

Chapter 11: Charting and Visual Object Tips

Section 1: Manipulate chart placement and sizing with dragging techniques

- Alt+F1 = Quick chart
- Chart Tools header / Design tab (contextual) / Chart Styles tab / select a different overall style
- Hold Shift while dragging a corner handle
 - Keeps aspect ratio the same
- Hold Ctrl while dragging a side handle to make an equal change on the opposite
- Hold Alt on chart move to snap to a cell corner in the top left
- Hold Alt on a handle drag (corner/side) to snap the adjust to a cell
 - Any cell height/width adjusts will adjust the chart too
- Also in the Design tab you'll see the Switch Row/Column tab for showing flipping the axis interpretation of the chart
 - Duplicate the chart if you'd like to see the same chart at the same time

Section 2: Create chart titles from cell content

- Create chart using Alt+F1
- To add a cell based title:
 1. Click the title
 2. Press '='
 3. Click the cell you want to use as the chart title
 4. Enter
- Note this does not work on older/stranger chart
 - Ex) Treemap charts

Section 3: Create and manipulate shapes with Shift, Ctrl, and Alt keys

- Hold Shift while dragging a corner handle
 - Keeps aspect ratio the same
- The Orange circle in some shapes allow to control contextual features
 - Angles on a Hexagon
 - Radius of a Sun
 - Smile or Frown of a Smiley-Face
- Hold Alt to snap to cell
- Use the send forward and backward options to move the order the images appear

Section 4: Create linked dynamic and linked static images

- Using the Paste dropdown on the Home tab
 - Use "Paste Picture" near the bottom for a static image paste that does NOT update when you change the data (directly or by formula)
 - Use "Paste Linked Picture" near the bottom for a static image paste that does update when you change the data (directly or by formula)

- Use the normal Fill in the Home tab to give the picture a background color
- Useful for monitoring other sheets as formulas change in the active sheet