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
Apples	652	800	390	446	724
Oranges	358	502	448	156	278
Pears	190	202	350	400	200

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 Format Selection.
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 Format Selection.
4. Select SECONDARY AXIS 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 colors 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] Format Selection.

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 sub-type.
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 Resize Table.
- 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 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 Instruction Manual

Matthew MacDonald

Microsoft Excel 2007 Instruction Manual:

   Excel 2007 Matthew MacDonald,2006-12-27 Microsoft Excel continues to grow in power sophistication and capability but one thing that has changed very little since the early 90s is its user interface The once simple toolbar has been packed with so many features over the years that few users know where to find them all Microsoft has addressed this problem in Excel 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use Unfortunately Microsoft s documentation is as scant as ever so even if users can find advanced features they probably won t know what to do with them Excel 2007 The Missing Manual covers the entire gamut of how to build spreadsheets add and format information print reports create charts and graphics and use basic formulas and functions Like its siblings in the Missing Manual series this book crackles with a fine sense of humor and refreshing objectivity about its subject guiding readers through the new Excel with clear explanations step by step instructions lots of illustrations and friendly time saving advice It s a perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information   **Excel 2007 for Starters** Matthew MacDonald,2007 A comprehensive beginner s guide to using Microsoft Excel 2007 that covers basic functions and worksheets adding information and moving data formatting cells viewing and printing basic formulas tables charts and other topics   **Excel 2007: The Missing Manual** Matthew MacDonald,2006-12-27 Microsoft Excel continues to grow in power sophistication and capability but one thing that has changed very little since the early 90s is its user interface The once simple toolbar has been packed with so many features over the years that few users know where to find them all Microsoft has addressed this problem in Excel 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use Unfortunately Microsoft s documentation is as scant as ever so even if users can find advanced features they probably won t know what to do with them Excel 2007 The Missing Manual covers the entire gamut of how to build spreadsheets add and format information print reports create charts and graphics and use basic formulas and functions Like its siblings in the Missing Manual series this book crackles with a fine sense of humor and refreshing objectivity about its subject guiding readers through the new Excel with clear explanations step by step instructions lots of illustrations and friendly time saving advice It s a perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information

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