

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	850	800	580	448	708
Overages	258	302	448	154	218
Fees	148	202	158	118	228

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 not visible.
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 not visible.
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]  Add.
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 not visible.

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  Change Table Range.
- 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  Insert, 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  Show/Hide Total Row. 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. |

Microsoft Excel 2007 Guide

Marcel A. Müller



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The Unofficial Guide to Microsoft Office Excel 2007 Julia Kelly, Curt Simmons, 2008-03-11 The inside scoop for when you want more than the official line Microsoft Office Excel 2007 may be just what you need to crunch numbers but to use it with confidence you'll need to know its quirks and shortcuts Find out what the manual doesn't always tell you in this insider's guide to using Excel in the real world What are the secrets of pro users Are there shortcuts for repetitive tasks From writing formulas to using charts first get the official way then the best way from two experts Unbiased coverage of how to get the most out of Excel 2007 from creating workbooks and writing formulas to comparing data Savvy real world advice to help you set up enter format and organize your data Time saving techniques and practical guidance on creating custom macros with VBA and using PivotTables and PivotCharts Tips and hacks with practical ways to save time avoid pitfalls and increase your output Sidebars tables and illustrations featuring toolbar buttons and more ways to be productive in Excel Watch for these graphic icons in every chapter to guide you to specific practical information Bright Ideas are smart innovations that will save you time or hassle Hacks are insider tips and shortcuts that increase productivity When you see Watch Out heed the cautions or warnings to help you avoid common pitfalls And finally check out Inside Scoops for practical insights from the author It's like having your own expert at your side

A Guide to Microsoft Excel 2007 for Scientists and Engineers Bernard Liengme, 2008-11-27 Completely updated guide for scientists engineers and students who want to use Microsoft Excel 2007 to its full potential Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science Microsoft Excel as the industry standard spreadsheet has a range of scientific functions that can be utilized for the modeling analysis and presentation of quantitative data This text provides a straightforward guide to using these functions of Microsoft Excel guiding the reader from basic principles through to more complicated areas such as formulae charts curve fitting equation solving integration macros statistical functions and presenting quantitative data Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel brought fully up to date with the new Microsoft Office release of Excel 2007 Features of Excel 2007 are illustrated through a wide variety of examples based in technical contexts demonstrating the use of the program for analysis and presentation of experimental results Updated with new examples problem sets and applications [Excel 2007 Pocket Guide](#) Curtis D. Frye, 2007-10-25 Moving to Excel 2007 is not a routine upgrade Microsoft's radical redesign of the application's user interface has led to confusion among many who people who have relied on Excel for years Our new edition of the Excel 2007 Pocket Guide has been written from the ground up to help newcomers and longtime users alike find their way around without getting lost With this book in hand you'll be able to find your favorite Excel tools quickly It's packed with information to guide beginners through the basics of creating spreadsheets and entering data while providing advanced users with information on formulas pivot tables and more Inside you'll find A visual guide to the new Ribbon interface that

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reader will learn how to build spreadsheets from scratch use them to analyze issues and to create graphics presentation Key lessons include Spreadsheets 101 how to get started for beginners Advanced Spreadsheets how to use formulas to calculate values for settlement offers and damages business deals Simple Graphics and Charts how to make sophisticated charts for the court or to impress your clients and sorting and filtering data and more *Microsoft Office 2007 for Windows* Steve Schwartz,2007-05-31 Completely redesigned to help users finish tasks more quickly and manage information more effectively Microsoft Office 2007 will offer users a new look and smarter ways of getting things done From the expanded depth and power of Excel 2007 to the new graphics capabilities and formatting tools of PowerPoint Microsoft has rethought and reworked the entire suite And in this new edition of our Office Visual QuickStart Guide author Steve Schwartz has rewritten from the ground up the entire book to better aid readers as they get up to speed with the new Office tools The book is essential reference tool for the home and small business user covering everything in the Office Basic Home Student Standard and Small Business suites Software covered includes Word Excel OneNote Outlook PowerPoint and Publisher Easy visual approach uses pictures to guide you through Microsoft Office and show you what to do Concise steps and explanations let you get up and running in no time Page for page the best content and value around Table of Contents Part I Introducing Microsoft Office 2007 Chapter 1 What's New in Office 2007 Chapter 2 Office Basics Part II Microsoft Word Chapter 3 Getting Started with Word 2007 Chapter 4 Formatting Documents Chapter 5 Creating Outlines Chapter 6 Tables Charts and Art Chapter 7 Sharing Word Documents Part III Microsoft Excel Chapter 8 Getting Started with Excel 2007 Chapter 9 Formatting Worksheets and Data Chapter 10 Formulas and Functions Chapter 11 Working with Tables Chapter 12 Creating Charts Part IV Microsoft PowerPoint Chapter 13 Getting Started with PowerPoint 2007 Chapter 14 Creating a Presentation Chapter 15 Completing a Presentation Part V Microsoft Outlook Chapter 16 Getting Started with Outlook 2007 Chapter 17 Using the Address Book Chapter 18 Composing and Sending Mail Chapter 19 Receiving Mail Chapter 20 Managing the Mail Chapter 21 Tasks and Appointments Part VI Microsoft OneNote Chapter 22 Getting Started with OneNote 2007 Chapter 23 Creating Notes Chapter 24 Embellishing and Editing Notes Chapter 25 Managing Notes Part VII Microsoft Publisher Chapter 26 Getting Started with Publisher 2007 Chapter 27 Distributing and Printing Index **Microsoft Excel 2007 Quick Source Guide** Quick Source (Firm),2007-01-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses Excel 2007 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software Topics include using the ribbon customizing the Quick Access toolbar and creating opening and saving a workbook This guide also covers inserting renaming moving copying and deleting a worksheet as well as creating headers and footers color coding worksheet tabs selecting rows and columns and inserting rows and columns It covers selecting inserting and formatting cells working with cells borders and merged cells The guide also includes instructions for entering and working with data creating a formula inserting a function using formula auditing tools and using

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Table of Contents Microsoft Excel 2007 Guide

1. Understanding the eBook Microsoft Excel 2007 Guide
 - The Rise of Digital Reading Microsoft Excel 2007 Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel 2007 Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Excel 2007 Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel 2007 Guide
 - Personalized Recommendations
 - Microsoft Excel 2007 Guide User Reviews and Ratings
 - Microsoft Excel 2007 Guide and Bestseller Lists

5. Accessing Microsoft Excel 2007 Guide Free and Paid eBooks
 - Microsoft Excel 2007 Guide Public Domain eBooks
 - Microsoft Excel 2007 Guide eBook Subscription Services
 - Microsoft Excel 2007 Guide Budget-Friendly Options
6. Navigating Microsoft Excel 2007 Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Excel 2007 Guide Compatibility with Devices
 - Microsoft Excel 2007 Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Excel 2007 Guide
 - Highlighting and Note-Taking Microsoft Excel 2007 Guide
 - Interactive Elements Microsoft Excel 2007 Guide
8. Staying Engaged with Microsoft Excel 2007 Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel 2007 Guide
9. Balancing eBooks and Physical Books Microsoft Excel 2007 Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Excel 2007 Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Excel 2007 Guide
 - Setting Reading Goals Microsoft Excel 2007 Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Excel 2007 Guide
 - Fact-Checking eBook Content of Microsoft Excel 2007 Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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