Excel® 2007 Charts & Tables

Charts

Inserting a Chart
1. Select the data to be graphed, including the row and column headings, e.g.

2. Choose INSERT, then [Click] a chart type and subtype in the CHARTS group.

Resizing a Chart in the Worksheet
1. [Point] to one of the 8 handles surrounding the object. If you do not see handles, [Click] on the chart to select it.
2. [Drag] toward the center of the chart to make it smaller, or [Drag] away from the center of the chart to make it bigger.
   - [Drag] a corner handle while pressing <Shift> to resize proportionately.
   - [Drag] with <Alt> to resize along worksheet grid.
   - [Drag] with <Ctrl> to resize around the center point.
   - The Shift, Alt, and Ctrl keys can be combined for different effects.

Changing Chart Type
1. Select the chart and choose CHART TOOLS, DESIGN.
2. [Click] CHANGE CHART TYPE, choose a chart type and [Click] OK.

To change the type for just one data series, select it before performing the above steps.

Charting Non-Adjacent Data
Select the ranges of data by holding down the <Ctrl> key as you [Drag] to select additional ranges. Be sure to include headings in the selection as before.

Adjusting Scale
1. [Click] on the axis to change.
2. Choose CHART TOOLS, FORMAT, then Format Selection.
3. Enter the new MINIMUM, MAXIMUM, and UNITS (scale increments). [Click] CLOSE.

Creating a Chart with Two Scales
1. Create the graph in the usual way.
2. Select the data series that is to have a new scale.
3. Choose CHART TOOLS, FORMAT, then Format Selection.
4. Select SECONDARY AXIS in the PLOT SERIES ON area, and [Click] CLOSE.

You cannot add a 2nd axis to 3-D or surface charts.

Add, Move or Remove the Legend
- Choose CHART TOOLS, LAYOUT, then in the LABELS group, [Click] LEGEND. Select NONE or one of the positions.
- [Drag] the legend to a new position.

Adding a Data Series
1. Select the chart and choose CHART TOOLS, DESIGN.
2. [Click] SELECT DATA.
3. [Click] ADD.
4. In the SERIES NAME box, type or select the label for the series. In the SERIES VALUES box, type or select the range containing the values. Be sure to replace any default data in the box. [Click] OK twice.

Adding or Removing Gridlines
1. Select the chart and choose CHART TOOLS, LAYOUT.
2. [Click] GRIDLINES and select options.

Exploding a Piece of a Pie Chart
1. [Click] once to select the pie, then [Click] again to select the piece.
2. [Drag] the piece away from the center of the pie.

Adding Explanatory Text
1. Select the chart and choose CHART TOOLS, LAYOUT.
2. [Click] TEXT BOX.
3. [Click] within the chart, then type the text.
4. The text box size can be adjusted by [Dragging] its handles. To move the text box, [Drag] it by the edge.

Adding Visuals
Add callouts, arrows, circles, and other shapes to the chart.
1. Select the chart and choose CHART TOOLS, LAYOUT.
2. [Click] SHAPES.
3. Select one of the shapes, then [Drag] diagonally within the chart.
   - Adjust size of the shape by [Dragging] its handles.
   - To move, [Drag] the shape by the edge.
   - To rotate, [Drag] the green handle.
   - To change colors and other formats, use the DRAWING TOOLS, FORMAT ribbon (available when shape selected).
   - To change text formatting, use font and alignment options on the HOME tab.

Adding Data Labels
1. Select the chart.
2. To add labels to only one series, select the series.
3. Choose CHART TOOLS, LAYOUT, then DATA LABELS.
4. Select one of the options to add value labels.
   Or, to add series name, category, and legend keys to the labels, [Click] MORE DATA LABEL OPTIONS.

Change the data label format by selecting the labels, then choosing CHART TOOLS, LAYOUT, then [Click] Format Selection.

To change label text format, use options on the HOME tab.

Changing Chart Location
1. Select the chart and choose CHART TOOLS, DESIGN.
2. [Click] MOVE CHART.
3. To place the chart on a new chart sheet (no worksheet grid), type in the name of a NEW SHEET. To move the chart to an existing worksheet, select from the OBJECT IN drop-down list. [Click] OK.

Adding a Projection or Trendline to a Data Series
1. Select the data series you want to project.
2. Choose CHART TOOLS, LAYOUT.
3. [Click] TRENDLINE and select an option.

Setting the Default Chart
1. Choose INSERT, one of the chart types, then ALL CHART TYPES.
2. [Click] on a chart type and sub type.
3. [Click] the SET AS DEFAULT CHART button. [Click] OK.

Creating a Chart Sheet Using the Default Chart Type
1. Select the data to be graphed, including headings.
2. Press <F11>.

Creating a Chart Template
1. Create a chart in the desired format.
2. Choose CHART TOOLS, DESIGN.
3. [Click] SAVE AS TEMPLATE.
4. Type a filename, then [Click] SAVE.

Applying a Custom Chart Type
1. Select the chart and choose CHART TOOLS, DESIGN.
2. [Click] CHANGE CHART TYPE.
3. [Click] on TEMPLATES, then select a template. [Click] OK.

Excel Tables

Creating an Excel Table
Special features such as filtering and Pivot Tables can be performed on a list of items. In Excel 2007 you can define an area as an Excel table to make it even easier to work with. Note: You cannot create an Excel table in a shared workbook. You must remove the workbook from shared use first if you want to create an Excel table. Avoid placing information to the left or right of the table, as this may be hidden when the table is filtered.
1. Select the table data.
2. Choose INSERT, then TABLE.
3. Modify the table area if required. Select MY TABLE HAS HEADERS, if it does. Headers are a row of headings at the top of the list. [Click] OK. If your table does not have headers, Excel will create the headings "Column 1", "Column 2" etc.

Changing the Table Area
- [Click] in the table, then choose TABLE TOOLS, DESIGN, then Resize Table.
- Or, [Drag] the bottom right hand corner.
- Or, enter new data in an adjacent cell to the right or below the list (make sure Total Row is turned off if adding rows).

Adding a New Row or Column to the Table
1. [Click] where the new row or column is to be inserted.
2. Choose HOME, then Insert, then INSERT TABLE ROWS ABOVE or COLUMNS TO THE LEFT.

To insert a row at the end:
1. Select the bottom right cell of the table (not including the total row.)
2. Press <Tab>.

Deleting a Table Row or Column
1. [Click] on the row or column to delete.
2. Choose HOME, then DELETE, then DELETE TABLE ROWS or COLUMNS.

Toggle Total Row
1. [Click] in the table and choose TABLE TOOLS, DESIGN.
2. Check/uncheck Total Row. When checked, a total row is added with the last column totaled.
3. [Click] on any cell in the total row to add a total or to change the totalling function (to average, max, etc.)

Table Selection Shortcuts

The whole table	Place mouse pointer over the top-left hand corner of the table. [Click] when the pointer changes to ↘
A column or row	Place the mouse pointer over the top edge of the column or left edge of the row. [Click] when the pointer changes to a down or right arrow.

Cheat Sheet For Microsoft Excel 2007

John Broberg

Cheat Sheet For Microsoft Excel 2007:

Microsoft Excel 2007 Basic Cheat Sheet Chris Le Roy,2009 Microsoft Excel 2007 Advanced and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2007-01-31 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2007 The following topics are covered Range Names Naming a Range Creating Several Names at Once Limiting the Scope of a Named Range Selecting a Named Range Using a Range Name in a Formula Managing Named Ranges Structured References for Excel Tables Mixed Reference More Functions Goal Seek Saving Views Defining Scenarios Hiding Columns Rows or Sheets Data Consolidation Restricting Cell Entry with Data Validation Highlighting Invalid Data Conditional Formatting Conditional Formatting Rules Manager Protecting Unprotecting Worksheets Password Protecting Specific Cells Macros Showing the Developer Tab Recording Naming a Macro Relative vs Absolute Recording Documenting Macros Assigning a Macro to the Quick Access Toolbar Automatic Macro Execution Creating a Macro without Recording Calling another Macro Setting Macro Security Getting Help on Visual Basic Creating a Function Procedure This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of several titles available for Excel 2007 Excel 2007 Introduction Excel 2007 Charts Tables Excel 2007 Advanced Macros **Excel 2007 for Fantasy Football** John Broberg,2012-11-01 Don t get stuck with canned cheat sheets anymore Finally there s a better way to rank NFL players Now you too can build cheat sheets completely customized to your league With Excel 2007 for Fantasy Football you have total control of your player rankings and cheat sheets Power up your draft strategy with this instructive step by step guide Customize your cheat sheet to your league s point scheme Rank players with proven but simple methods Make ingenious rapid decisions at the draft Let this be the year you finally take control of your cheat sheets and your drafts Imagine Turn your play time into learning time and gain valuable job skills PivotTable VLOOKUP functions Blended RANK ings This might be the best investment you ll ever make **Laptops All-in-One Desk Reference For Dummies** Corey Sandler,2008-06-02 Builds on the huge success of Laptops For Dummies now in its second edition Eight minibooks comprising nearly 850 pages give laptop owners the detailed information and advice they need to make the most of their computers Offers focused content for new and intermediate laptop users covering laptop basics and beyond from synchronizing information with a desktop PC and coordinating e mail between two computers to accessing the Internet or a desktop computer remotely Minibooks include laptop basics software for laptops accessories to go traveling with a laptop security networking a laptop sources of power and upgrading a laptop Sales of laptops continue to outpace sales of desktop PCs with retail laptop sales up 24 percent in the 2006 holiday season **2024-25 For All Competitive Examinations Computer Chapter-wise Solved Papers** YCT Expert Team , 2024 25 For All Competitive Examinations Computer Chapter wise Solved Papers 592 1095 E This book contains 1198 sets of solved papers and 8929 objective type questions with

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