



# Instructor Inputs

Session 5



## Slide 1

### Office Excel 2007 : Level 2

#### Objectives

- ◆ In this session, you will learn to:
  - ◆ Insert and modify pictures and ClipArt
  - ◆ Draw and modify shapes
  - ◆ Illustrate workflow using SmartArt graphics
  - ◆ Layer and group graphic objects
  - ◆ Customize the Excel environment
  - ◆ Customize workbooks
  - ◆ Manage themes
  - ◆ Create and use templates

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Discuss the session objectives with the students.

## Slide 2

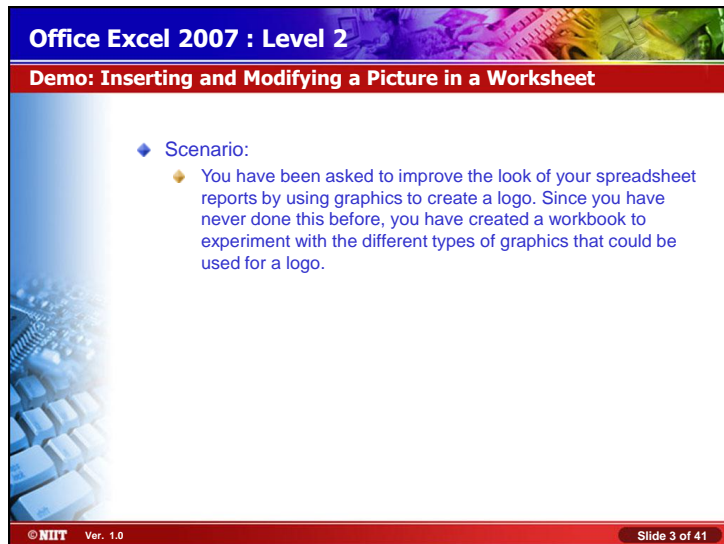
### Office Excel 2007 : Level 2

#### Insert and Modify Pictures and ClipArt

- ◆ A graphic object is a visual element that can be inserted into a worksheet.
- ◆ The following figure shows a graphic object.

Diagram illustrating graphic objects in Excel. The diagram shows a worksheet grid with two graphic objects. The first object, a house icon, is labeled "Graphic Object (Not Selected)". It has an "Adjustment Handle" (a small square at the top center) and a "Rotate Handle" (a small circle at the top center). The second object, a rectangle, is labeled "Graphic Object (Selected)". It has "Selection Handles" (small squares at the corners and midpoints of the sides).

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Office Excel 2007 : Level 2

**Demo: Inserting and Modifying a Picture in a Worksheet**

◆ Scenario:

- ◆ You have been asked to improve the look of your spreadsheet reports by using graphics to create a logo. Since you have never done this before, you have created a workbook to experiment with the different types of graphics that could be used for a logo.

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Discuss the scenario of Activity 5-1 of Lesson 5 in the Student Guide with the students.  
You can access the data file for this activity from the following path in the TIRM CD:  
TIRM\DATAFILES FOR FACULTY\LEVEL 2\Inserting Graphic Objects\Graphics.xlsx

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**Office Excel 2007 : Level 2**

**Demo: Inserting and Modifying a Picture in a Worksheet (Contd.)**

◆ **Solution:**

◆ To solve the preceding scenario, you need to perform the following tasks:

1. Insert the globe graphic onto the worksheet Globe.
2. Apply Picture Style 4 to the graphic.
3. Resize the picture so that it is 1.5 inches wide and 1.5 inches tall.
4. Apply the Sun picture shape to the globe graphic.
5. Apply a blue 1 1/2 pt picture border.
6. Apply a 3-D preset picture effect.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:

TIRM\Data files For Faculty\SOLUTIONS\Inserting Graphic Objects\My Graphics.xlsx

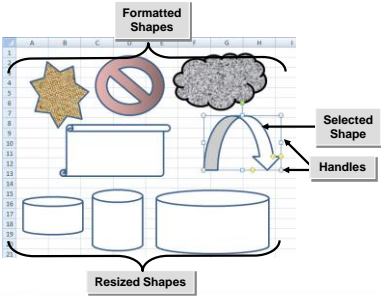
Slide 5

**Office Excel 2007 : Level 2**

**Draw and Modify Shapes**

◆ Shapes are simple geometric objects that you can draw and modify as needed to enhance your worksheets.

◆ The following figure shows the shapes.



Formatted Shapes

Selected Shape

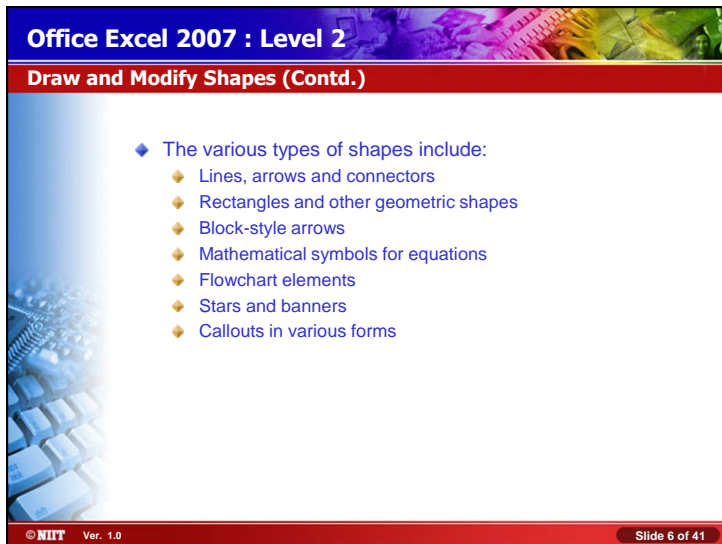
Handles

Resized Shapes

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The lines and shapes help to add emphasis to a particular area of a worksheet. They can create custom graphics easily by using Excel's library of lines and shapes.

Slide 6



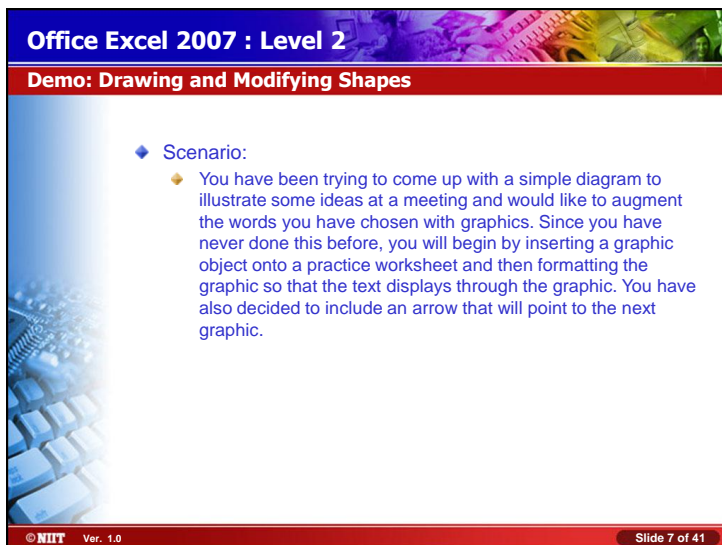
**Office Excel 2007 : Level 2**

**Draw and Modify Shapes (Contd.)**

- ◆ The various types of shapes include:
  - ◆ Lines, arrows and connectors
  - ◆ Rectangles and other geometric shapes
  - ◆ Block-style arrows
  - ◆ Mathematical symbols for equations
  - ◆ Flowchart elements
  - ◆ Stars and banners
  - ◆ Callouts in various forms

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**Office Excel 2007 : Level 2**

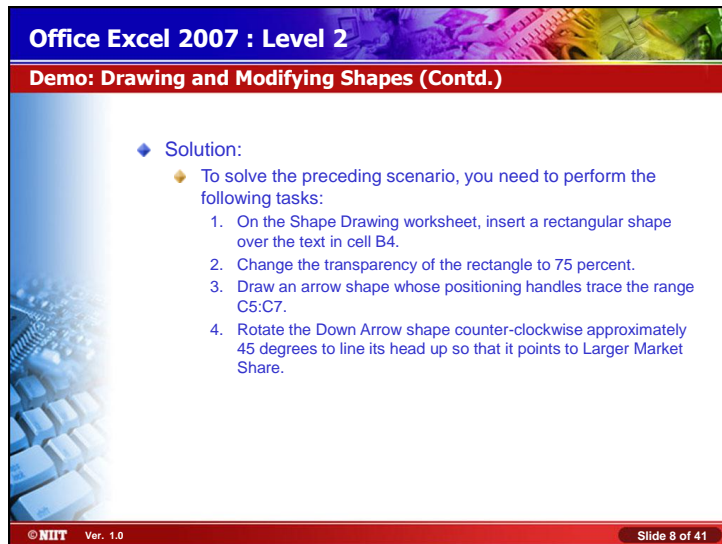
**Demo: Drawing and Modifying Shapes**

- ◆ Scenario:
  - ◆ You have been trying to come up with a simple diagram to illustrate some ideas at a meeting and would like to augment the words you have chosen with graphics. Since you have never done this before, you will begin by inserting a graphic object onto a practice worksheet and then formatting the graphic so that the text displays through the graphic. You have also decided to include an arrow that will point to the next graphic.

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Discuss the scenario of Activity 5-2 of Lesson 5 in the Student Guide with the students.  
You can access the data file for this activity from the following path in the TIRM CD:  
TIRM\DATAFILES FOR FACULTY\Solutions\LEVEL 2\Inserting Graphic Objects\My Graphics.xlsx

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**Office Excel 2007 : Level 2**

**Demo: Drawing and Modifying Shapes (Contd.)**

◆ **Solution:**

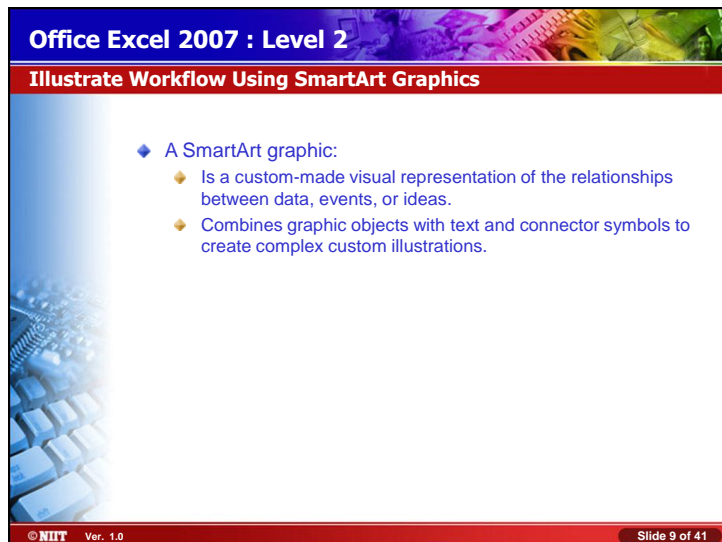
- ◆ To solve the preceding scenario, you need to perform the following tasks:
  1. On the Shape Drawing worksheet, insert a rectangular shape over the text in cell B4.
  2. Change the transparency of the rectangle to 75 percent.
  3. Draw an arrow shape whose positioning handles trace the range C5:C7.
  4. Rotate the Down Arrow shape counter-clockwise approximately 45 degrees to line its head up so that it points to Larger Market Share.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:

TIRM\Data Files for Faculty\SOLUTIONS\Level 2\Inserting Graphic Objects\My Graphics.xlsx

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**Office Excel 2007 : Level 2**

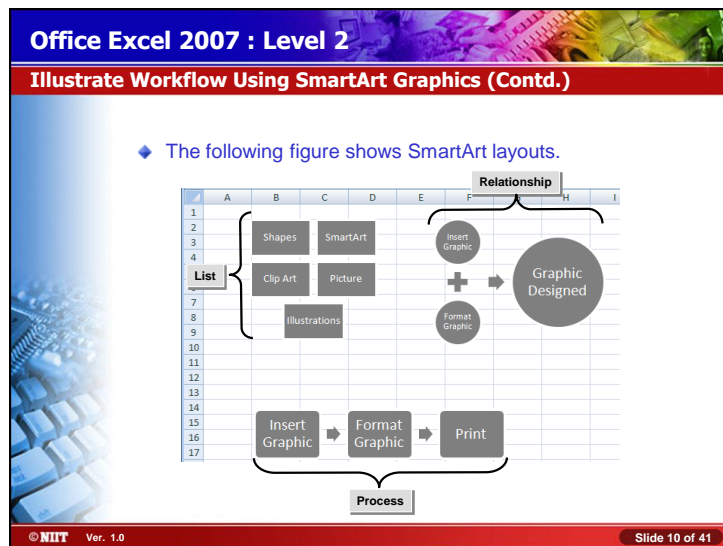
**Illustrate Workflow Using SmartArt Graphics**

◆ **A SmartArt graphic:**

- ◆ Is a custom-made visual representation of the relationships between data, events, or ideas.
- ◆ Combines graphic objects with text and connector symbols to create complex custom illustrations.

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SmartArt graphics are used to create a comprehensive workflow diagram that helps to present a complicated workflow process.



The SmartArt gallery, in the Illustrations group on the Insert tab, displays SmartArt layouts in seven categories. Refer to page 110 to list all the seven categories. Each category contains a variety of layouts for showing the appropriate type of relationship, sequence, or hierarchy between the components of the SmartArt object.

The figure given in the above slide shows three categories of SmartArt layouts:

- List
- Process
- Relationship



**Office Excel 2007 : Level 2**

**Demo: Inserting a SmartArt Graphic**

◆ Scenario:

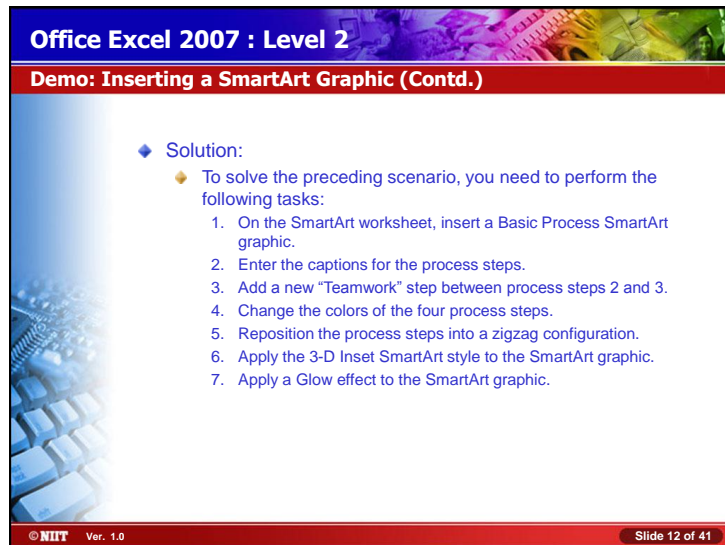
- ◆ You have an upcoming sales meeting where the intention is to motivate the sales people. You have decided to create a colorful process diagram that depicts the process steps for a successful salesperson.

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Discuss the scenario of Activity 5-3 of Lesson 5 in the Student Guide with the students.

You can access the data file for this activity from the following path in the TIRM CD:

TIRM\DATAFILES FOR FACULTY\Solutions\LEVEL 2\Inserting Graphic Objects\My Graphics.xlsx



**Office Excel 2007 : Level 2**

**Demo: Inserting a SmartArt Graphic (Contd.)**

◆ **Solution:**

- ◆ To solve the preceding scenario, you need to perform the following tasks:
  1. On the SmartArt worksheet, insert a Basic Process SmartArt graphic.
  2. Enter the captions for the process steps.
  3. Add a new "Teamwork" step between process steps 2 and 3.
  4. Change the colors of the four process steps.
  5. Reposition the process steps into a zigzag configuration.
  6. Apply the 3-D Inset SmartArt style to the SmartArt graphic.
  7. Apply a Glow effect to the SmartArt graphic.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:

TIRM\Data files for Faculty\SOLUTIONS\Level 2\Inserting Graphic Objects\My Graphics.xlsx

**Office Excel 2007 : Level 2**

**Layer and Group Graphic Objects**

- ◆ Layering is a method of displaying graphics that overlap other graphics in a specific order.
- ◆ The following figure shows the layering method.

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A worksheet may require creation of complex designs to integrate separate graphics in a narrow space. To control the position of graphics, you can use the layers and can form groups of graphics.

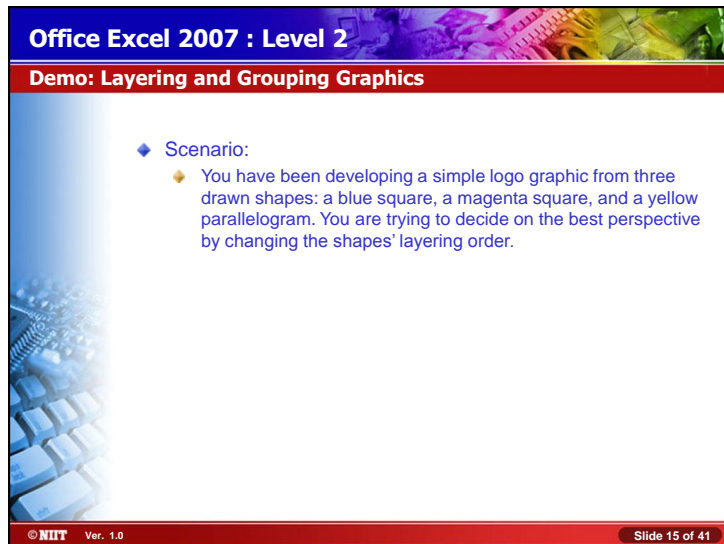
**Office Excel 2007 : Level 2**

**Layer and Group Graphic Objects (Contd.)**

- ◆ Grouping is a method of connecting multiple graphics so that you can manipulate them as a unit.
- ◆ The following figure shows the grouping method.

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Use the figure given in the above slide to show the difference between ungrouped and grouped images.



The slide features a blue header with the text "Office Excel 2007 : Level 2" and a red sub-header with "Demo: Layering and Grouping Graphics". The main content area is white with a blue gradient on the left side. It contains a "Scenario" section with a blue diamond icon and a yellow diamond icon. The text describes a task of creating a logo from three shapes: a blue square, a magenta square, and a yellow parallelogram, with the goal of determining the best perspective by changing their layering order. The bottom of the slide has a red footer bar with the NIIT logo, "Ver. 1.0", and "Slide 15 of 41".

**Office Excel 2007 : Level 2**

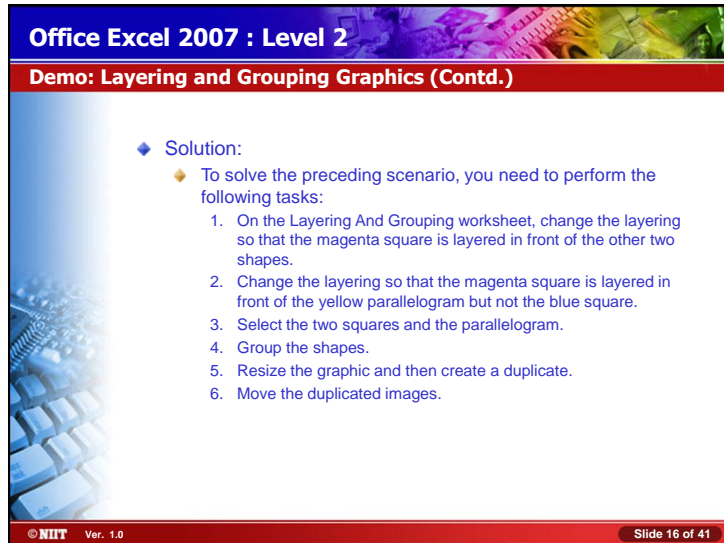
**Demo: Layering and Grouping Graphics**

◆ Scenario:

- ◆ You have been developing a simple logo graphic from three drawn shapes: a blue square, a magenta square, and a yellow parallelogram. You are trying to decide on the best perspective by changing the shapes' layering order.

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Discuss the scenario of Activity 5-4 of Lesson 5 in the Student Guide with the students.  
You can access the data file for this activity from the following path in the TIRM CD:  
TIRM\DATAFILES FOR FACULTY\LEVEL 2\Inserting Graphic Objects\Graphics.xlsx

The slide features a blue header with the text "Office Excel 2007 : Level 2" and a red sub-header with "Demo: Layering and Grouping Graphics (Contd.)". The main content area is white with a blue gradient on the left side. It contains a "Solution:" section with a diamond icon, followed by a task list. The footer is red and contains the text "©NIIT Ver. 1.0" and "Slide 16 of 41".

**Office Excel 2007 : Level 2**

**Demo: Layering and Grouping Graphics (Contd.)**

◆ **Solution:**

- ◆ To solve the preceding scenario, you need to perform the following tasks:
  1. On the Layering And Grouping worksheet, change the layering so that the magenta square is layered in front of the other two shapes.
  2. Change the layering so that the magenta square is layered in front of the yellow parallelogram but not the blue square.
  3. Select the two squares and the parallelogram.
  4. Group the shapes.
  5. Resize the graphic and then create a duplicate.
  6. Move the duplicated images.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:

TIRM\Data Files for Faculty\SOLUTIONS\Level 2\Inserting Graphic Objects\My Graphics.xlsx

## Office Excel 2007 : Level 2

### Customize the Excel Environment

- ◆ Excel provides options that enable you to display the elements you require.
- ◆ The Popular category in the Excel Options dialog box enables you to personalize Excel environment settings.

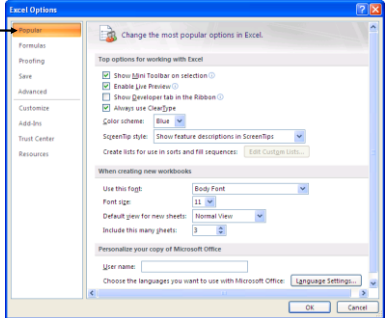
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## Office Excel 2007 : Level 2

### Customize the Excel Environment (Contd.)

◆ The following figure shows the Popular category in the Excel Options dialog box.

Popular category



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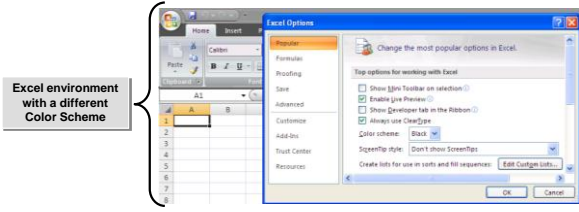
Use the figure given in the above slide to discuss about various items on the Popular category in the Excel Options dialog box. Refer to page 122 to discuss these options. These options are used to customize the Excel interface to suit our requirements.

**Office Excel 2007 : Level 2**

**Customize the Excel Environment (Contd.)**

- ◆ A color scheme is a defined set of colors used to control the overall appearance of the Excel application.
- ◆ The default color scheme is Blue, but you can select other color schemes.
- ◆ The following figure shows a Black color scheme.

Excel environment with a different Color Scheme



The screenshot shows the Excel Options dialog box with the Customization tab selected. Under the 'Top options for working with Excel' section, the 'Color scheme' is set to 'Black'. The background of the Excel application window is visible, showing a black color scheme.

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**Office Excel 2007 : Level 2**

**Demo: Customizing Display Options in Excel**

- ◆ Scenario:
  - ◆ After working with Excel for some time, you decide there are some changes to the application you would like to make. You want your initials to be attached to files that you create and would like to change the overall color scheme to silver. You have seen some people work in Excel without displaying the Ribbon all the time. You want to investigate the Ribbon display choices and choose one for your working environment.

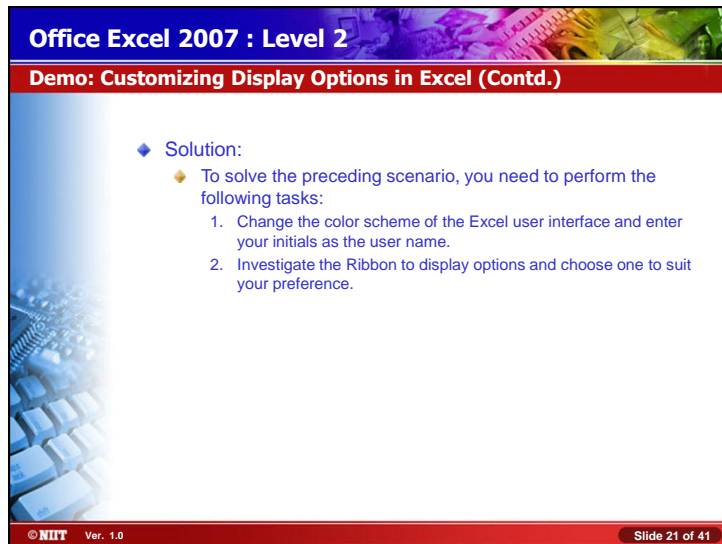
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Discuss the scenario of Activity 6-1 of Lesson 6 in the Student Guide with the students.

You can access the data file for this activity from the following path in the TIRM CD:

TIRM\DATAFILES FOR FACULTY\LEVEL 2\Customizing and Enhancing Workbooks and the Excel Environment\Billing Statement.xlsx

## Slide 21



**Office Excel 2007 : Level 2**

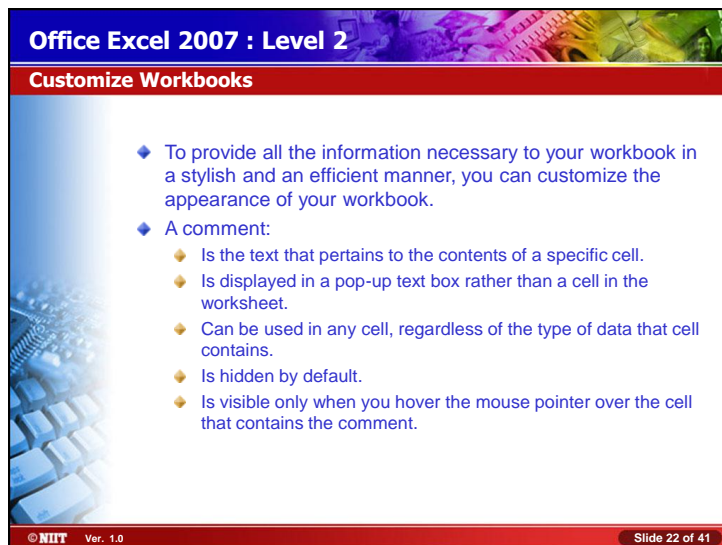
**Demo: Customizing Display Options in Excel (Contd.)**

◆ **Solution:**

- ◆ To solve the preceding scenario, you need to perform the following tasks:
  1. Change the color scheme of the Excel user interface and enter your initials as the user name.
  2. Investigate the Ribbon to display options and choose one to suit your preference.

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## Slide 22



**Office Excel 2007 : Level 2**

**Customize Workbooks**

◆ To provide all the information necessary to your workbook in a stylish and an efficient manner, you can customize the appearance of your workbook.

◆ **A comment:**

- ◆ Is the text that pertains to the contents of a specific cell.
- ◆ Is displayed in a pop-up text box rather than a cell in the worksheet.
- ◆ Can be used in any cell, regardless of the type of data that cell contains.
- ◆ Is hidden by default.
- ◆ Is visible only when you hover the mouse pointer over the cell that contains the comment.

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Besides customizing the overall Excel interface, a user can customize individual workbooks also to suit their requirements.

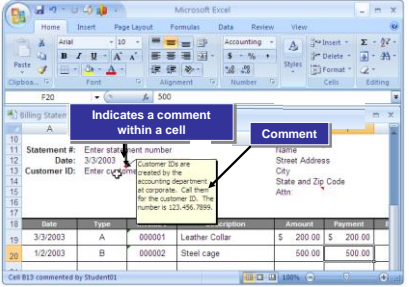


## Slide 23

**Office Excel 2007 : Level 2**

**Customize Workbooks (Contd.)**

◆ The following figure shows how a comment is displayed in a workbook.



Indicates a comment within a cell

Comment

Date	Type	Description	Amount	Payment
3/3/2003	A	000001 Leather Collar	\$ 200.00	\$ 200.00
1/2/2003	B	000002 Steel cage	500.00	500.00

Cell B13 commented by Student001

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The figure in the above slide shows an Excel worksheet with a comment added to the cell B13.

## Slide 24

**Office Excel 2007 : Level 2**

**Customize Workbooks (Contd.)**

◆ Hyperlink:

- ◆ Is a link within a document that provides quick access to related information.
- ◆ Appears in the document as text or a picture.
- ◆ Opens the target data in the application when selected.

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**Office Excel 2007 : Level 2**

**Customize Workbooks (Contd.)**

◆ The following figures show a hyperlink.

Links to a Word Document

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The figures in the above slide show an Excel file and a Word document. The Excel file consists of Customer ID as a hyperlink, which when clicked, opens the Word document. The Word document, in turn, provides the corresponding Customer's name.

**Office Excel 2007 : Level 2**

**Customize Workbooks (Contd.)**

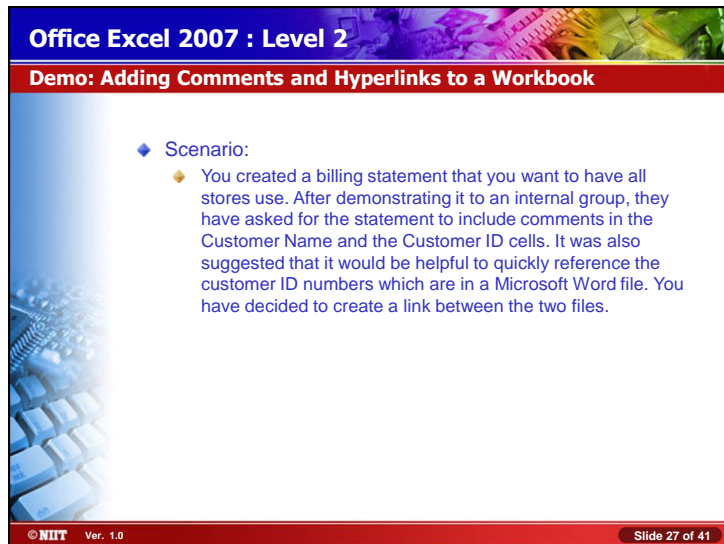
◆ Watermarks in Excel:

- ◆ Are the text or graphical element that appears as a background on every page of a printed document.
- ◆ Help identify the status, urgency, or ownership of a document.
- ◆ Are implemented by inserting a graphic of an appropriate size in the header or the footer area of the worksheet.

◆ The following figure shows a watermark in an Excel worksheet.

Watermark

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**Office Excel 2007 : Level 2**

**Demo: Adding Comments and Hyperlinks to a Workbook**

◆ Scenario:

- ◆ You created a billing statement that you want to have all stores use. After demonstrating it to an internal group, they have asked for the statement to include comments in the Customer Name and the Customer ID cells. It was also suggested that it would be helpful to quickly reference the customer ID numbers which are in a Microsoft Word file. You have decided to create a link between the two files.

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Discuss the scenario of Activity 6-2 of Lesson 6 in the Student Guide with the students.

You can access the data file for this activity from the following path in the TIRM CD:  
TIRM\DATAFILES FOR FACULTY\LEVEL 2\Customizing and Enhancing Workbooks and the Excel Environment\Billing Statement.xlsx

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**Office Excel 2007 : Level 2**

**Demo: Adding Comments and Hyperlinks to a Workbook (Contd.)**

◆ **Solution:**

- ◆ To solve the preceding scenario, you need to perform the following tasks:
  1. Add comments to cells A13 and E11.
  2. Modify the comment in cell E11.
  3. Add a hyperlink to quickly look up the Customer ID for Canary Cove.
  4. Prepare the file for printing by the Accounting department.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:

TIRM\Data Files For Faculty\SOLUTIONS\Level 2\Customizing and Enhancing Workbooks and the Excel Environment\My Billing Statement.xlsx

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**Office Excel 2007 : Level 2**

**Manage Themes**

◆ **A theme:**

- ◆ Is a unified set of formatting and appearance settings that can be applied to a workbook as a whole.
- ◆ Appears in the Themes gallery.

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**Office Excel 2007 : Level 2**

**Manage Themes (Contd.)**

◆ The following figures show the use of themes in an Excel worksheet.

**Office Theme**

Column Letter Style and Size

Row Number Style and Size

WordArt Default Font Color/Style

Table Default Font Color/Style

**Paper Theme**

Column Letter Style and Size

WordArt Default Font Color/Style

Table Default Font Color/Style

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The figures in the above slide show the first quarter sales performance of Our Global Company. In addition, the figures show the Paper and Office themes applied to the sales data of various regions of Our Global Company.

**Office Excel 2007 : Level 2**

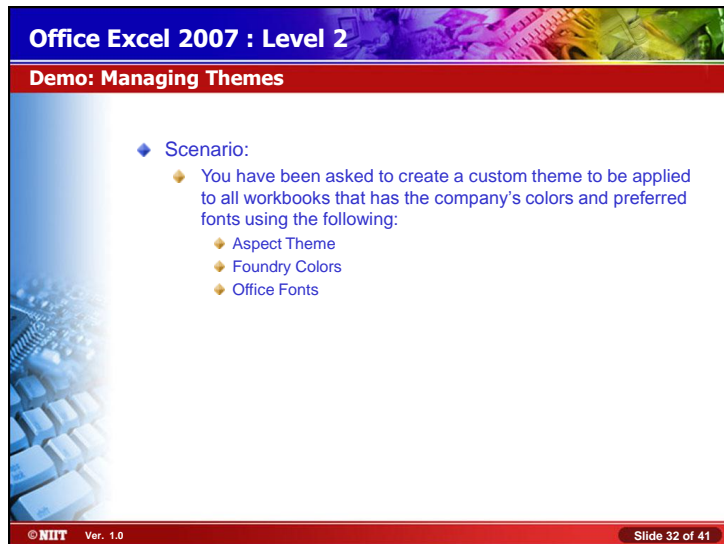
**Manage Themes (Contd.)**

◆ Theme modification options:

- ◆ You can select a different set of colors, fonts, and effects to use in the theme.
- ◆ You can create new colors to apply to different theme elements.
- ◆ You can create new fonts to apply to different theme elements.

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Later discuss the options of the Theme Colors section in the Create New Theme Colors dialog box given in page 132. These options are used to set theme colors for the different elements on a worksheet.



The slide is titled "Office Excel 2007 : Level 2" and "Demo: Managing Themes". It features a blue gradient background on the left with a keyboard image. The main content area is white with a blue diamond icon followed by the text "Scenario:". Below this, there is a yellow diamond icon followed by the text "You have been asked to create a custom theme to be applied to all workbooks that has the company's colors and preferred fonts using the following:". Underneath, there are three yellow diamond icons followed by the text "Aspect Theme", "Foundry Colors", and "Office Fonts". The bottom of the slide has a red bar with "© NIIT Ver. 1.0" on the left and "Slide 32 of 41" on the right.

Office Excel 2007 : Level 2

**Demo: Managing Themes**

◆ Scenario:

- ◆ You have been asked to create a custom theme to be applied to all workbooks that has the company's colors and preferred fonts using the following:
  - ◆ Aspect Theme
  - ◆ Foundry Colors
  - ◆ Office Fonts

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Discuss the scenario of Activity 6-3 of Lesson 6 in the Student Guide with the students.

You can access the data files, in the following order, for this activity from the following path in the TIRM CD:

TIRM\Data Files for Faculty\SOLUTIONS\Level 2\Customizing and Enhancing Workbooks and the Excel Environment\My Billing Statement.xlsx

TIRM\DATAFILES FOR FACULTY\LEVEL 2\Customizing and Enhancing Workbooks and the Excel Environment\Formatted Tables.xlsx

**Office Excel 2007 : Level 2**

**Demo: Managing Themes (Contd.)**

◆ **Solution:**

- ◆ To solve the preceding scenario, you need to perform the following tasks:
  1. Change the theme of the workbook to Aspect.
  2. Modify the Aspect theme and save the changes.
  3. Test the custom theme by applying it to another workbook.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:

TIRM\Data Files For Faculty\SOLUTIONS\Level 2\Customizing and Enhancing Workbooks and the Excel Environment\My Formatted Tables.xlsx

**Office Excel 2007 : Level 2**

**Create and Use Templates**

- ◆ A template:
  - ◆ Is a worksheet that contains preconfigured formatting, formulas, and text.
  - ◆ May contain standard data that can be used in a combination with any other data that users can enter.
  - ◆ Is saved with a file extension .xltx.

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You can tell the students that a user can reuse the basic workbook structure as a template so that there is no need to build an entire workbook from scratch.

In addition, when a workbook is created from a template, the default file name of the workbook is the same as the file name of the template with a number added to it. In addition, the file extension changes from .xltx for a template to .xlsx, indicating that a workbook has been created from that template.



## Office Excel 2007 : Level 2

### Create and Use Templates (Contd.)

- ◆ Types of templates:
  - ◆ Predefined templates
  - ◆ Custom templates
- ◆ Some predefined templates are installed when you install Excel, such as the Billing Statement and Expense Report templates.

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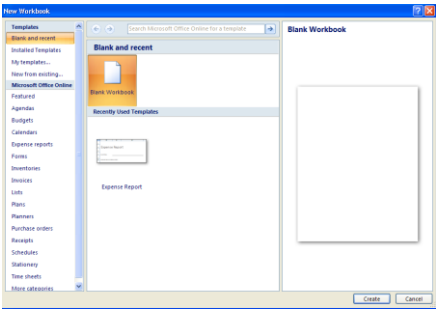
You tell the students that a template is selected from the Templates section of the New Workbook window. In addition, templates can be selected by using the following ways:

- Choose from templates that are already installed in Excel 2007.
- Choose from the various template categories available from the Microsoft Office Online site.
- Enter search text to locate a particular type of template on Office Online.

## Office Excel 2007 : Level 2

### Create and Use Templates (Contd.)

- ◆ The following figure shows the types of Excel templates.



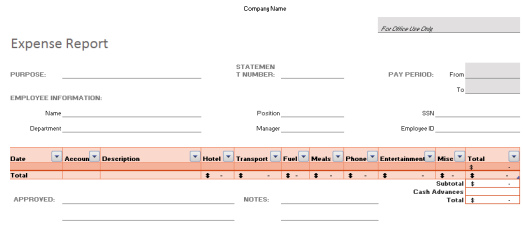
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**Office Excel 2007 : Level 2**

**Create and Use Templates (Contd.)**

◆ The following figure shows an Expense Report template.



The figure shows an 'Expense Report' template form. It includes fields for 'Company Name', 'Purpose', 'Statement Number', 'Pay Period' (From/To), 'Employee Information' (Name, Position, SSN, Department, Manager, Employee ID), and a table for recording expenses. The table has columns for Date, Account, Description, Hotel, Transport, Fuel, Meals, Phone, Entertainment, Misc, and Total. Below the table are fields for 'Approved', 'Notes', 'Subtotal', 'Cash Advances', and 'Total'.

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**Office Excel 2007 : Level 2**

**Demo: Creating a Workbook from a Template**

◆ Scenario:

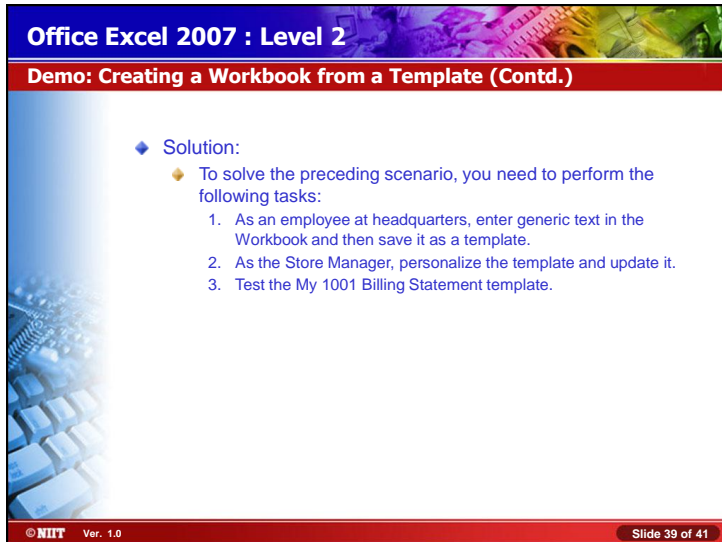
- ◆ The Director would like all store managers to begin using the Billing Statement and you have been asked to create a template from the workbook. As the Store Manager of Store 1001, you want to store your company information in the template, update the template, and test it for use.

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Discuss the scenario of Activity 6-4 of Lesson 6 in the Student Guide with the students.

You can access the data file for this activity from the following path in the TIRM CD:

TIRM\DATAFILES FOR FACULTY\Solutions\LEVEL 2\Customizing and Enhancing Workbooks and the Excel Environment\My Billing Statement.xlsx



**Office Excel 2007 : Level 2**

**Demo: Creating a Workbook from a Template (Contd.)**

◆ **Solution:**

◆ To solve the preceding scenario, you need to perform the following tasks:

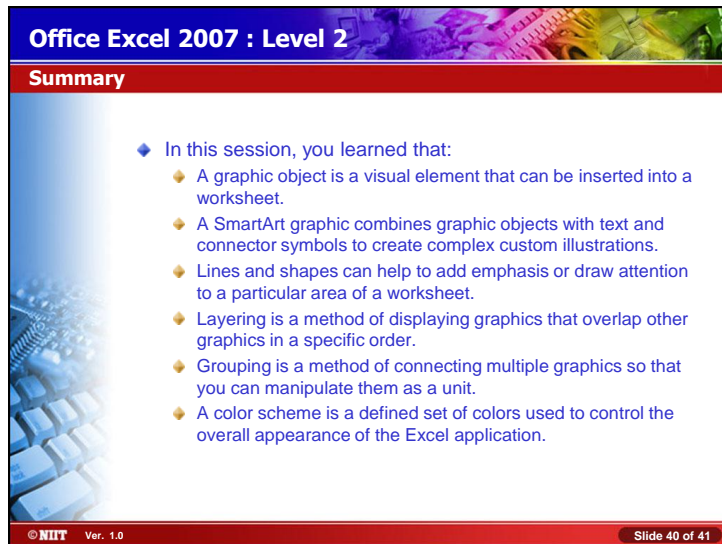
1. As an employee at headquarters, enter generic text in the Workbook and then save it as a template.
2. As the Store Manager, personalize the template and update it.
3. Test the My 1001 Billing Statement template.

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Discuss the solution with the students. To demonstrate the solution, access the file provided at the following path in the TIRM CD:

TIRM\Data Files for Faculty\SOLUTIONS\Level 2\Customizing and Enhancing Workbooks and the Excel Environment\My First Statement.xlsx

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**Summary**

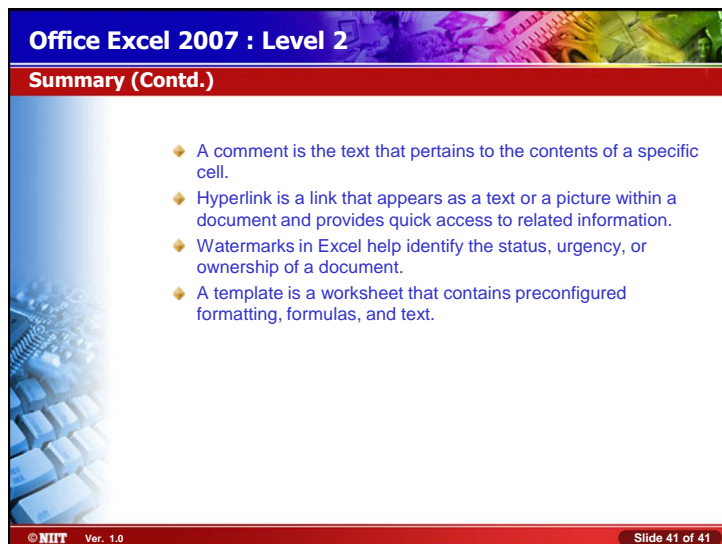
◆ In this session, you learned that:

- ◆ A graphic object is a visual element that can be inserted into a worksheet.
- ◆ A SmartArt graphic combines graphic objects with text and connector symbols to create complex custom illustrations.
- ◆ Lines and shapes can help to add emphasis or draw attention to a particular area of a worksheet.
- ◆ Layering is a method of displaying graphics that overlap other graphics in a specific order.
- ◆ Grouping is a method of connecting multiple graphics so that you can manipulate them as a unit.
- ◆ A color scheme is a defined set of colors used to control the overall appearance of the Excel application.

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Use the Summary slides to summarize the session.

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**Summary (Contd.)**

- ◆ A comment is the text that pertains to the contents of a specific cell.
- ◆ Hyperlink is a link that appears as a text or a picture within a document and provides quick access to related information.
- ◆ Watermarks in Excel help identify the status, urgency, or ownership of a document.
- ◆ A template is a worksheet that contains preconfigured formatting, formulas, and text.

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