

Excel® 2007 Charts & Tables

Charts

Inserting a Chart

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



	1	2	3	4	5
1	650	800	380	440	700
2	250	300	440	150	210
3	140	200	120	110	220
4	100	150	100	100	100

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] .
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 .
- 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 totaling 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

Michal Rosen-Zvi



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

Microsoft Office Excel 2007 for Windows Maria Langer, 2007-04-26 Microsoft Office Excel 2007 is the biggest revision this industry standard software has undergone in years It has a brand new interface tons of new tools and even a suite of services called Excel Services to allow you to share your valuable data on the web For the first time in years there is a lot to learn to make the most of this powerful new update To take advantage of all of the new features in this powerful program and to do so quickly users need this Visual QuickStart Guide In these pages veteran author and trusted Excel teacher Maria Langer provides step by step instructions for the full gamut of Excel tasks from worksheet basics like editing using functions

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Microsoft Excel Text Book Manish Soni,2024-11-10 Join us on this exploration of Excel s features and functionalities and let it become your go to tool for all things data Whether you re a novice seeking the basics or a seasoned user aiming to refine your skills these pages are designed to be your guide and companion in the world of Excel

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Manual E. N. I. Editions,ENI Publishing, France,2008-02-04 This practical guide presents all the features of the Microsoft Outlook 2007 e mail application After becoming familiar with the application s working environment you will then learn how to send and receive all types of messages and personalise your mail box message format signatures junk e mail filters etc The third section teaches you how to use the Calendar for managing your appointments meetings and events You will then learn about all the other folders in Outlook contacts tasks notes and the journal The last section teaches you how to use the all the features you will need for managing the different items that can be created with Outlook *The Unofficial Guide to*

Microsoft Office Excel 2007 Julia Kelly,Curt Simmons,2007-02-05 This title helps readers get the most from Excel 2007 s update with insider guidance and valuable tips It is ideal for Excel users looking for smart tips cool insider secrets and interesting hacks to make the most of Microsoft Excel 2007 It includes handy checklists and charts to get readers started in Excel right away It shows readers the best way to enter format and organize data use PivotTables and PivotCharts to summarize data dynamically work with charts to illustrate data points and learn how to automate common and repetitive tasks by writing macros with VBA **Office 2010: The Missing Manual** Nancy Conner,Matthew MacDonald,2010-07-14

Microsoft Office is the most widely used software suite in the world The half dozen programs in Office 2010 are packed with amazing features but most people just know the basics This entertaining guide not only gets you started with Office it reveals all kinds of useful things you didn't know the software could do with plenty of power user tips and tricks when you're ready for more Create professional looking documents Learn everything you need to know to craft beautiful Word documents Stay organized Keep track of your email calendar and contacts with Outlook Crunch numbers with ease Assemble data make calculations and summarize the results with Excel Make eye catching presentations Build PowerPoint slideshows with video and audio clips animations and more Build Access databases quickly Make your data easy to find sort and manage Manage your files more efficiently Use the new Backstage view to quickly work with your Office files Get to know the whole suite Learn to use other handy Office tools Publisher OneNote and Office Web Apps

SharePoint 2010 User's Guide Seth Bates, Anthony Smith, Roderick Smith, 2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you'll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

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

Outlook on the Web Training Manual Classroom in a Book TeachUcomp ,2019-10-27 Complete classroom training manual for Microsoft Outlook on the Web 143 pages and 94 individual topics Includes practice exercises and keyboard shortcuts You will learn all about email tasks effective use of the calendar and much more Topics Covered Getting Acquainted with Outlook on the Web 1 Introduction to the Outlook on the Web 2 What is the Outlook on the Web 3 Starting Outlook on the Web 4 The Outlook on the Web Environment 5 System Requirements for the Outlook on the Web 6 Using the Outlook on the Web Light Version 7 Applying a Theme 8 Adding and Managing Add ins E Mail 1 Using the Inbox 2 Creating and Addressing Messages 3 Entering and Formatting Messages 4 Checking Message Spelling 5 Saving Message Drafts 6 Sending Attachments from OneDrive 7 Sending Local Attachments 8 Inserting Pictures 9 Sending a Message 10 Receiving E Mail Messages 11 Opening Messages 12 Printing Messages 13 Downloading Attachments 14 Replying to Messages 15 Forwarding Messages 16 Ignoring a Conversation Thread 17 The Deleted Items Folder 18 Permanently Deleting Items 19 Recovering Deleted Items Managing Items 1 Creating and Managing Categories 2 Categorizing Items 3 Marking Messages as Read or Unread 4 Flagging Items 5 Marking Messages as Junk 6 Pinning Messages 7 Archiving Messages 8 Changing the Display of Messages in the Inbox Pane Mailbox Management 1 Creating and Using Inbox and Sweep Rules 2 Creating a Folder 3 Moving and Copying Messages 4 Managing the Favorites Folder List 5 Filtering and Sorting Messages in the Inbox Pane 6 Setting and Managing Folder Permissions 7 Finding Items E Mail Options 1 Creating and Using E Mail Signatures 2 Using Automatic Replies Out of Office Assistant 3 Changing Your Password 4 Viewing Your Mailbox Usage 5 Enabling Online Access Calendar 1 Opening the Calendar 2 Navigating Calendar Dates 3 Creating Appointments and Events 4 Canceling Appointments and Events 5 Creating Recurring Appointments and Events 6 Printing the Calendar 7 Sharing Calendars 8 Managing Multiple Calendars 9 Adding Shared Calendars 10 Using the Scheduling Assistant 11 Using the Suggested Meetings App 12 Accessing Calendar Options 13 Changing Automatic Processing Settings 14 Changing the Calendar Appearance 15 Changing the Notifications Settings 16 Publishing Calendars 17 Changing Reminders Settings Meetings 1 Creating a Meeting Request 2 Responding to Meeting Requests 3 Viewing Meeting Request Responses 4 Editing and Updating Meetings 5 Creating Recurring Meetings People 1 Creating a New Contact 2 Adding Contacts from E Mail 3 Creating a Contact List 4 Linking Contacts 5 Finding Contacts 6 Connecting to Social Networks 7 Using the Directory 8 Importing Contacts Tasks 1 Creating a New Task 2 Editing Tasks 3 Attaching Files

to Tasks 4 Viewing Tasks and Flagged Items 5 Sorting Tasks 6 Filtering Tasks 7 Deleting Tasks Groups 1 Accessing Groups 2 Creating a New Group 3 Adding Members to Groups 4 Contributing to Groups 5 Managing Files in Groups 6 Accessing the Group Calendar 7 Changing the View of Groups 8 Subscribing to and Unsubscribing from Groups 9 Leaving Groups 10 Editing Managing and Deleting Groups **Installation and Configuration Guide for MicroStrategy 9.5** MicroStrategy

Product Manuals, MicroStrategy, 2015-02-01 The Installation and Configuration Guide includes information to install and configure MicroStrategy products on Windows UNIX Linux and HP platforms as well as basic maintenance guidelines

Excel 2007 VBA Programming with XML and ASP Julitta Korol, 2008-12-31 Excel 2007 Programming by Example with XML and ASP offers a hands on approach for those looking to extend and customize Excel functionality From recording a simple macro and writing VBA code to working with XML documents and using ASP to access and display data this book takes you on a programming journey that will change the way you work with Excel Learn how to automate spreadsheet tasks with macros write VBA code to program PivotTables generate charts build dialog boxes and customize the Ribbon handle errors and debug programs create hyperlinks and publish HTML files Retrieve data from the web directly into Excel develop and manipulate smart tags using XML **IBPS RRB Guide for Officer Scale 1 Preliminary & Main Exams with Past Papers & 4 Online Practice Sets 8th Edition** Disha Experts, The updated and revised 8th edition of the book IBPS RRB

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User & Reference Manual , *Installation and Configuration Guide for MicroStrategy 9.2.1m* MicroStrategy Product Manuals, MicroStrategy, 2011-12-20

This book delves into Microsoft Excel 2007 Instruction Manual. Microsoft Excel 2007 Instruction Manual is a vital topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Microsoft Excel 2007 Instruction Manual, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Microsoft Excel 2007 Instruction Manual
 - Chapter 2: Essential Elements of Microsoft Excel 2007 Instruction Manual
 - Chapter 3: Microsoft Excel 2007 Instruction Manual in Everyday Life
 - Chapter 4: Microsoft Excel 2007 Instruction Manual in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, the author will provide an overview of Microsoft Excel 2007 Instruction Manual. This chapter will explore what Microsoft Excel 2007 Instruction Manual is, why Microsoft Excel 2007 Instruction Manual is vital, and how to effectively learn about Microsoft Excel 2007 Instruction Manual.
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6. In chapter 5, the author will draw a conclusion about Microsoft Excel 2007 Instruction Manual. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Excel 2007 Instruction Manual.

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Table of Contents Microsoft Excel 2007 Instruction Manual

1. Understanding the eBook Microsoft Excel 2007 Instruction Manual
 - The Rise of Digital Reading Microsoft Excel 2007 Instruction Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel 2007 Instruction Manual
 - 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 Instruction Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel 2007 Instruction Manual
 - Personalized Recommendations
 - Microsoft Excel 2007 Instruction Manual User Reviews and Ratings
 - Microsoft Excel 2007 Instruction Manual and Bestseller Lists
5. Accessing Microsoft Excel 2007 Instruction Manual Free and Paid eBooks
 - Microsoft Excel 2007 Instruction Manual Public Domain eBooks
 - Microsoft Excel 2007 Instruction Manual eBook Subscription Services
 - Microsoft Excel 2007 Instruction Manual Budget-Friendly Options
6. Navigating Microsoft Excel 2007 Instruction Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Excel 2007 Instruction Manual Compatibility with Devices
 - Microsoft Excel 2007 Instruction Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Excel 2007 Instruction Manual
 - Highlighting and Note-Taking Microsoft Excel 2007 Instruction Manual
 - Interactive Elements Microsoft Excel 2007 Instruction Manual

8. Staying Engaged with Microsoft Excel 2007 Instruction Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel 2007 Instruction Manual
9. Balancing eBooks and Physical Books Microsoft Excel 2007 Instruction Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Excel 2007 Instruction Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Excel 2007 Instruction Manual
 - Setting Reading Goals Microsoft Excel 2007 Instruction Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Excel 2007 Instruction Manual
 - Fact-Checking eBook Content of Microsoft Excel 2007 Instruction Manual
 - 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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