

# Keyboard Shortcuts



**Windows Shortcuts:** [Microsoft Office Support pages](#) | **Mac Shortcuts:** [Microsoft Office Support pages](#)

**F11 (F11\*)** -- Insert new Chart sheet from selection.

\* To use the Function keys in Excel on a Mac you will need to use the **fn** key in addition to the function key.

If you don't want to press the **fn** key each time, you can change your Apple system preferences:

1. On the **Apple** menu, press **System Preferences**.
2. Select **Keyboard**.
3. On the **Keyboard** tab, select the check box for **Use all F1, F2, etc. keys as standard function keys**.

This will now mean you need to use the **fn** key in addition to the Function key of choice to perform the special operations (change volume for instance)

Some function keys may be set to Operating System tasks. F11 may show your desktop rather than creating a chart. If you wish to modify this behavior you can do change this from the Apple System Preferences:

1. On the **Apple** menu, press **System Preferences**.
2. Select **Keyboard**.
3. On the **Shortcuts** tab, select mission control
4. Uncheck **Show Desktop**

You may find other Function keys are set to certain Operating System behaviors also. You can change the key associated with the behavior, or disable it. Please exercise caution when modifying the key to perform a behavior as this will override other expected behavior performed by the key.

# Excel Terminology



## **Chart Area**

The chart area refers to the entire chart; typical elements are the data series, axes, titles and legends.

## **Chart Sheet**

A chart sheet is a worksheet that only contains one chart. If you want to move your chart to a chart sheet, you need to use the Move Chart tool on the CHARTS/DESIGN tab. When charts appear on worksheets along with other information, they are embedded.

## **Data Label**

Extra information associated with a data point. Often used to show the actual value of a data point, e.g. the height of a bar or percentage of a pie slice. Data labels are not always displayed on the chart.

## **Data Points**

Values from cells on worksheets, displayed as bars, lines, columns, pie slices or other shapes on a chart.

## **Data Series**

A collection of related values plotted on a chart.

## **Embedded Chart**

The chart is embedded as an object on the worksheet, alongside the data it is generated from. The chart can be printed as part of that sheet or as a separate item. Best used when the data needs to be shown in the context of the worksheet data.

## **Gridlines**

Lines across the plot area, allowing the eye to travel more easily back to the values on the axes.

## **Legend**

The legend is displayed in a location outside of the grid framed by the axis. A key that appears in a small box beside your chart, showing which colours and symbols represent each data series.

## Plot Area

The part of the chart bound by the vertical and horizontal axes and their opposing sides.

## X & Y Axes

The X axis lies along the bottom of the chart and is usually used for categories. The Y axis goes up one side and is used for data series values. The axes are reversed on bar charts.

## Ninja Tip of the Week



### Don't underestimate the right-click

Right-clicking on a chart in Excel allows you to alter pretty much any part and aspect of a chart. The right-click gives you quick and convenient access to most options for a productive and efficient workflow.

### Transposing columns into rows (and vice versa)

Every now and then you create a nice set of data only to realise that you would have preferred that the data that is currently in columns to appear in rows (or the other way around). Excel provides a little-known feature that allows you to do change your rows and columns by transposing them.

Sometimes you'll be working with data formatted in columns and you really need it to be in rows (or the other way around). Simply copy the row or column you'd like to transpose, right click on the destination cell and select *Paste Special*. A checkbox on the bottom of the resulting popup window is labeled *Transpose*. Check the box and click OK. Excel will do the rest.