Microsoft Office 2007: Essentials, Revised Edition

Lesson 17: Discovering the Magic of Excel Charting

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Managing Worksheets

- **Insert and delete worksheets**
  - ▲ By default, you start with three worksheets per workbook
- **Rearranging, renaming, and formatting worksheets**
  - ▲ Move worksheet tabs in any order you wish
  - ▲ Change the color of your tabs

| ⏮ ◀ ▶ ⏭ | Sales Performance | **Sales** | Sheet2 | Sheet3 | Sales Trend |
Ready

The navigation buttons allow you to move through the tabs if they are not all visible

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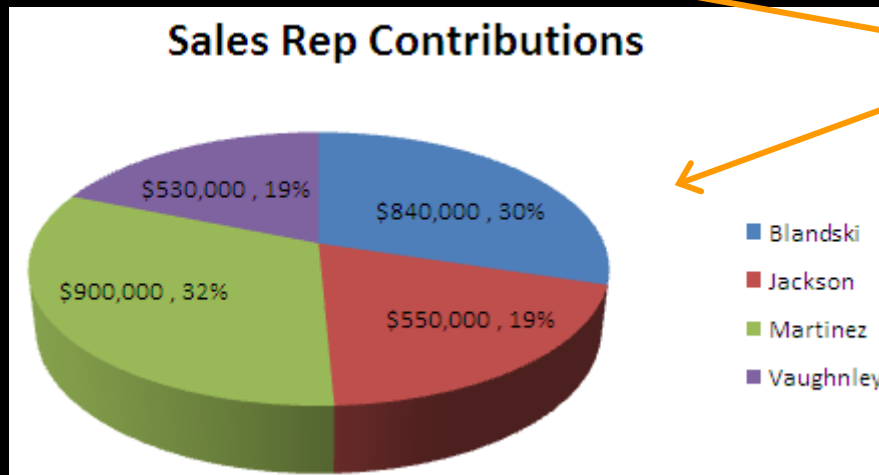
Chart Creation in Excel

- **Integrated chart engine**

- **OfficeArt:**
  - ▲ Charts are now created as OfficeArt objects and therefore are more easily formatted and manipulated

- **Two locations for charts:**
  - ▲ Embedded in a worksheet with the data
  - ▲ On a separate worksheet

TIP ⚠️ *If you create a chart and then tap the* F11 *key, the chart will be placed on its own worksheet.*

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Source Data for Charts

- **Very important! Select the correct data as the source for the chart!**

◢	A	B	C	D	E	F
3		Q1	Q2	Q3	Q4	Totals
4	Blandski	100,000	230,000	280,000	230,000	$840,000
5	Jackson	50,000	130,000	170,000	200,000	$550,000
6	Martinez	120,000	120,000	320,000	340,000	$900,000
7	Vaughnley	90,000	50,000	120,000	270,000	$530,000

Sales Rep Contributions

$530,000 , 19%
$840,000 , 30%
$900,000 , 32%
$550,000 , 19%

- Blandski
- Jackson
- Martinez
- Vaughnley

The ranges A4:A7 and F4:F7 have been selected as the location of the source data for the chart

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Chart Types

- ## 11 major chart types
  - Each has many subtypes
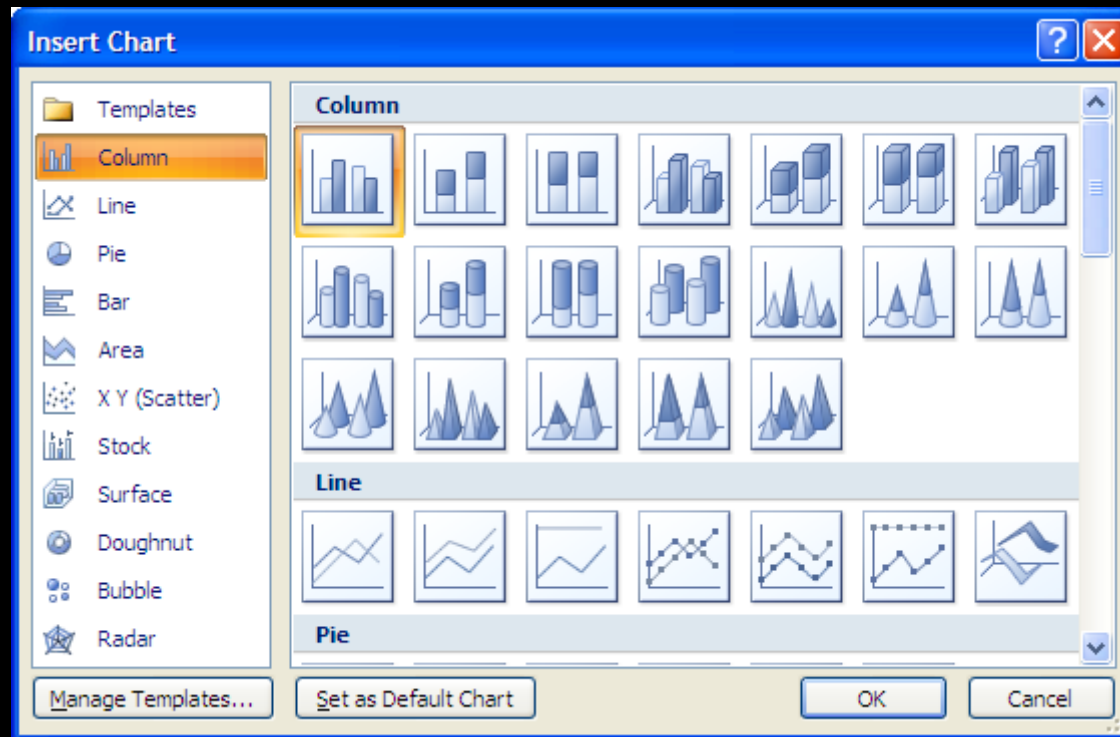
Chart and Axis Titles

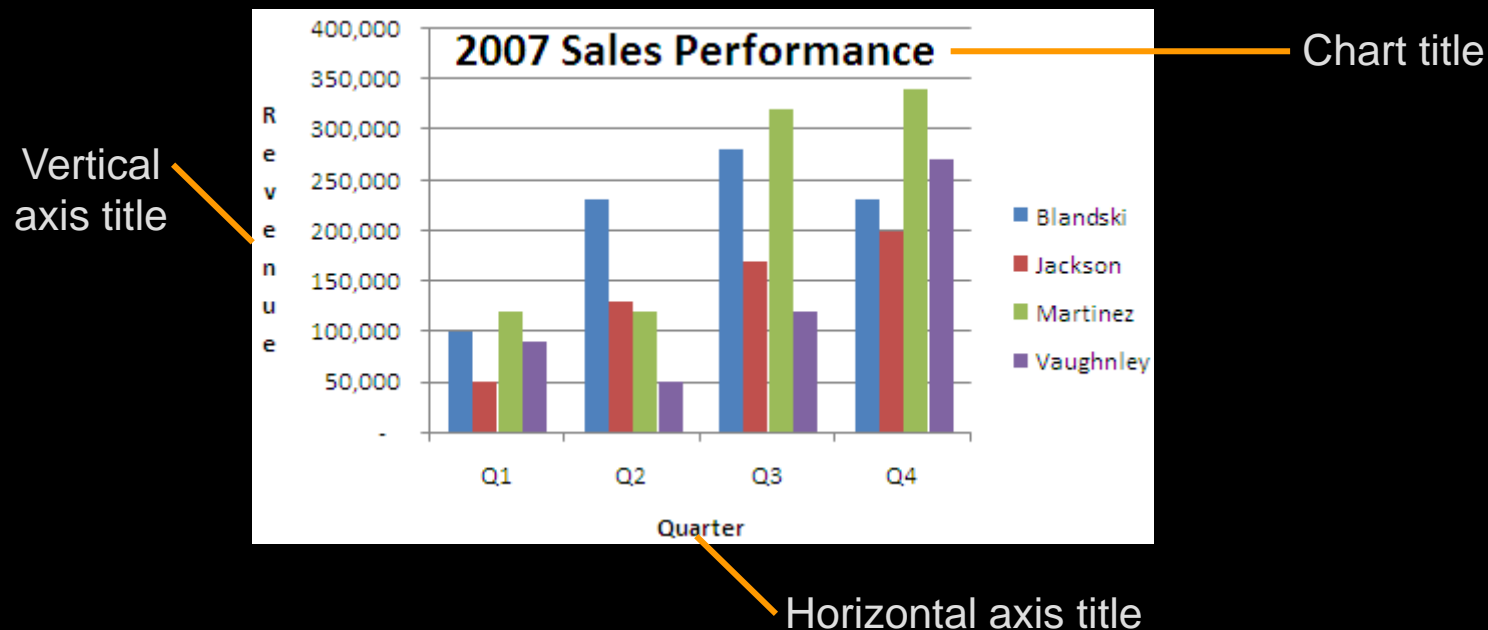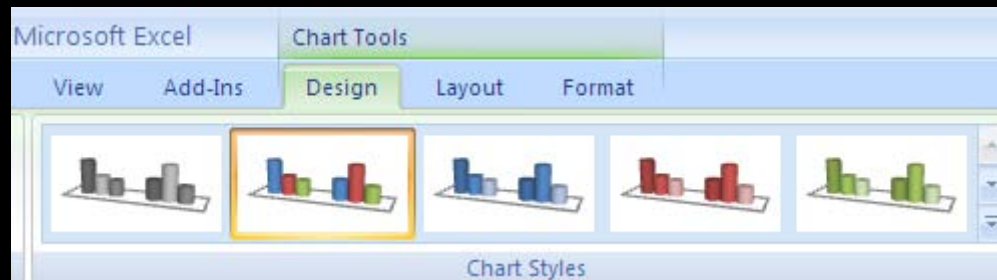- Create titles for charts and their vertical/horizontal axes.

Chart title

Vertical axis title

Horizontal axis title

Chart Tools

- **Chart Tools appear as contextual tabs of the Ribbon when a chart is selected**
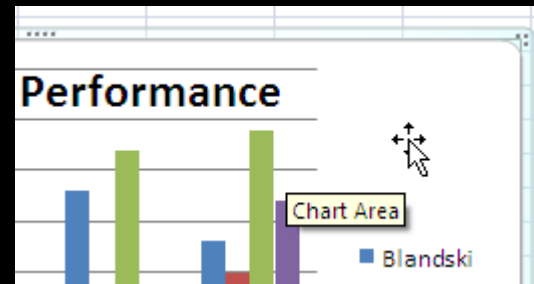
Embedded Charts: Moving & Sizing

- **Embedded charts can be moved around the worksheet in which they are embedded**

- **Can be resized, too**

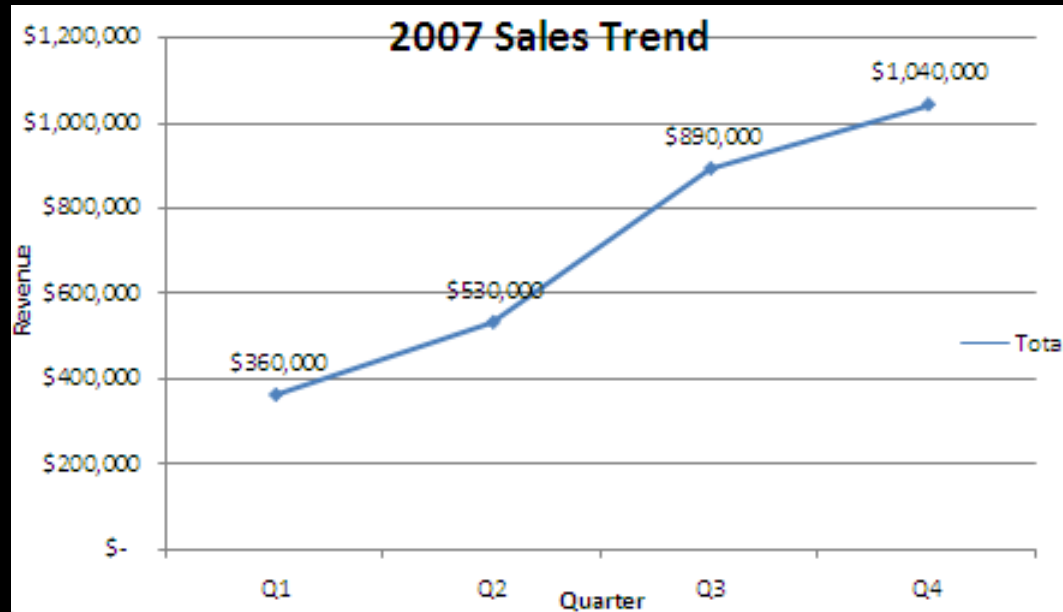When you see a double-arrow, click and drag to resize the chart

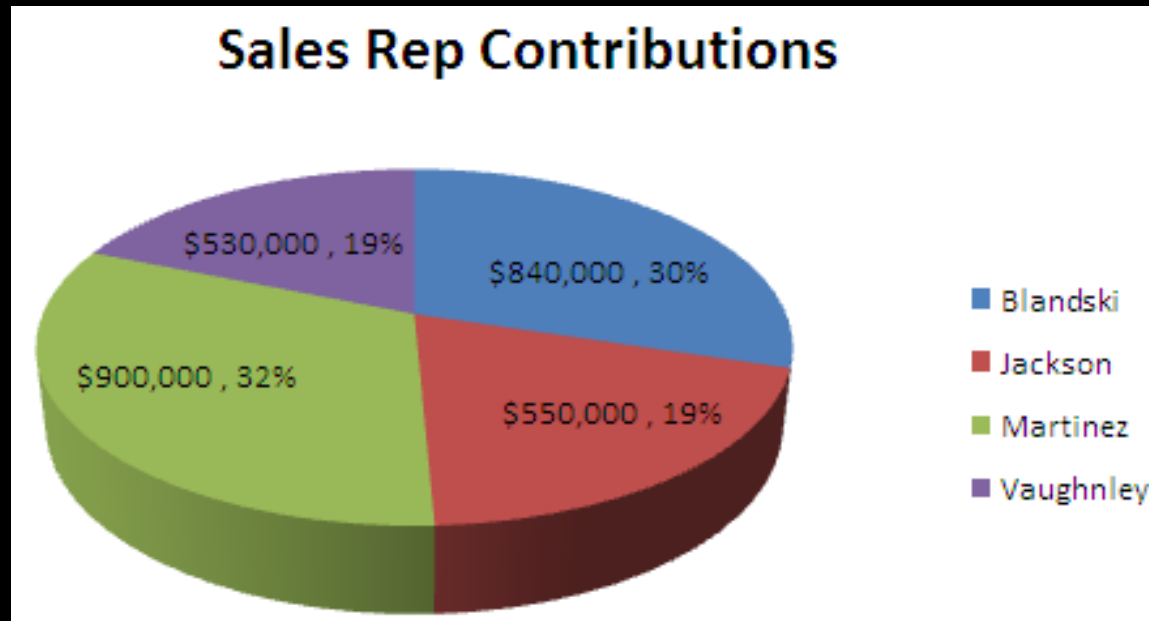Click and drag with a four-way arrow to move the chart to a new location

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Line Charts

- **Compare trends over a period of time**

Pie Charts

- Graphically display the parts of a whole

Sales Rep Contributions

$530,000 , 19%
$840,000 , 30%
$900,000 , 32%
$550,000 , 19%

- Blandski
- Jackson
- Martinez
- Vaughnley

Previewing How a Chart Will Print

- **Preview how charts will appear when printed**
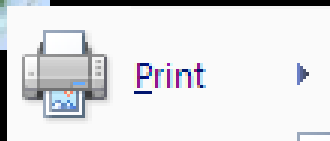
A print previewed chart will display in black and white or in color, depending on the type of printer to which your computer is connected.
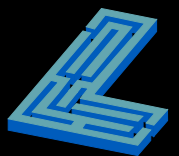
Printing Charts

- **Print after previewing with a single click**
- **Print without previewing first**

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Modifying Existing Charts

- **Modify any chart object after the chart has been created**
  - ▲ Size
  - ▲ Font
  - ▲ Color
  - ▲ Placement of title
  - ▲ Number formatting
  - ▲ Background color
  - ▲ Add/remove chart elements such as legends
  - ▲ You can even move an embedded chart to a separate worksheet and vice versa…

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Formatting Chart Elements

- **Must first select an element before making changes**

- **Changes can be made on the Chart Tools tabs or with the formatting commands on the Home tab**
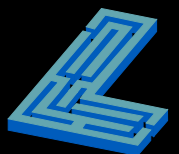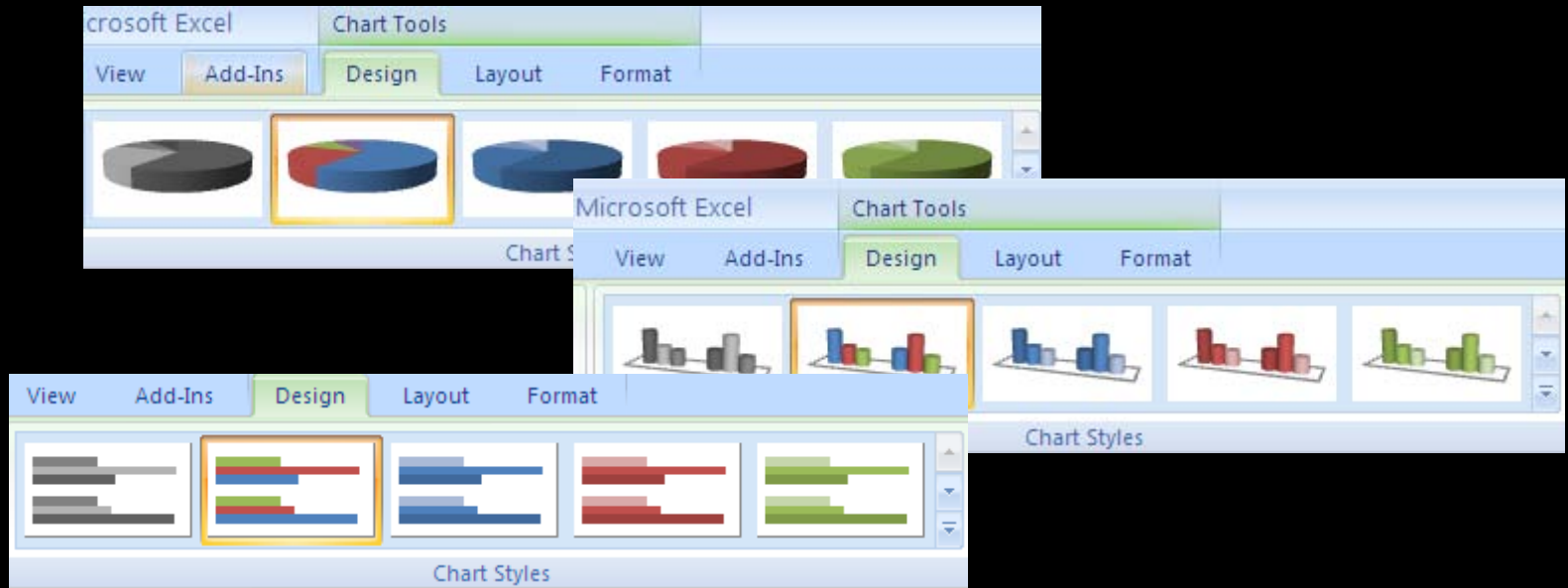
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Chart Styles

- **Chart styles will be displayed on the Design tab of the Ribbon**
- **Based on the type of chart selected**

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