

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 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  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 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. |

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Joseph A. Defeo



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Microsoft Office 2016: The Complete Guide Stewart Melart, 2015-11-12 PC users need not be bothered in the least as the 2016 versions of Word PowerPoint Access and Excel are here to give you the best experience ever In addition to all the cool new features that are packed into this software you can have the entire suite cloud connected so you can have all your documents at your disposal anytime and place You will enjoy the comfort ease of locating important information anywhere you are You will also be able to capitalize on the great opportunity of sharing your documents with your friends family or colleagues as you get your most important tasks done with easy and great new features

Game Design: Theory and Practice, Second Edition Richard Rouse III, 2004-08-30 Both burgeoning game designers and devoted gamers should consider *Game Design Theory Practice* an essential read Computer Gaming World Ultimately in both theory and practice Rouse s *Game Design bible* gets the job done Let us pray Next Generation magazine In the second edition to the acclaimed *Game Design Theory Practice* designer Richard Rouse III balances a discussion of the essential concepts behind game design with an explanation of how you can implement them in your current project Detailed analysis of successful games is interwoven with concrete examples from Rouse s own experience This second edition thoroughly updates the popular original with new chapters and fully revised text

RPG Programming with XNA Game Studio 3.0 Jim Perry, 2009-06-19 RPG Programming Using XNA Game Studio 3 0 provides detailed information on role playing games RPGs and how to create them using Microsoft s XNA Game Studio 3 0 The book examines the history of the genre and takes a piece by piece approach to producing a 2D tile based game demonstrating how to create the various components that make up an RPG and implement them using C and XNA Game Studio 3 0 By the end of the book readers will have built a complete toolset that can be used to create data for their own RPGs Learn how to Creating the characters and monsters that populate RPG worlds Add stats and skills to allow game entities to perform actions Populate the game world with items and treasures Construct a conversation editor to add another degree of interaction Create a multiple step quest system to give players goals to research during gameplay Creating a tile engine for displaying the world Populating the game world with items and treasure Implementing a sound and music system Adding multiplayer support

The Publishers Weekly ,2008

Mining the Internet's Publicly Available Resources for Investigative Research Carole A. Levitt, Mark E. Rosch, 2010 Vol 1 focuses on Internet information from non government sources vol 2 focuses on governmental public records

Professional MEL Solutions for Production Kevin Mannens, Ed Caspersen, 2009-03-05

The Lawyer's Guide to Working Smarter with Knowledge Tools Marc Lauritsen, 2010 This ground breaking guide introduces lawyers and other professionals to a powerful class of software that supports core aspects of legal work The author discusses how technologies like practice systems work product retrieval document assembly and interactive checklists help people work smarter If you are looking to work more effectively this book provides a clear roadmap with many concrete examples and thought provoking ideas

Building Financial Models, Third

Edition: The Complete Guide to Designing, Building, and Applying Projection Models John S. Tjia, 2018-04-27 The go to guide for building projection models for financial analysis and valuation updated with new content and materials Building Financial Models is considered the best guide to designing and building financial models for use in a wide variety of finance roles This third edition of the popular resource features updated content new materials and a more accessible instructional layout supported by all new exercise files available to readers from a companion website As with previous editions the book offers a hands on approach for creating a core model that is supported by broad coverage of cornerstone accounting and finance principles The author a seasoned developer and trainer with over 25 years experience developing financial models takes you step by step through the entire process of developing a projection model From the basics of accounting and Excel to the final tips and tricks for a completed model you will be led assuredly through the steps of building an integrated financial statement model one that can serve as the core for transactions or analysis in the LBO M A business valuation model or credit underwriting space NEW Updates on the latest Microsoft Excel shortcuts functions accounting concepts and modeling techniques NEW Tips and tricks on how to make your final model product both user friendly and solidly built NEW Additional materials on valuation analysis and sections on scenarios and sensitivity analysis through the use of Data Tables Online access to sample models you can download and more

Sybase 15.0 Replication Server Administration Saroj Kapoor Bagai, Jagan Bandi Reddy, Jeff Tallman, 2008-12-08 *The Complete Guide to Option Pricing Formulas* Espen Gaarder Haug, 2007-01-08 Accompanying CD ROM contains all pricing formulas with VBA code and ready to use Excel spreadsheets and 3D charts for Greeks or Option Sensitivities Jacket

Juran's Quality Handbook 7E (PB) Joseph A. Defeo, 2016-11-11 The cornerstone text on quality management and performance excellence thoroughly revised to reflect the latest challenges and developments The body of knowledge for the science of quality management and performance excellence for more than half a century Juran's Quality Handbook has been completely updated to meet the ever changing needs of today's business and quality professionals Under the guidance of a team of top experts this authoritative resource demonstrates how to apply the right methods for delivering superior results and achieving excellence in any organization industry or country Juran's Quality Handbook Seventh Edition provides you with a complete roadmap for the discipline clearly written to make sure you know where you are in the process and what you must do to reach the next level Within its pages you will find A Z coverage from key concepts methods research and tools to practical applications on the job Here's why this is the best edition yet Updated chapters on Lean Six Sigma and the Shingo Prize NEW chapters on Risk Management and Building a Quality Management System NEW material on the history of quality management All ISO and other regulatory standards have been updated NEW statistical tables charts and data Examples and case studies throughout demonstrate how others have applied the methods and tools discussed in real world situations

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

Excel for Windows 95 Made Easy Martin S. Matthews, 1995 This book teaches readers everything they need to know to master Excel's latest version for Windows 95 This comprehensive introductory tutorial complete with hands on examples will provide new and experienced users with the fundamentals as well as explain the more advanced aspects of this new version

A Guide to Teaching Statistics Michael R. Hulsizer, Linda M. Woolf, 2009 A Guide to Teaching Statistics Innovations and Best Practices addresses the critical aspects of teaching statistics to undergraduate students acting as an invaluable tool for both novice and seasoned teachers of statistics Guidance on textbook selection syllabus construction and course outline Classroom exercises computer applications and Internet resources designed to promote active learning Tips for incorporating real data into course content Recommendations on integrating ethics and diversity topics into statistics education Strategies to assess student's statistical literacy thinking and reasoning skills Additional material online at www.teachstats.org

Essential Guide to PeopleSoft Development and Customization Tony DeLia, 2000 This practical guide for both novice and experienced programmers includes details on design and development in a project life cycle Online and batch development are also covered This guide also provides customization alternatives of delivered online applications through real examples Authors include Galina Landres Isidor Rivera and Prakash Sankaran **The Ultimate Training Workshop Handbook: A Comprehensive Guide to Leading Successful Workshops and Training Programs** Bruce

Klatt, 1999-01-22 Bruce Klatt's The Ultimate Training Workshop Handbook was written for those who want to excel as trainers and to offer maximum value both to client employers and workshop participants Focusing on success in front of the group and based on Klatt's 25 years of experience this comprehensive guide takes you from the contracting stage through evaluating results It shows you how to prepare yourself and your clients and how to construct the workshop **Excel 3 for the Macintosh Made Easy** Edward Jones, 1991 Even novices can learn to create spreadsheets on the Macintosh with this

clearly written book on the newest version of Microsoft Excel for the Macintosh Jones teaches how to design build edit and print working spreadsheets create charts and work with databases *Open Computing Guide to Mosaic* Levi Reiss, Joseph Radin, 1995 A comprehensive sourcebook about the graphical user interface that makes the Internet a breeze to use Readers will learn how to take full advantage of Mosaic from its most basic operations through its most advanced features Written in easy to understand language with loads of tips and numerous illustrations this book is the perfect place to start learning about Mosaic

Brilliant Microsoft Excel 2007 Pocket Book J. Peter Bruzzese, 2007 This succinct yet comprehensive guide to Excel 2007 highlights all the latest features and is packed with useful tips tricks and hints to help you to use Excel more efficiently and successfully It is ideal for the completely new Microsoft Excel user and those upgrading from Office 2000 or 2003 Short easy to follow tutorials help the reader to instantly grasp the essential functions of Excel including creating macros using conditional formatting and organising data with SmartArt diagrams tables and charts Keenly priced and with an attractive two colour text design and in a handy pocket or bag sized format these books will be an indispensable guide for anyone who wants to improve or master their abilities without buying a bulky or expensive manual The Windows Vista and Office 2007 Pocket books have entirely new and substantially more content than the previous editions which makes them even better value at just 8 99 With their bold new jacket designs they will stand out on any shelf

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