOVE or COLUMNS TO THE LEFT.

To insert a row at the end:

1. Select the bottom-right cell of the table (not including the total row.)
2. Press <Tab>.

Deleting a Table Row or Column

1. [Click] on the row or column to delete.
2. Choose HOME, then DELETE  then DELETE TABLE ROWS or COLUMNS.

Toggle Total Row


1. [Click] in the table and choose TABLE TOOLS, DESIGN.
2. Check/uncheck . When checked, a total row is added with the last column totaled.
3. [Click] on any cell in the total row to add a total or to change the totalling function (to average, max, etc.)

Table Selection Shortcuts

- | | |
|-----------------|---|
| The whole table | Place mouse pointer over the top-left hand corner of the table. [Click] when the pointer changes to  . |
| A column or row | Place the mouse pointer over the top edge of the column or left edge of the row. [Click] when the pointer changes to a down or right arrow. |

Excel 2007 Quick Reference Guide

John Walkenbach, Colin Banfield



Excel 2007 Quick Reference Guide:

Microsoft Excel 2007 Advanced and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2007-01-31 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2007 The following topics are covered Range Names Naming a Range Creating Several Names at Once Limiting the Scope of a Named Range Selecting a Named Range Using a Range Name in a Formula Managing Named Ranges Structured References for Excel Tables Mixed Reference More Functions Goal Seek Saving Views Defining Scenarios Hiding Columns Rows or Sheets Data Consolidation Restricting Cell Entry with Data Validation Highlighting Invalid Data Conditional Formatting Conditional Formatting Rules Manager Protecting Unprotecting Worksheets Password Protecting Specific Cells Macros Showing the Developer Tab Recording Naming a Macro Relative vs Absolute Recording Documenting Macros Assigning a Macro to the Quick Access Toolbar Automatic Macro Execution Creating a Macro without Recording Calling another Macro Setting Macro Security Getting Help on Visual Basic Creating a Function Procedure This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of several titles available for Excel 2007 Excel 2007 Introduction Excel 2007 Charts Tables Excel 2007 Advanced Macros *Microsoft Excel 2007* Nevada Learning Series Inc,2007 **Microsoft Excel 2007 Introduction Quick Reference Guide** Beezix Software Services,Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2007 The following topics are covered Creating Workbooks Entering and Editing Data Clearing Cells Undo and Redo Inserting and Deleting Rows Columns and Cells Column Width and Row Height Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Drop Sheet Features Renaming Moving Copying Selecting Inserting Deleting Editing Multiple Worksheets Simultaneously and Copying Data and Formatting to Multiple Worksheets Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **Microsoft Excel 2007 Charts and Lists Quick Reference Guide** Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for Charts graphs and Table features of Microsoft Office Excel 2007 This card is suitable as an accompaniment for Intermediate level Excel training The following topics are covered Excel Charts Inserting a Chart Resizing and Moving Chart Objects Changing Chart Type Charting Non Adjacent Data Adjusting Scale Two Scaled Charts Adding Removing and Formatting Legend Gridlines Data Series Explanatory Text Callouts Arrows and Circles Data Labels Adding a Projection or Trendline to a Data Series Setting the Default Chart Creating the Default Chart with one Keystroke Creating Chart Templates Applying Custom Chart Types Changing Chart Location Chart Object vs Chart Sheet Excel Tables Creating an Excel Table Excel Table vs Normal Range Changing the Table Area Adding New Rows or Columns to the Table Toggle Total Row Table Selection Shortcuts Sorting a List Multi Level Sorting Custom Sort Orders Subtotals Filtering a Table

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Computer Vision, Imaging and Computer Graphics. Theory and Applications Paul Richard, José Braz, 2012-02-25 This book constitutes the refereed proceedings of the International Conference VISIGRAPP 2010 the Joint Conference on Computer Vision Theory and Applications VISAPP on Imaging Theory and Applications IMAGAPP and on Computer Graphics Theory and Applications GRAPP held in Angers France in May 2010 The 19 revised full papers presented together with two invited papers were carefully reviewed and selected The papers are organized in topical sections on computer vision theory and applications imaging theory and applications computer graphics theory and applications and information visualization theory and applications

Airport Passenger Terminal Planning and Design: Spreadsheet models and user's guide Landrum & Brown, 2010 TRB's Airport Cooperative Research Program ACRP Report 25 Airport Passenger Terminal Planning and Design comprises a guidebook spreadsheet models and a user's guide in two volumes and a CD ROM intended to provide guidance in planning and developing airport passenger terminals and to assist users in analyzing common issues related to airport terminal planning and design Volume 1 of ACRP Report 25 explores the passenger terminal planning process and provides in a single reference document the important criteria and requirements needed to help address emerging trends and develop potential solutions for airport passenger terminals Volume 1 addresses the airside terminal building and landside components of the terminal complex Volume 2 of ACRP Report 25 consists of a CD ROM containing 11 spreadsheet models which include practical learning exercises and several airport specific sample data sets to assist users in determining appropriate model inputs for their situations and a user's guide to assist the user in the correct use of each model The models on the CD ROM include such aspects of terminal planning as design hour determination gate demand check in and passenger and baggage screening which require complex analyses to support planning decisions The CD ROM is also available for download from TRB's website as an ISO image

Using Microsoft Excel 2007 Connie Hyslop, 2009-01-01 A Quick Reference Guide to Microsoft Excel Includes tips tricks and shortcuts Easy to follow steps written in non technical terms Many computer manuals are TMI Too Much Info The steps in this guide are brief and to the point Using Microsoft Excel 2007 is the desk reference every user needs to become proficient in the new version of Excel

What's New in Microsoft Office 2007 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated) Ca Beezix, Inc Staff, 2007-01-31 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2007 for Word Excel and PowerPoint Also includes a command reference for each product showing Office 2003 commands and their 2007 equivalents Topics include Office The Ribbon The Office Button The Quick Access Toolbar Status Bar Mini Toolbar Using Themes to Format a Document SmartArt

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Reviewing **Excel 2007 Quick Reference Guide**: Unlocking the Spellbinding Force of Linguistics

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