Text Boxes, Shapes and Pictures

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Course Overview

Introducing Wired Brain Coffee

Text Boxes, Shapes and Pictures

Charts

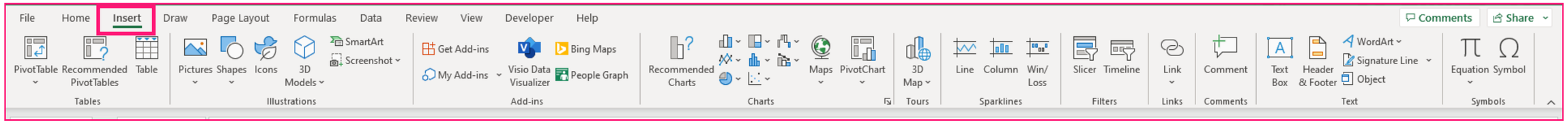
Course Summary and Next Steps

Team Meeting

"Here's that report you asked for, Gary."

"Yeah, I'm not sure what I was expecting, but this isn't it. Can you go ahead and make something better?"

"Oh, and I'll need you to present this to the leadership team on Monday. I'm going on vacation."


File
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Developer
Help
Comments
Share
PivotTable
Recommended PivotTables
Table
Tables
Pictures
Shapes
Icons
3D Models
SmartArt
Screenshot
Illustrations
Get Add-ins
My Add-ins
Visio Data Visualizer
Bing Maps
People Graph
Add-ins
Recommended Charts
Maps
PivotChart
Charts
3D Map
Tours
Line
Column
Win/ Loss
Sparklines
Slicer
Timeline
Filters
Link
Links
Comment
Comments
Text Box
Header & Footer
WordArt
Signature Line
Object
Text
Equation
Symbol
Symbols

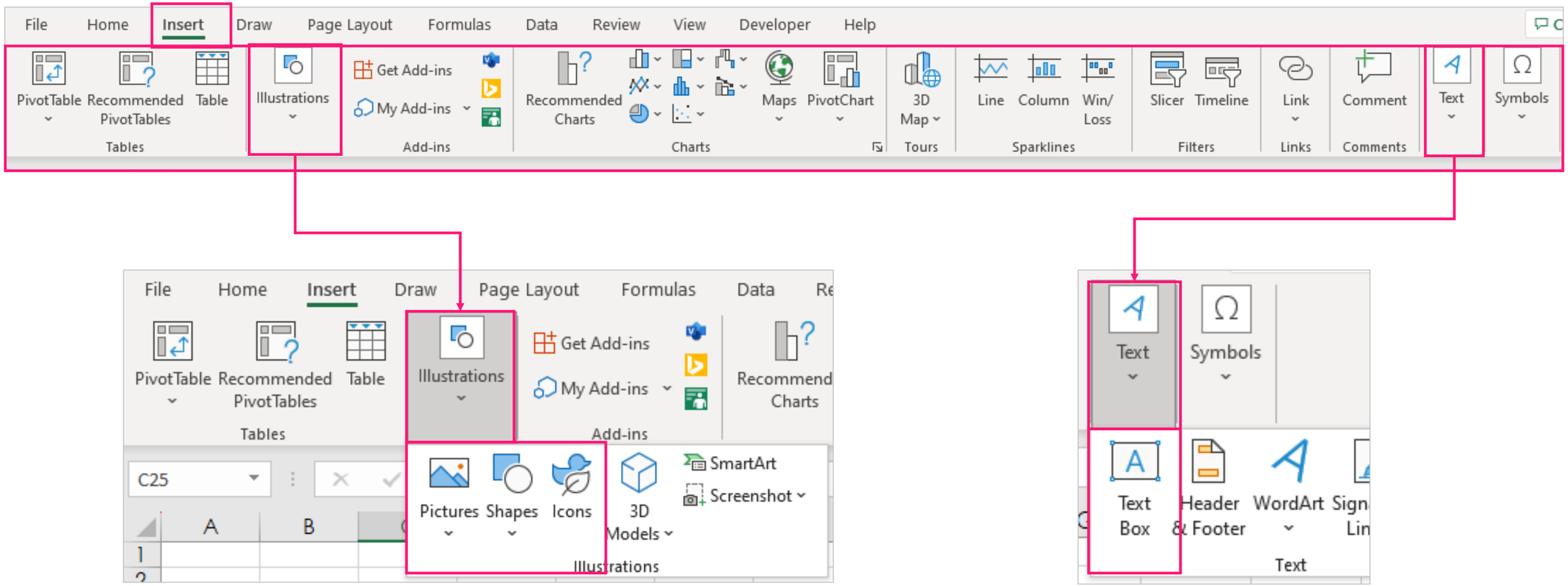
Course Overview

Introducing Wired Brain Coffee

Text Boxes, Shapes and Pictures

Charts

Course Summary and Next Steps



Pictures, shapes and icons

Text boxes

Module Overview

Inserting

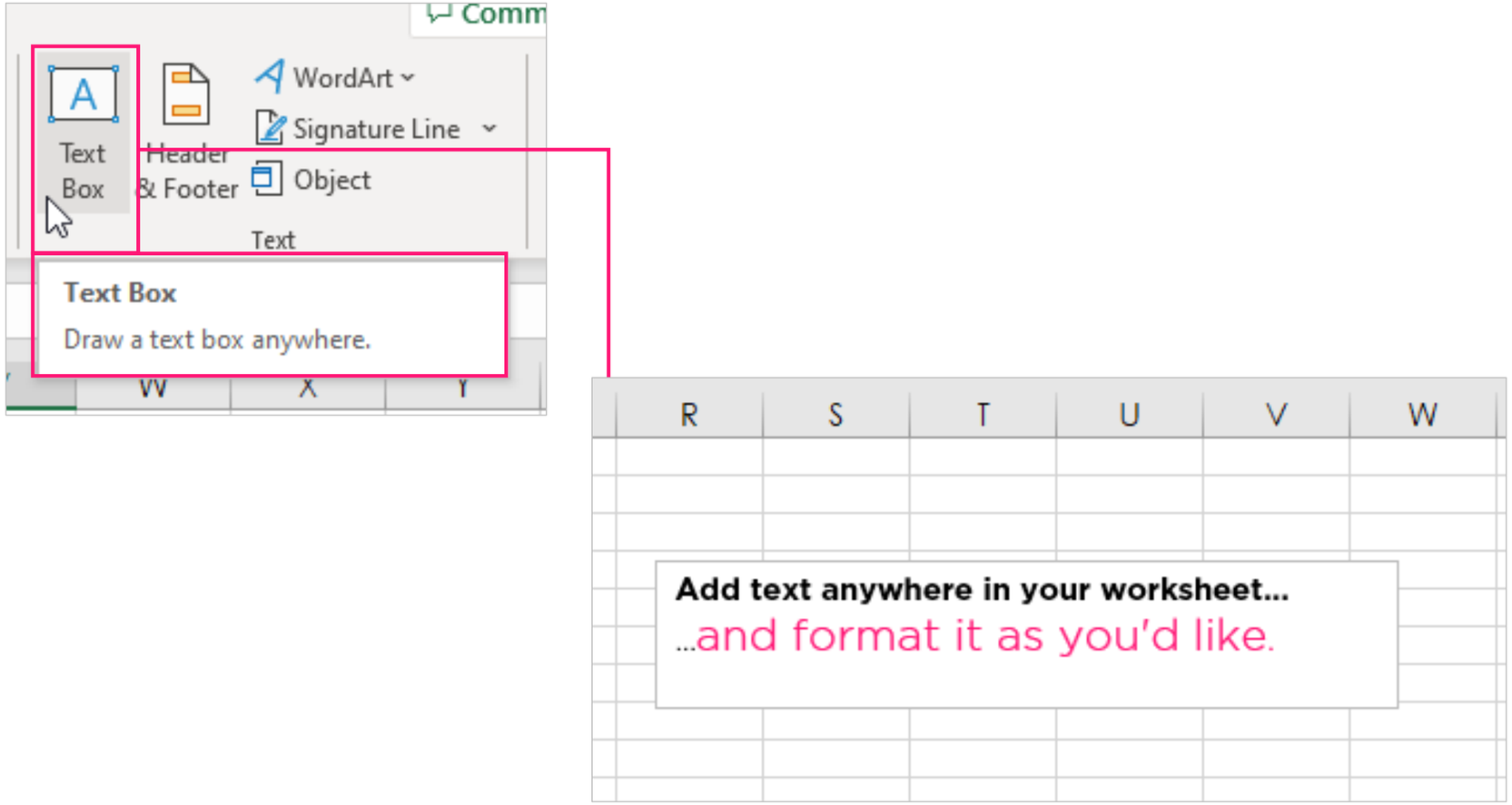
- Pictures
- Shapes
- Text boxes

Modifying object properties

Adding alt text for accessibility

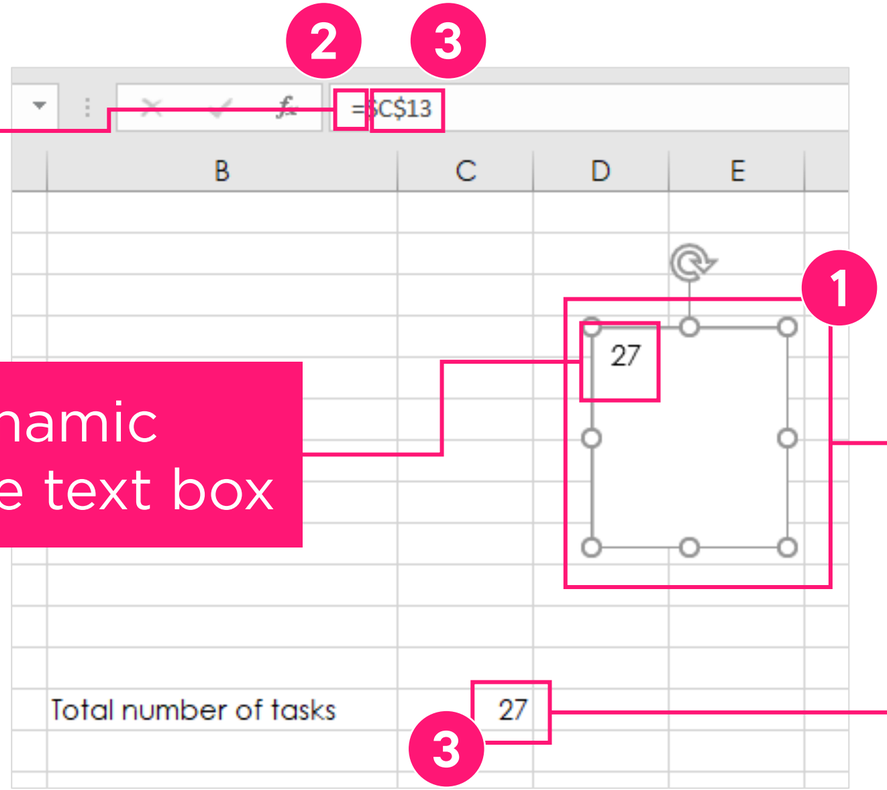
Inserting Text Boxes

Text Boxes


Comm
Text Box
Header & Footer
WordArt
Signature Line
Object
Text
Text Box
Draw a text box anywhere.
W
X
Y
R
S
T
U
V
W
Add text anywhere in your worksheet...
...and format it as you'd like.

Linking Data to a Text Box

In formula bar, type =



4 Voila! Dynamic data in the text box

Select the text box (outer edges only)

Select cell with data, then press Enter

When to Use

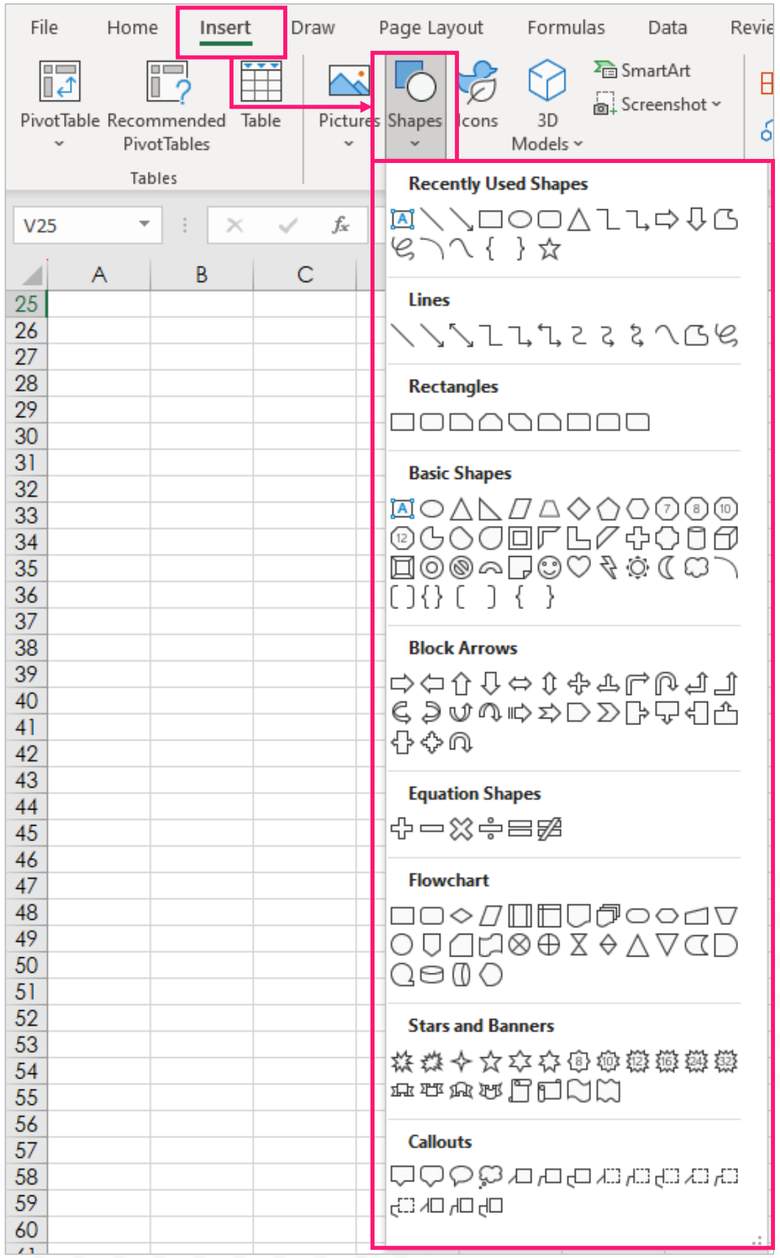
- Labels
- Captions for pictures
- Sidebars
- Quotes
- Call out important information
- Need alignment other than what a cell gives you

Demo

Inserting text boxes

Inserting Shapes

Shapes


File
Home
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Page Layout
Formulas
Data
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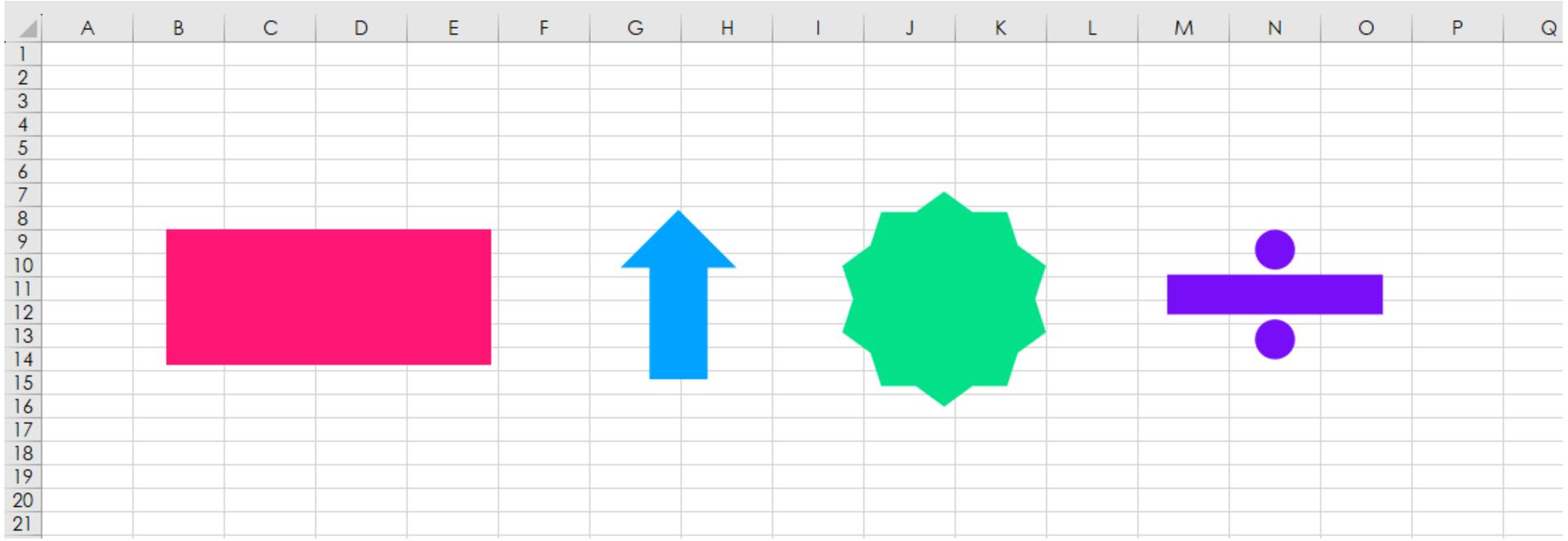
PivotTable
Recommended PivotTables
Table
Pictures
Shapes
Icons
3D Models
SmartArt
Screenshot
Tables
V25
A
B
C
Recently Used Shapes
Lines
Rectangles
Basic Shapes
Block Arrows
Equation Shapes
Flowchart
Stars and Banners
Callouts

Shapes


A B C D E F G H I J K L M N O P Q
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

When to Use

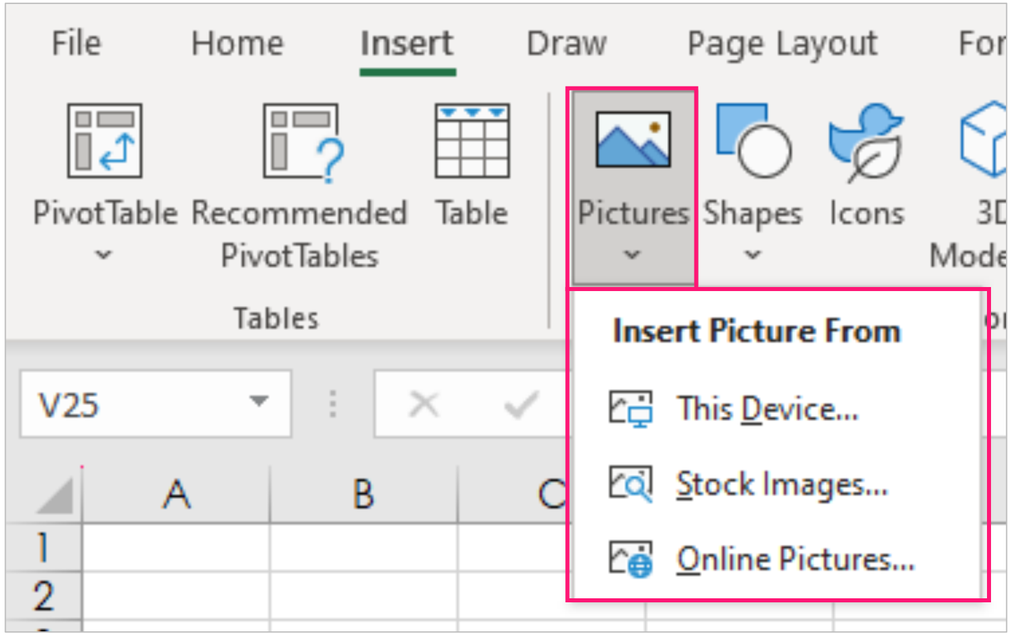
- Diagrams
- Flowcharts
- Connectors
- Callouts
- Backgrounds or borders
- Add visual interest
- In place of text boxes (adds fill/line)

Demo

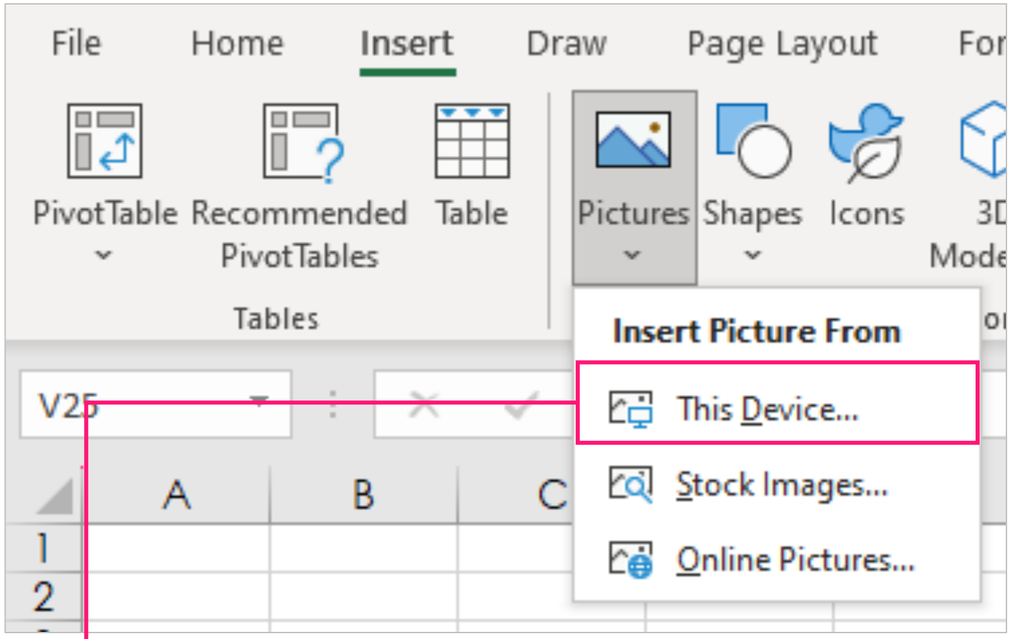
Inserting shapes

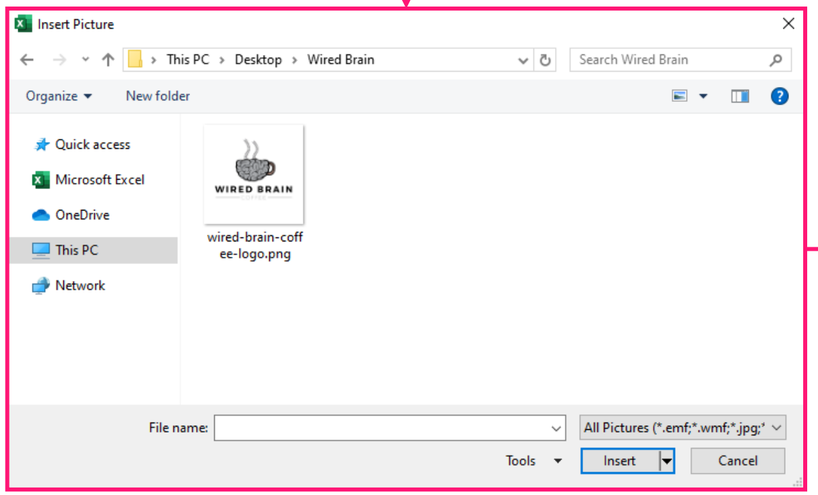
Inserting Pictures

Pictures


File
Home
Insert
Draw
Page Layout
PivotTable
Recommended PivotTables
Table
Tables
Pictures
Shapes
Icons
Insert Picture From
This Device...
Stock Images...
Online Pictures...
V25
A
B
1
2

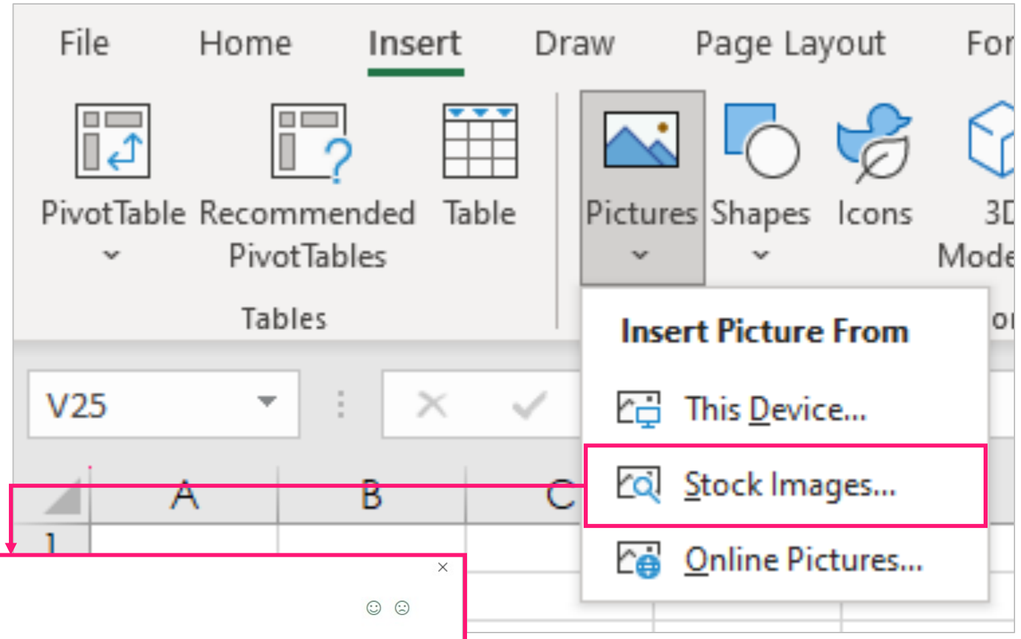
Pictures

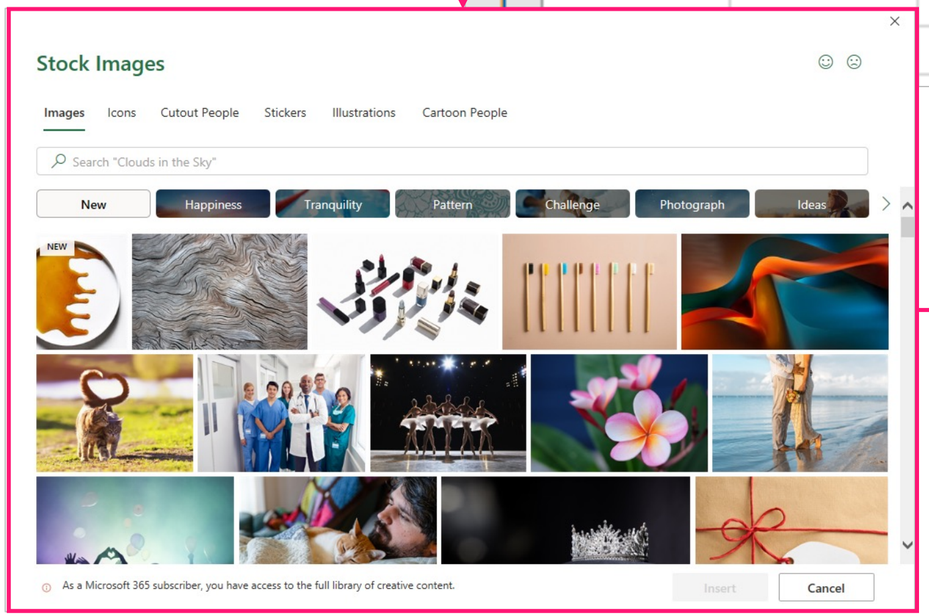




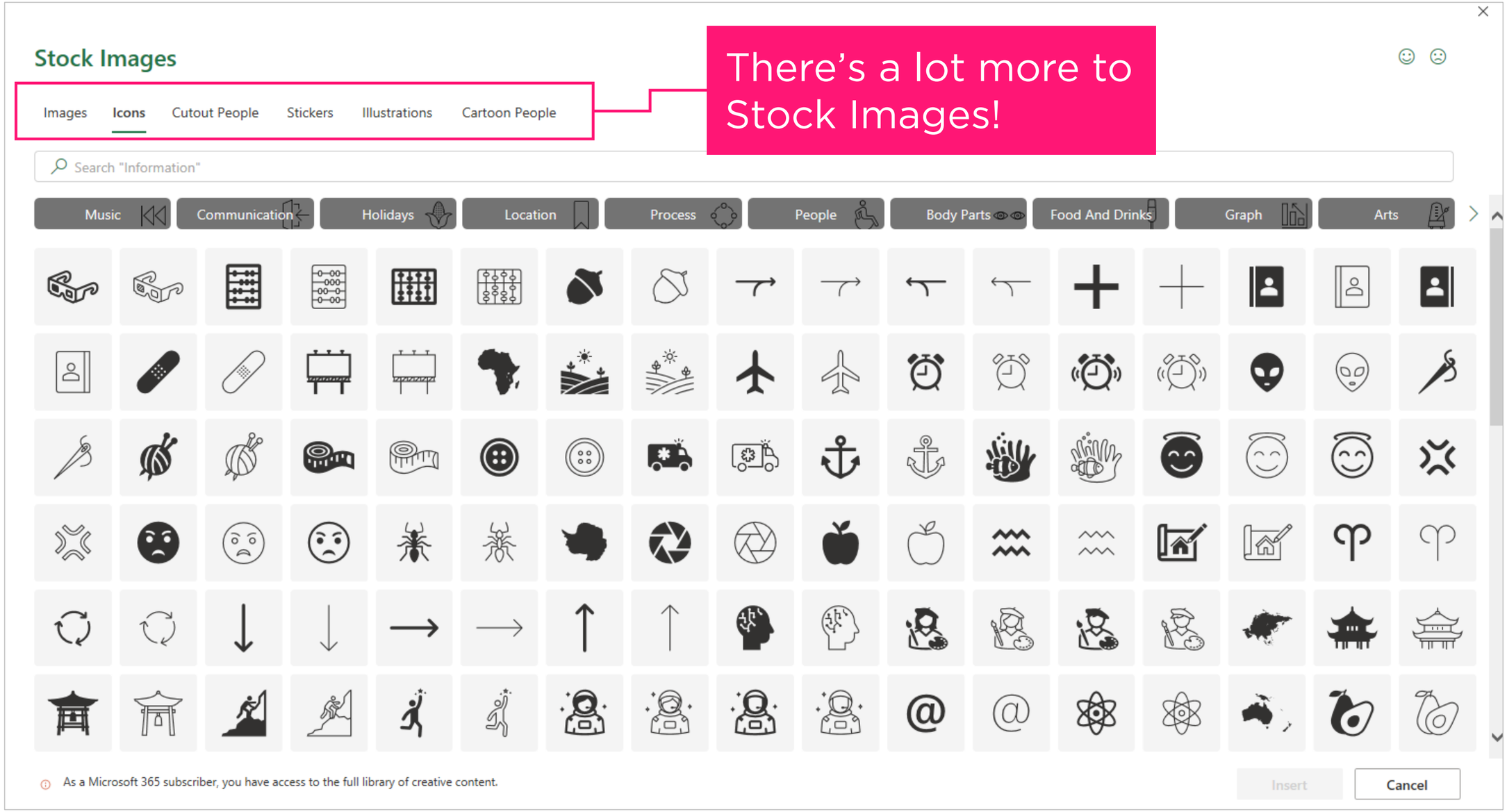
Browse for a local file on your computer

Pictures



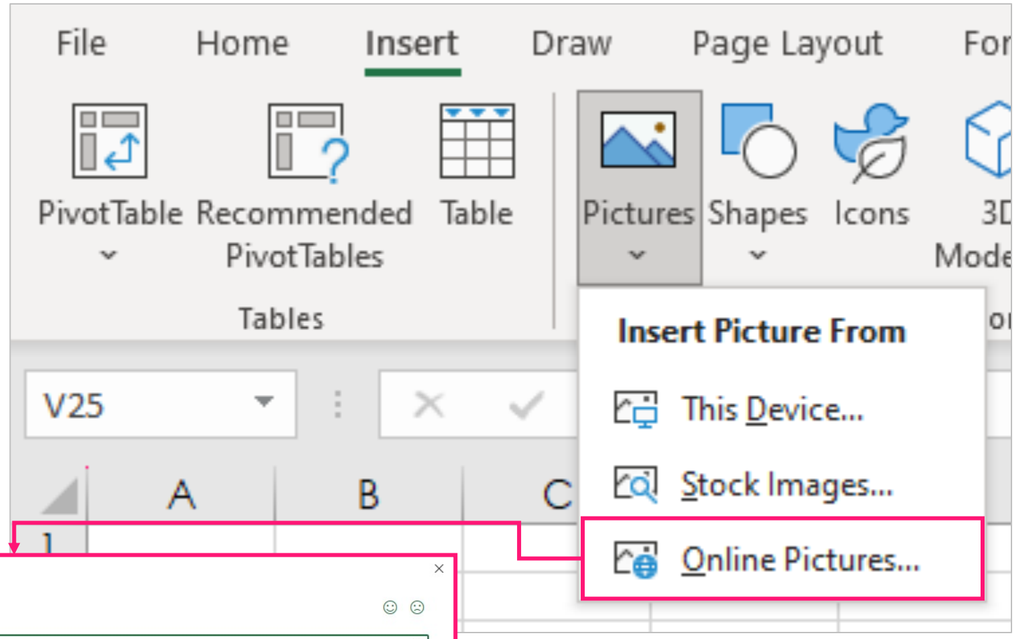


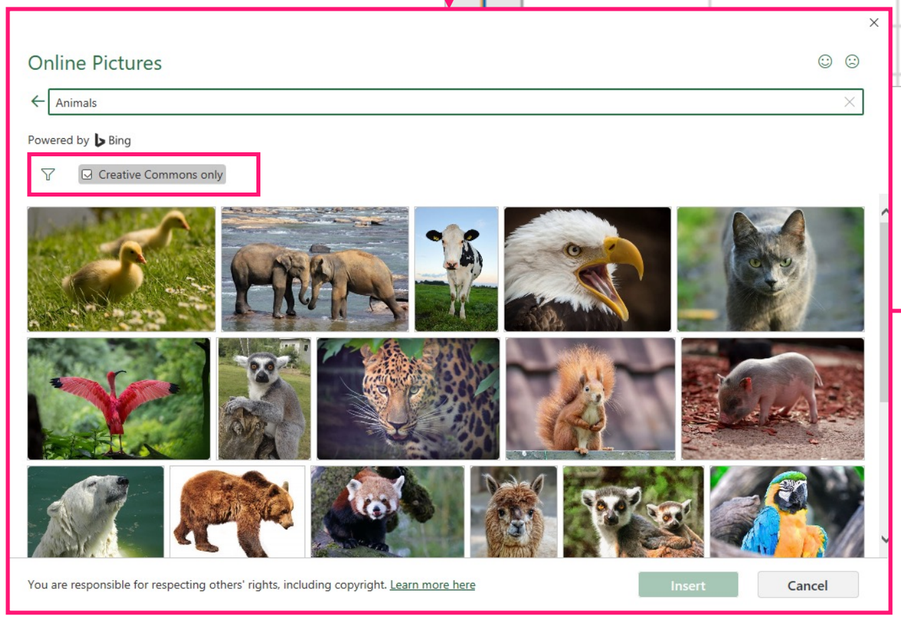
Select an image from Microsoft's stock image library



There's a lot more to Stock Images!

Pictures





Get images from Bing Image Search

wikipedia.org/wiki/Creative_Commons_license

When to Use

- Logos
- Headshots
- Product images
- Icons
- Search for images from within Excel

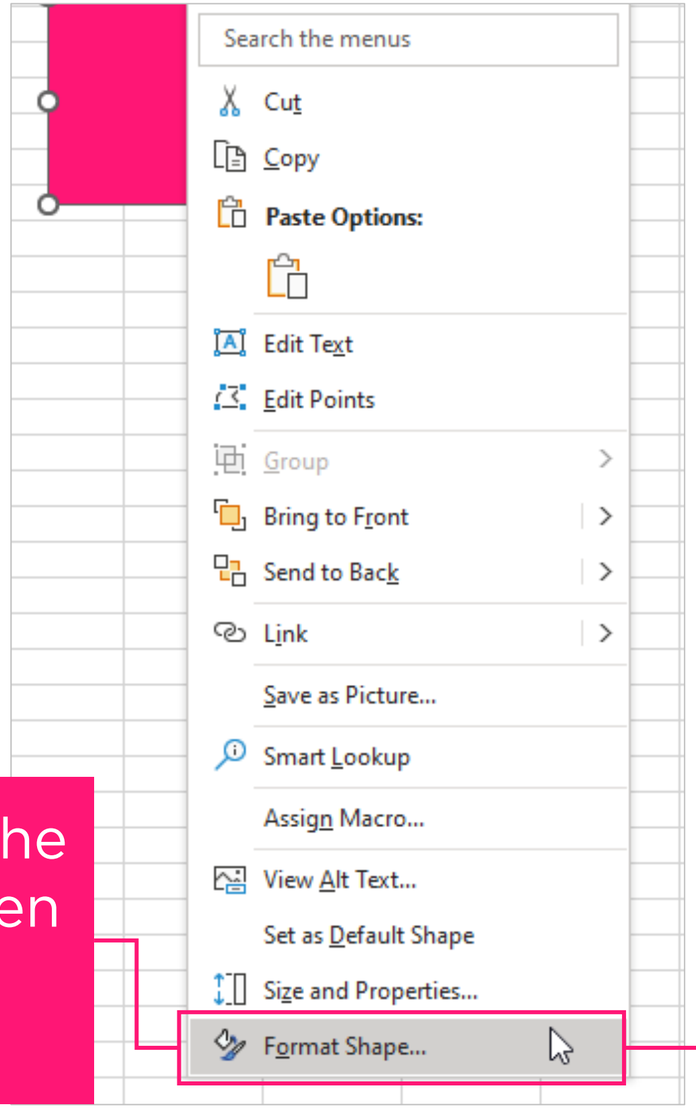
Demo

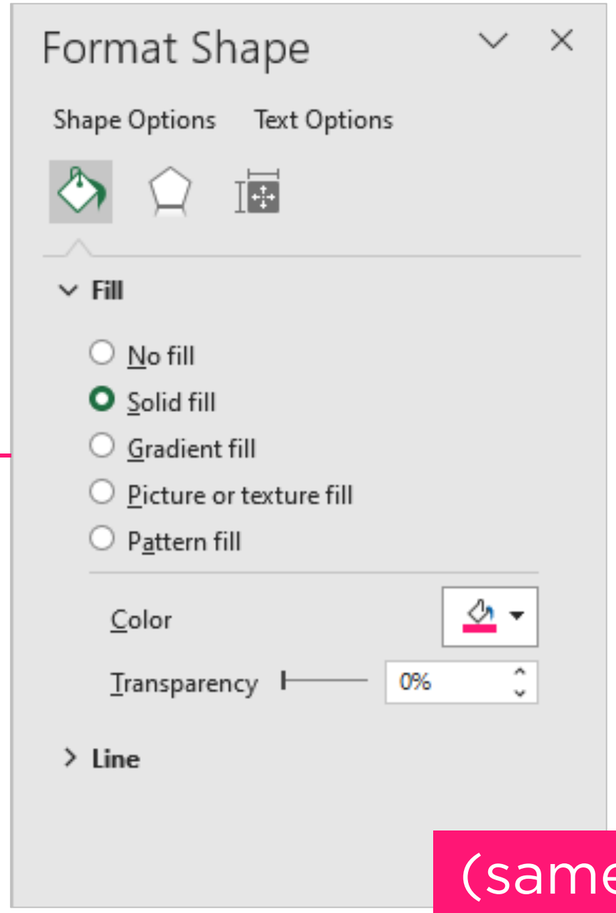
Inserting pictures

- Local pictures
- Stock images
- Online pictures

Modifying Object Properties

Formatting Shapes

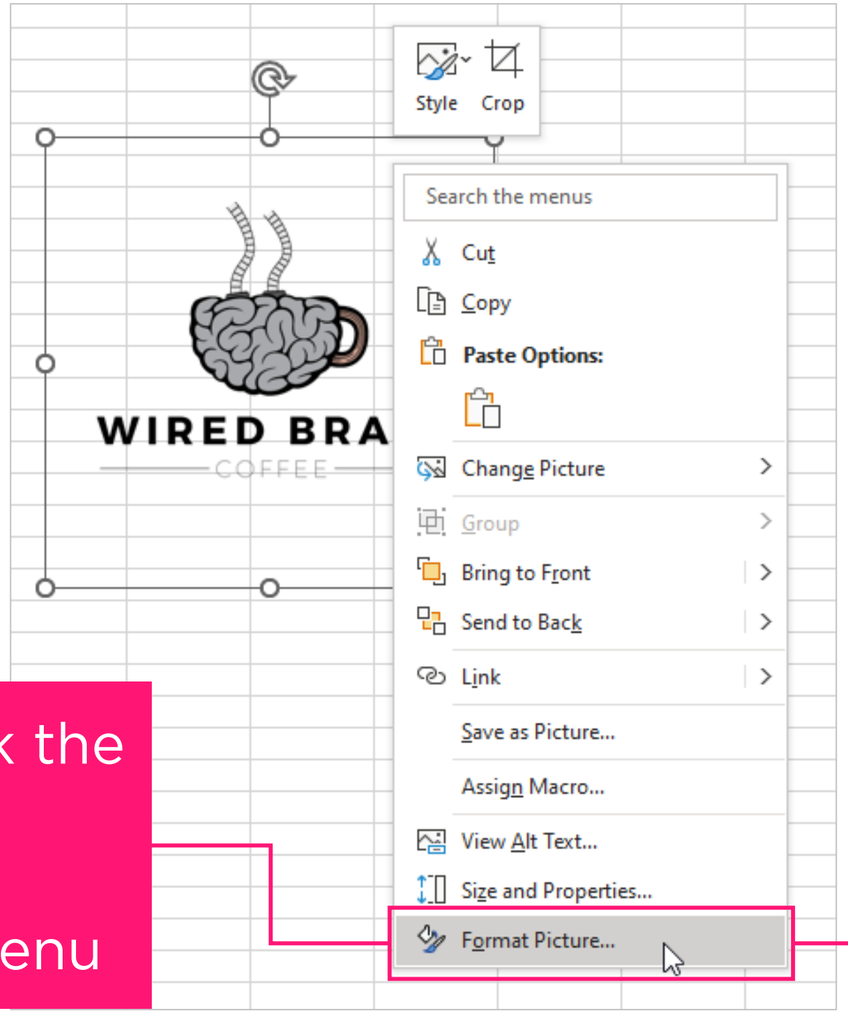


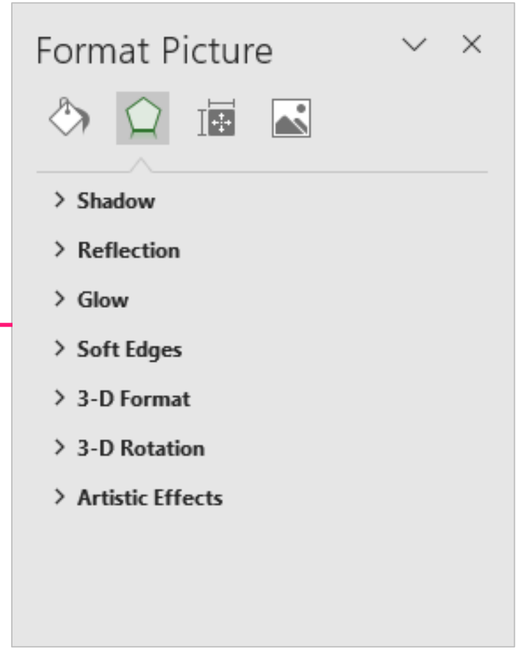


Right-click the shape to open the context menu

(same applies to text boxes)

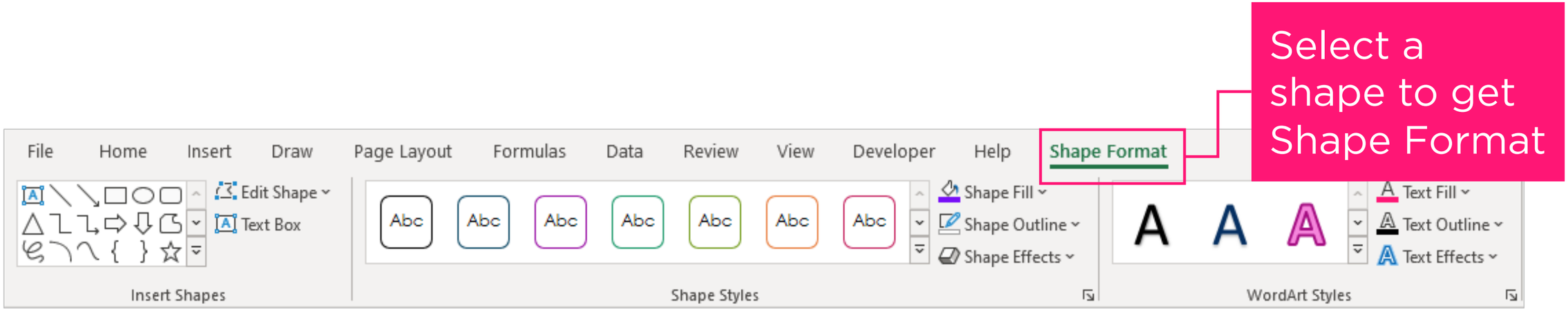
Formatting Pictures



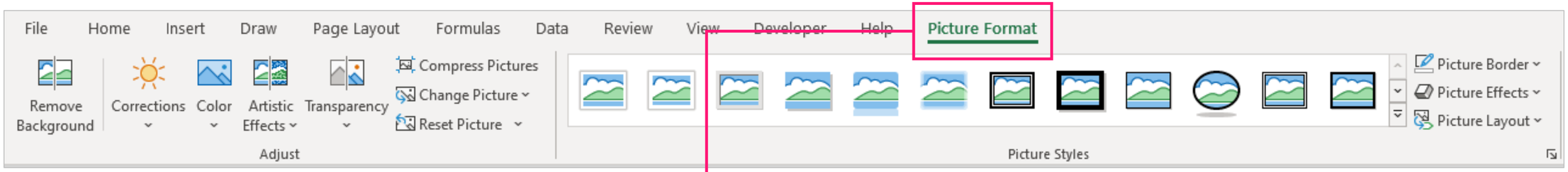


Right-click the picture to open the context menu

Formatting from the Ribbon



Select a shape to get Shape Format



Select a picture to get Picture Format

When to Use

Enhance the shape or picture

Control all formatting details

- Fill
- Line
- Size
- Margins
- Transparency
- etc.

Demo

Modifying object properties

Demo

Building the structure for the dashboard using shapes and formatting

Adding Alt Text to Objects for Accessibility

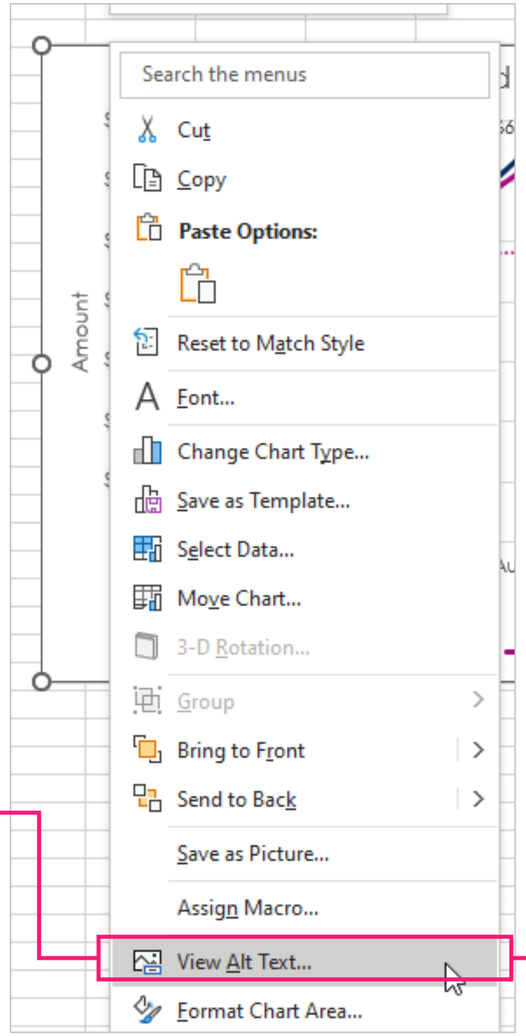
Alt (Alternative) Text

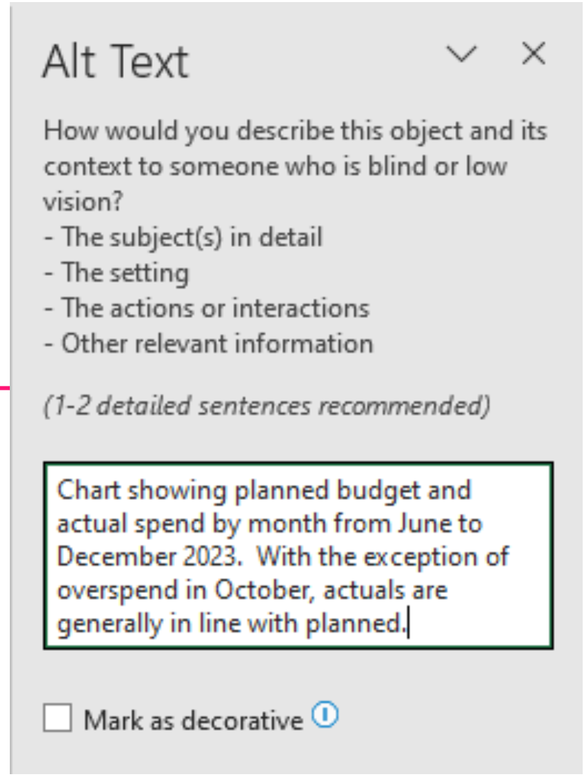
Helps people who are visually impaired understand pictures and other graphical content.

When using a screen reader, they will hear Alt Text; without Alt Text, they will only know they've reached a picture/shape without knowing it shows.

Alt Text

Right-click the object to open the context menu





Demo

Adding alt text to objects for accessibility

Module Summary

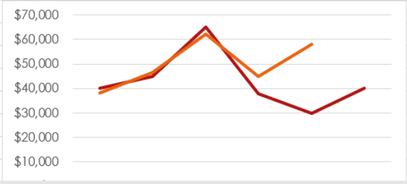
Our Progress in This Module

WIRED BRAIN COFFEE
WEEKLY STATUS REPORT
DATE: July 7, 2023

OPEN ISSUES	
Severity	Number of Issues
Critical	2
High	1
Medium	5
Low	8

TASK STATUS	
Status	Number of Tasks
Not Started	13
In Progress	40
Completed	87

BUDGET		
Month	Planned	Actual
Jan-23	$ 40,000	$ 38,264
Feb-23	$ 45,000	$ 46,550
Mar-23	$ 65,000	$ 62,345
Apr-23	$ 38,000	$ 44,950
May-23	$ 30,000	$ 58,200
Jun-23	$ 40,000	
TOTAL	$ 258,000	$ 25



WEEKLY STATUS REPORT
DATE: July 7, 2023

WIRED BRAIN

OPEN ISSUES

TASK STATUS

BUDGET

Module Summary

Pictures, shapes and text boxes can highlight important information and enhance visual interest

Object properties can be easily modified from the right-click context menu or ribbon

- Fill, line, size, transparency, etc.

Alt text aids the visually impaired

ANNA

Up Next:

Charts