



Introduction to IT

SECTION 3 – MICROSOFT EXCEL

Chapter 3

Presenting the Data Visually

Objective

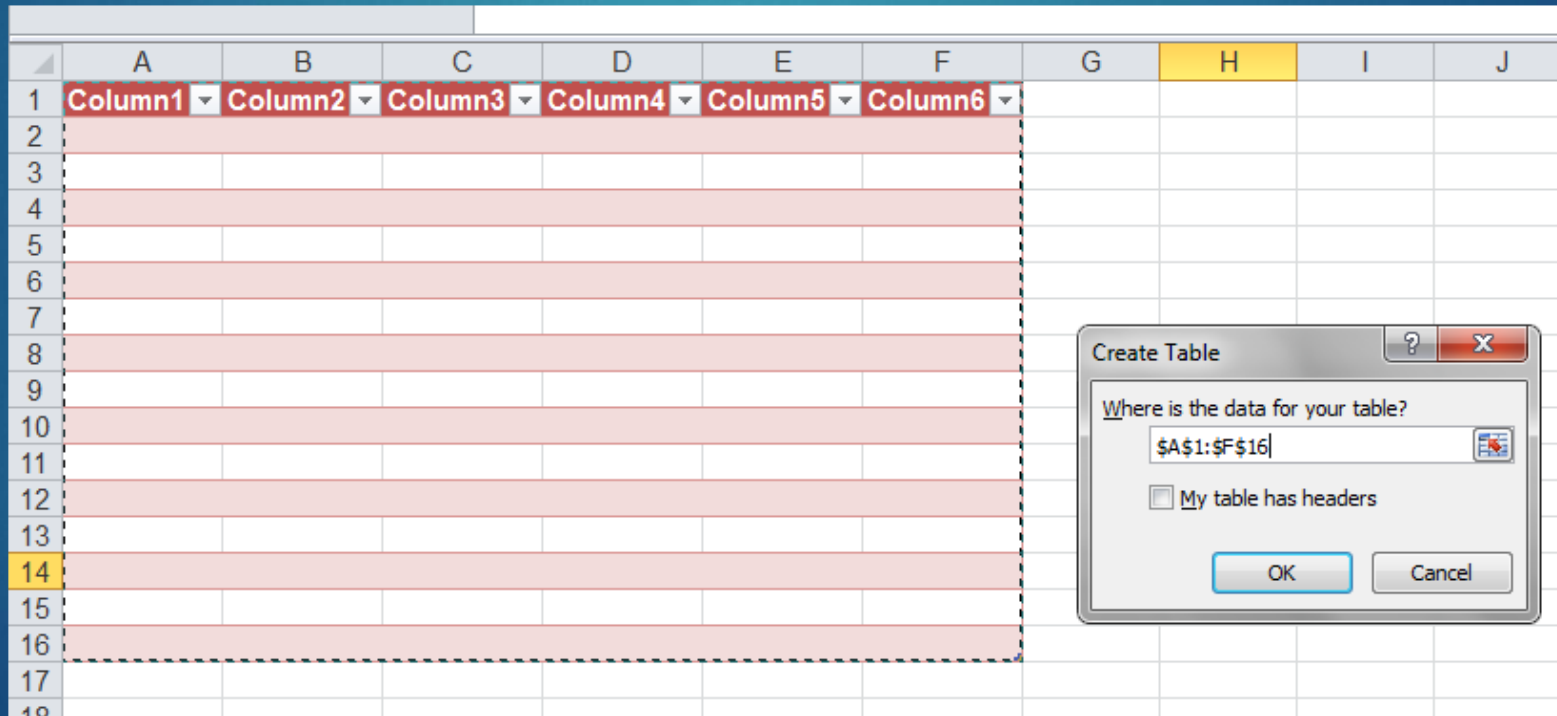
Review Insert Tab

- 1.Tables
- 2.Illustrations
- 3.Charts
- 4.Links
- 5.Text

1. Tables

To insert a table within sheet

1. On the Insert tab, in the Tables group, click the Table button.
2. Select the cells which you want.



3. Change header of columns in Name Box.

2. Illustrations

To insert a picture on a worksheet

1. On the Insert tab, in the Illustrations group, click the Picture button.
2. In the Insert Picture dialog box, browse to and click the file you want.

To change the size and/or shape of a selected picture on a worksheet

→ Drag its sizing handles.

→ On the Picture Tools Format contextual tab, in the Size group, change the Height and Width settings.

→ On the Format contextual tab, click the Size dialog box launcher. Then on the Size page of the Format Picture dialog box, change the Height, Width, and Scale settings.

2. Illustrations

To apply artistic effects to a selected picture on a worksheet

- On the Format contextual tab, in the Adjust group, display the Artistic Effects gallery, and then click the effect you want to apply.

To apply a style to a selected picture on a worksheet

- On the Format contextual tab, in the Picture Styles group, display the Quick Styles gallery, and then click the style you want to apply.

Or

1. On the Format contextual tab, click the Picture Styles dialog box launcher.
2. In the Format Picture dialog box, on the Line Color, Line Style, Shadow, Reflection, Glow and Soft Edges, 3-D Format, and 3-D Rotation pages, choose the effects that you want to apply. Then click Close.

2. Illustrations

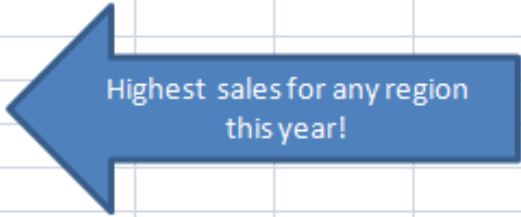
To locate and insert a clip art object

1. On the Insert tab, in the Illustrations group, click the Clip Art button.
2. In the Clip Art pane, enter a keyword in the Search for box, and then click Go.
3. In the results list, click the thumbnail of the image you want.

To draw a standard shape

1. On the Insert tab, in the Illustrations group, click the Shapes button.
2. In the Shapes gallery, click the shape you want, and then do one of the following:
 - Click anywhere on the page to insert a standard-size shape.
 - Drag anywhere on the page to draw a shape the size you want.

	A	B	C	D	E	F	G
1	Region	Sales					
2	NE	\$ 460,000.00					
3	NW	\$ 500,000.00					
4	SE	\$ 200,000.00					
5	SW	\$ 400,000.00					
6		\$ 1,560,000.00					
7							



2. Illustrations

To add text to a selected shape

- Click the shape and then enter the text.
- Right-click the shape, click Edit Text, and then enter the text.

To customize a selected shape

1. On the Drawings Tools Format contextual tab, in the Insert Shapes group, click the Edit Shape button, and then click Edit Points.
2. Drag the intersection points that appear on the shape to change its form.

Tip You change the size, shape, and location of a shape by using the same techniques as you do with other graphic elements.

To change a selected shape to another shape

- On the Format contextual tab, in the Insert Shapes group, click the Edit Shape button, point to Change Shape, and then click the shape you want.

2. Illustrations

To format a selected shape

- On the Format contextual tab, do any of the following:
 - In the Shape Styles gallery, click the built-in style you want to apply.
 - In the Shape Styles group, in the Shape Fill, Shape Outline, and Shape Effects galleries, click the settings you want.

To format text attached to a selected shape

- On the Format contextual tab, do any of the following:
 - In the WordArt Styles gallery, click the built-in style you want to apply.
 - In the WordArt Styles group, in the Text Fill, Text Outline, and Text Effects galleries, click the settings you want.

To change the stacking order of multiple shapes

1. Select the shape you want to move up or down in the stack.
2. On the Format contextual tab, in the Arrange group, do following: Click the Bring Forward or Send Backward button to move the shape up or down.

2. Illustrations

- If you build a picture by drawing individual shapes, you can group them so that they act as one object. If you move or size a grouped object, the shapes retain their positions in relation to each other. To break the bond, you ungroup the object.
-

To group shapes

1. Select the first shape, and then hold down the Ctrl key and select the additional shapes you want to group.
 2. On the Format contextual tab, in the Arrange group, click the Group button, and then click Group.
-

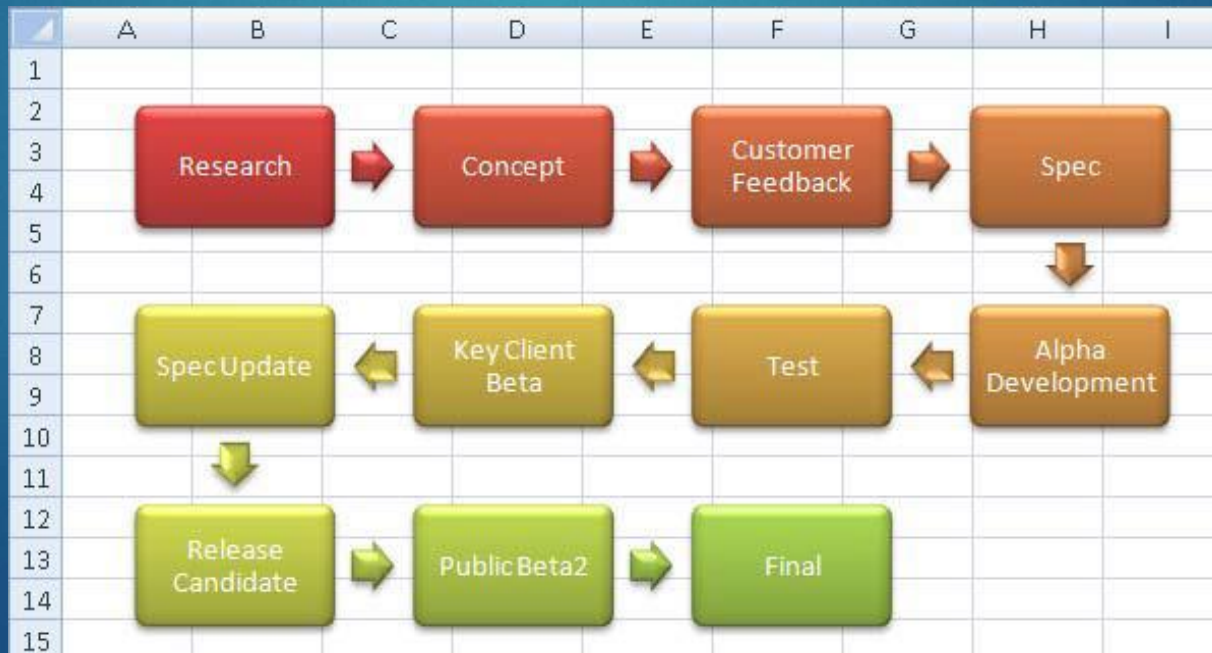
To ungroup shapes

1. Select the grouped shapes.
2. On the Format contextual tab, in the Arrange group, click the Group button, and then click Ungroup.

2. Illustrations

Inserting and Modifying SmartArt Diagrams

- When you create a worksheet that includes details of a process such as a *project schedule*, you might want to create an accompanying diagram to illustrate the process visually. You can create professional-looking business diagrams by using the SmartArt graphics feature. By using predefined sets of formatting, you can easily create the type of diagram best suited to the worksheet's information. After selecting the type of diagram you want and inserting it into the document, you add text either directly in the diagram's shapes or from its text pane. SmartArt diagrams can consist of only text, or of text and pictures.



2. Illustrations

To insert a diagram

1. On the Insert tab, in the Illustrations group, click the SmartArt button.
2. In the left pane of the Choose a SmartArt Graphic dialog box, click the type of diagram you want.
3. In the center pane, click the layout you want, and then click OK.

To add text to a diagram shape

- With the diagram selected, click the shape, and enter the text.
- In the text pane, click the bullet for the shape, and enter the text.

Tip If the text pane is not open, click the tab on the left side of the diagram's frame, or click the Text Pane button in the Create Graphic group on the SmartArt Tools Design contextual tab.

2. Illustrations

To change the layout of a selected diagram

- To switch to a layout in the same diagram category, on the SmartArt Tools Design contextual tab, in the Layouts gallery, click the layout you want.
-

To delete a shape from a SmartArt diagram

- Click the shape, and then press the Delete key.
-

To change the color scheme of a selected diagram

- On the Design contextual tab, in the SmartArt Styles group, click the Change Colors button, and then click the color scheme you want.
-

To apply a style to a selected diagram

- On the Design contextual tab, in the SmartArt Styles gallery, click the style you want to apply.

3. Charts

Plotting Charts

- Charts are an important tool for data analysis and are therefore a common component of certain types of worksheets. You can easily plot selected data as a chart to make it easy to identify trends and relationships that might not be obvious from the data itself.

Tip You must select only the data you want to appear in the chart. If the data is not in a contiguous range of rows or columns, either rearrange the data or hold down the Ctrl key while you select noncontiguous ranges.

- Different types of data are best suited for different types of charts. The following table shows the available chart types and the type of data they are particularly useful for plotting.

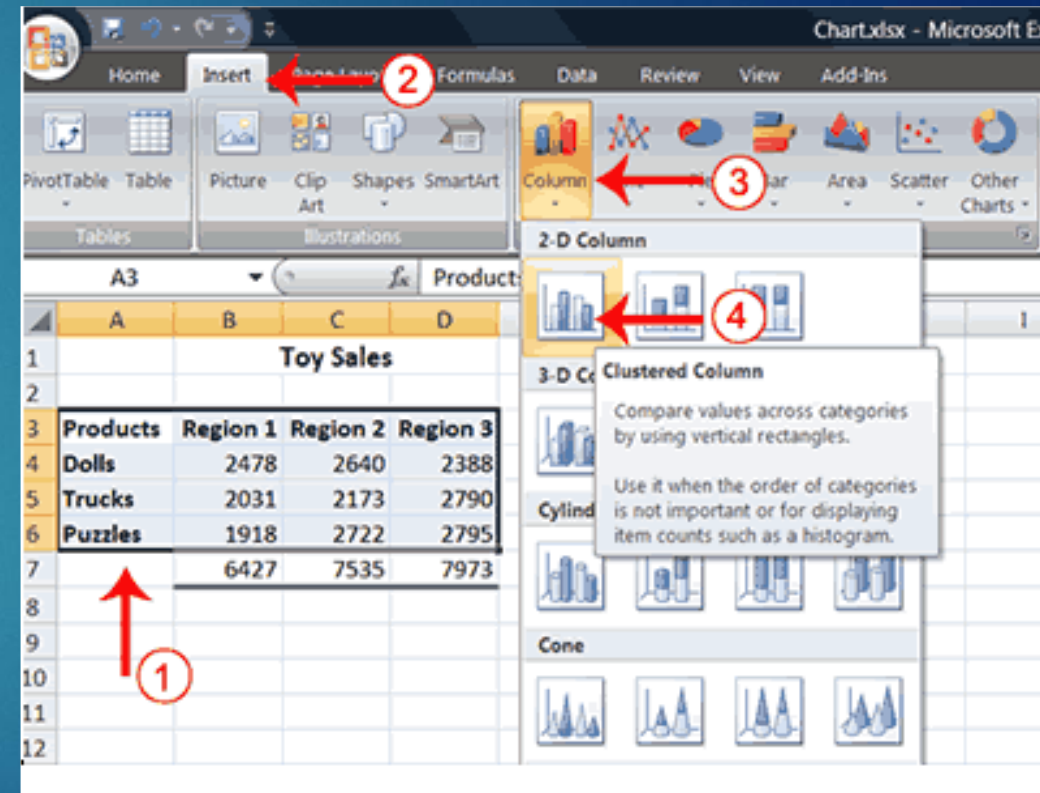
3. Charts

Chart type	Typically used to show
Column	Variations in value over time or comparisons
Line	Multiple data trends over evenly spaced intervals
Pie	Percentages assigned to different components of a single item (non-negative, non-zero, no more than seven values)
Bar	Variations in value over time or the comparative values of several items at a single point in time
Area	Multiple data series as cumulative layers showing change over time
XY(scatter)	Correlations between independent items
Stock	Stock market or similar activity
Surface	Trends in values across two different dimensions in a continuous curve, such as a topographic map
Doughnut	Percentages assigned to different components of more than one item
Bubble	Correlations between three or more independent items
Radar	Percentages assigned to different components of an item, radiating from a center point

3. Charts

To plot selected data as a chart on the worksheet

→ On the Insert tab, in the Charts group, click the button of the chart type you want, and then click a sub-type.



To switch rows and columns in a selected chart

→ On the Design contextual tab, in the Data group, click the Switch Row/Column button.

3. Charts

To change the layout of a selected chart

- On the Chart Tools Design contextual tab, in the Chart Layouts gallery, click the layout you want.

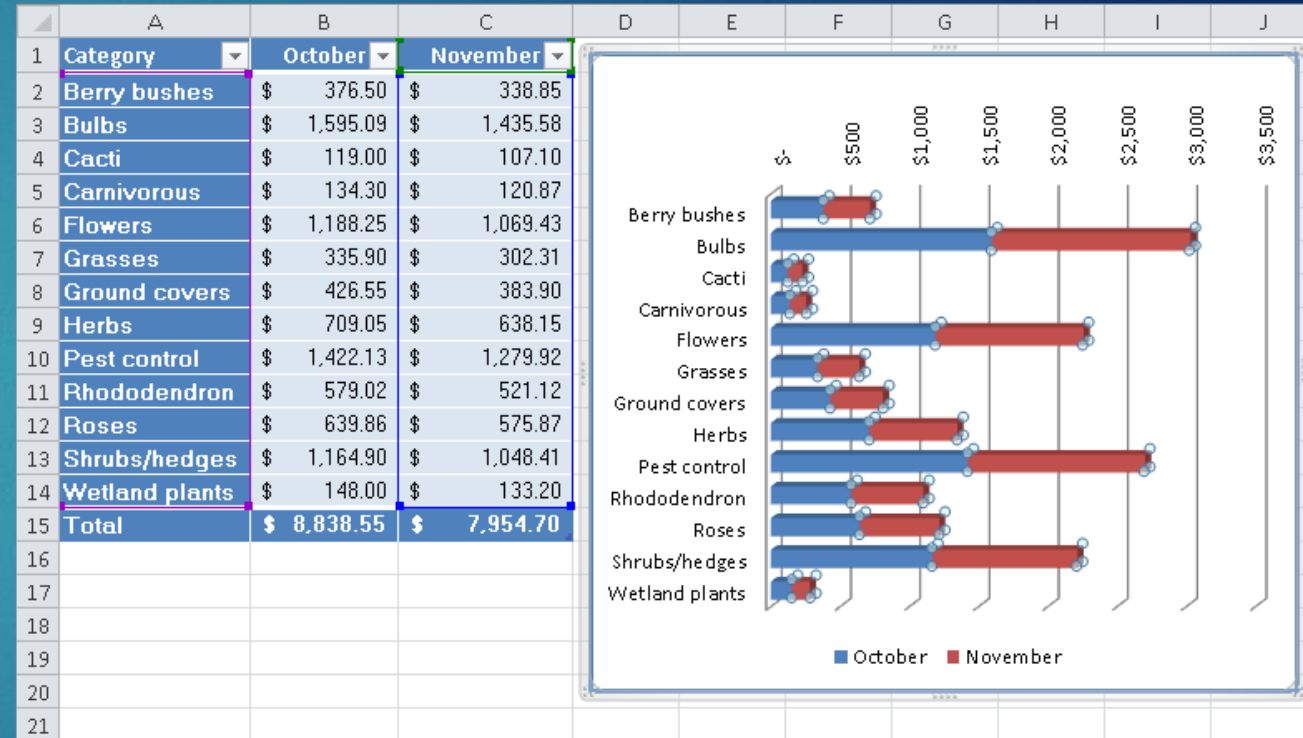
To apply a style to a selected chart

- On the Design contextual tab, in the Chart Styles gallery, click the style you want.

3. Charts

Editing Data

- A chart is linked to its worksheet data, so any changes you make to the plotted data are immediately reflected in the chart. If you add or delete values in a data series or add or remove an entire series, you need to increase or decrease the range of the plotted data in the worksheet.



To change the range of plotted data in a selected chart

- In the linked Excel worksheet, drag the corner handles of the series selectors until they enclose the series you want to plot.

3. Charts

Configuring Chart Elements

- To augment the usefulness or the attractiveness of a chart, you can add elements such as a title, axis labels, data labels, a data table, and gridlines. You can adjust each element, as well as the plot area (the area defined by the axes) and the chart area (the entire chart object), in appropriate ways.

To add a chart title

1. On the Chart Tools Layout contextual tab, in the Labels group, click the Chart Title button.
2. In the Title gallery, click the option you want.
3. Select the placeholder title, and replace it with the one you want.

3. Charts

To add or remove axis titles

1. On the Layout contextual tab, in the Labels group, click the Axis Titles button.
 2. In the list, point to Primary Horizontal Axis Title, and then click None or Title Below Axis; or click More Primary Horizontal Axis Title Options, make specific selections in the Format Axis Title dialog box, and then click Close.
 3. Select the placeholder axis title, and enter the text you want to appear as the axis title.
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To add, remove, or move the legend

1. On the Layout contextual tab, in the Labels group, click the Legend button.
2. In the Legend gallery, click the Show Legend (Right, Top, Left, or Bottom) or Overlay Legend (Right or Left) option you want.

3. Charts

To display data labels

1. On the Layout contextual tab, in the Labels group, click the Data Labels button.
2. In the Data Labels gallery, click Show to display the value of each data point on its marker.

To display or hide axes

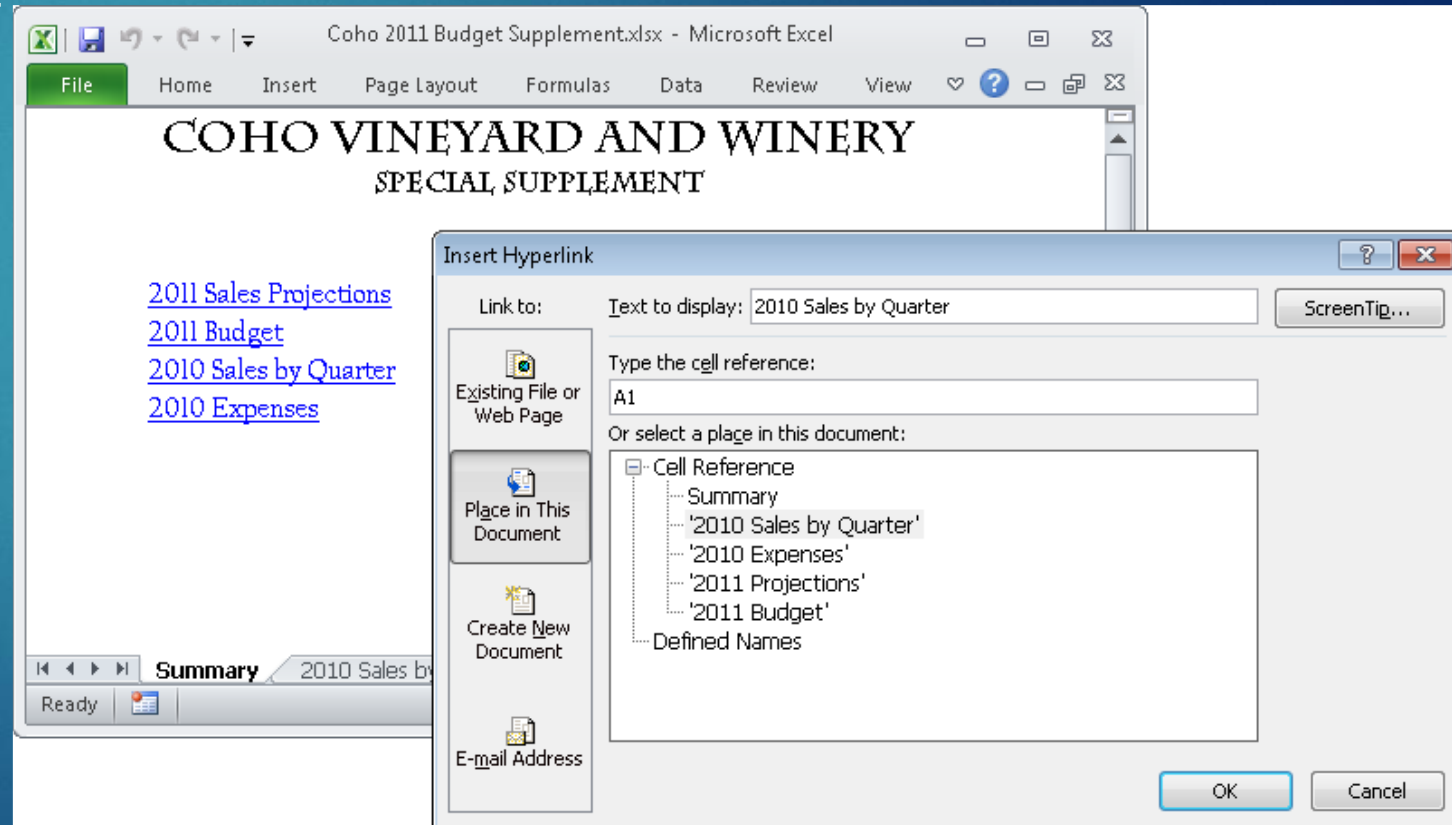
1. On the Layout contextual tab, in the Axes group, click the Axes button.
2. In the list, point to Primary Horizontal Axis and then click None, Show Left to Right Axis, Show Axis without labeling, or Show Right to Left Axis; or click More Primary Horizontal Axis Options, make specific selections in the Format Axis dialog box, and then click Close.

To display or hide gridlines

1. On the Layout contextual tab, in the Axes group, click the Gridlines button.
2. In the Gridlines list, point to Primary Horizontal Gridlines and then click None, Major Gridlines, Minor Gridlines, or Major & Minor Gridlines; or click More Primary Horizontal Gridlines Options, make specific selections in the Format Major Gridlines dialog box, and then click Close.

4. Hyperlinks

- Excel worksheets can include hyperlinks that provide a quick way to connect to related information or to create a prefilled email message. You can create a hyperlink from any cell content to any of the hyperlink locations supported by the Office 2007 programs—to another location on the worksheet, in the workbook, in an external document, or on the web.



4. Hyperlinks

- Within the worksheet, an active hyperlink appears underlined and in the color specified for hyperlinks by the applied theme. Pressing Ctrl and clicking the cell takes you to the link's target. After you click the hyperlink, it appears in the theme color specified for followed hyperlinks.

To create a hyperlink to a webpage

→ Enter a URL in the cell, and then press Enter.

To create a hyperlink to an existing file

1. Select the cell or element from which you want to link.
2. On the Insert tab, in the Links group, click the Hyperlink button.
3. In the Insert Hyperlink dialog box, in the Link to list, click Existing File or Web Page.
4. Browse to the file you want to link to, and then click OK.

4. Hyperlinks

To create a hyperlink to a worksheet or named range within the workbook

1. Select the cell or element from which you want to link.
2. On the Insert tab, in the Links group, click the Hyperlink button.
3. In the Insert Hyperlink dialog box, in the Link to list, click Place in This Document.
4. In the Cell Reference, click the worksheet you want to link to. Then if you want to link to a specific cell or cell range, enter it in the Type the cell reference box.

To change the target of an existing hyperlink

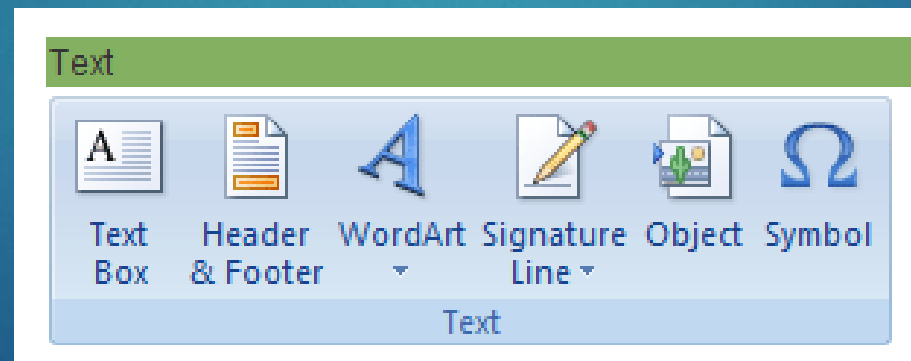
1. Right-click the hyperlinked cell or element, and then click Edit Hyperlink.
2. In the Edit Hyperlink dialog box, change the properties of the hyperlink, and then click OK.

To remove a hyperlink

- Right-click the hyperlinked cell or element, and then click Remove Hyperlink.

5. Text

- You can Insert a text box that can be positioned anywhere on the page. You can edit the Header or Footer of the document. The information in the Header or Footer will appear at the top or bottom of each printed page. Also, you may need to typing special symbols that's not included in the key board.
- You can use the Text group for that



5. Text

To insert a Text Box

1. On the Insert tab, in the Text group, click the Text box button.
2. Type the words you need, then press enter.

To insert Header and Footer

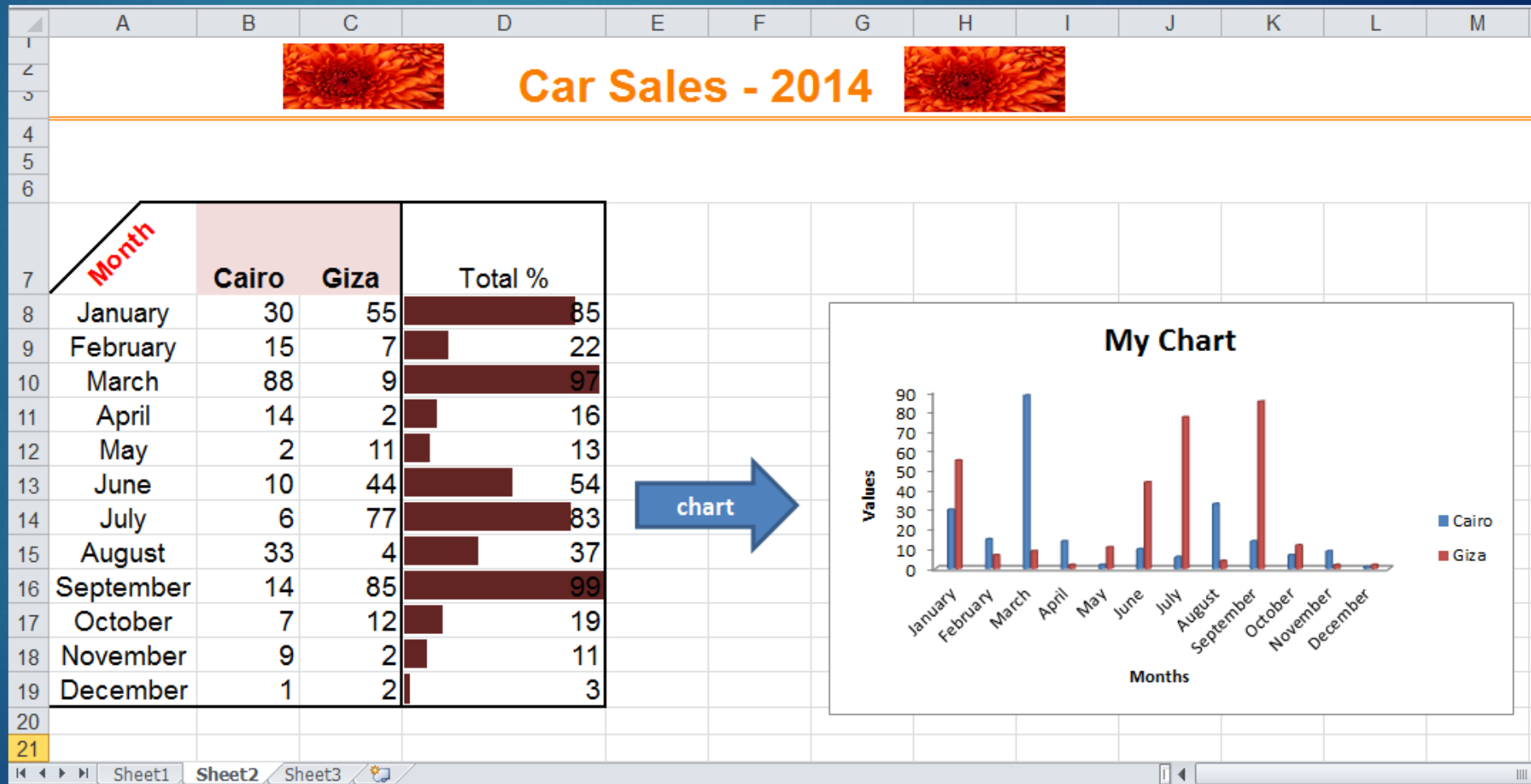
1. On the Insert tab, in the Text group, click the Header & Footer button.
2. Type your header, you may have three boxes.
3. In design contextual tab, navigation group, click go to footer and type your footer.

To insert a special symbol

1. On the Insert tab, in the Text group, click the Symbol button.
2. Choose the symbol you need, or click more symbols to select different symbols.

Practice

- Do the following:



Thank You!

Any Questions?