

Excel® 2007 Charts & Tables

Charts

Inserting a Chart

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



	Jan	Feb	Mar	Apr	May
Employees	850	800	580	448	708
Overages	258	302	448	154	218
Fees	148	202	158	118	228

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  if Format Selection is not visible.
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  if Format Selection is not visible.
4. Select SECONDARY AXES 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 color 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]  if Format Selection is not visible.

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 subtype.
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  Change Table Range.
- 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  Show/Hide 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 totaling 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. |

Ultimate Guide To Excel 2007

Michael R. Hulsizer, Linda M. Woolf



Ultimate Guide To Excel 2007:

Excel 2007 Pocket Guide Curtis D. Frye, 2007-10-25 Moving to Excel 2007 is not a routine upgrade Microsoft's radical redesign of the application's user interface has led to confusion among many people who have relied on Excel for years. Our new edition of the Excel 2007 Pocket Guide has been written from the ground up to help newcomers and longtime users alike find their way around without getting lost. With this book in hand you'll be able to find your favorite Excel tools quickly. It's packed with information to guide beginners through the basics of creating spreadsheets and entering data while providing advanced users with information on formulas, pivot tables, and more. Inside you'll find: A visual guide to the new Ribbon interface that helps users find familiar tools; A section designed to give beginners enough information to dive right in and start creating rich Excel workbooks immediately; Quick answers about how to perform specific tasks in Excel such as working with files, editing data, formatting, summarizing, and displaying data; Convenient techniques for connecting data across worksheets and projects; Help for moving from the basics of spreadsheet construction to more advanced features. This edition also includes an extensive reference on commonly used formulas which reveal at a glance the many possibilities Excel 2007 provides for easy calculation. Tasks in the book are presented as answers to "How do I" questions such as "How do I change the formatting of part of a cell's contents" followed by concise instructions for performing the task. You'll learn ways to customize Excel to fit your needs and how to share workbooks and collaborate with others. And much more. Don't let Excel 2007 baffle you. Pick up this convenient pocket guide and learn to navigate this redesigned application with ease. **Excel**

2016: The Complete Guide Stewart Melart, 2015-10-15 Microsoft Excel 2016 is one of the products offered in the new Microsoft Office 2016, dubbed Office 16. Designed to replace the previously released Office 2013 and Office for Mac 2011, the product was first released to the public in July of 2015. The initial release was on the OS X software designed for users of Office 365, with the licensed version becoming available by mid-September of the same year. Among the new features is the animated effect now included when making cell selections or highlighting content to share across cells. The effect is now smoother and thus more user-friendly. Excel 2016 is able to boast compatibility with the basic keyboard shortcuts previously found in Microsoft Word. Users will be able to apply shortcuts like Ctrl P and Ctrl C to complete simple copy and paste functions. The status bar has now also been colorfully modified, while the Tables ribbon has been redesigned. *Microsoft Office 2016: The Complete Guide* Stewart Melart, 2015-11-12 PC users need not be bothered in the least as the 2016 versions of Word, PowerPoint, Access, and Excel are here to give you the best experience ever. In addition to all the cool new features that are packed into this software, you can have the entire suite cloud-connected so you can have all your documents at your disposal anytime and place. You will enjoy the comfort and ease of locating important information anywhere you are. You will also be able to capitalize on the great opportunity of sharing your documents with your friends, family, or colleagues as you get your most important tasks done with easy and great new features. [The Complete Guide to Windows Server 2008](#) John

Savill,2008-10-01 This book is an invaluable one stop reference for deploying configuring and managing Windows Server 2008 It s filled with John s unique and hard earned nuggets of advice helpful scripts and shortcuts that will save you time and money Mark Russinovich The Start to Finish Comprehensive Windows Server 2008 Book for Every Working Administrator and Architect To make the most of Windows Server 2008 in production environments you need a deep understanding of its technical details However accurate and reliable information is scarce and even most skilled Windows professionals don t know Windows Server 2008 as well as they should The Complete Guide to Windows Server 2008brings together more than 1 500 pages of practical Windows Server 2008 insight and in depth knowledge that you can t find anywhere else all based on final code John Savill one of the world s most visible and trusted experts on Windows Server technology specializes in helping real companies use Windows Server 2008 to run their businesses His access to Microsoft s product team as a Microsoft MVP and one of 50 elite Windows Server 2008 Delta Force Rangers benefited this book s accuracy and value Coverage includes Deployment planning implementing and managing new features including Windows Server Core and Hyper V virtualization Choosing the right installation and upgrade options for your environment Securing Windows Server 2008 authentication authorization BitLocker certification services and more Implementing TCP IP advanced network services remote access and thin client Terminal Services Active Directory in depth including Federated Services Lightweight Directory Services and Rights Management Providing high availability through Network Load Balancing and failover clustering Using Windows Deployment Services to quickly deploy multiple servers Supporting complex distributed environments with the Distributed File System Automating server management with PowerShell and the command prompt Integrating Windows Server 2008 with UNIX Linux and legacy NetWare servers Troubleshooting Windows Server 2008 and Vista environments including an intuitive how to index to quickly locate answers to commonly asked questions www.savilltech.com

completeguidetowindows2008 *Fundraising Basics: A Complete Guide* Barbara L. Ciconte,Jeanne Jacob,2008-12-18 As nonprofit organizations face heightened scrutiny by the general public donors regulators and members of Congress the Third Edition of the essential book on the basics of fundraising provides new up to date and valuable information that every fundraiser needs to know With ethics and accountability being the primary theme of the third edition this practical guide will continue to provide an overview of the field and give development staff managers and directors a platform from which to operate their fundraising programs The new expanded edition also provides much needed information on developing a case for support giving trends donor motivations planning setting up a development operation impact of new technologies on fundraising return on investment estimates workflow timetables and the importance of the Internet This primer remains a must have for anyone new staff or volunteer to the fundraising field those wishing to expand their fundraising knowledge those working in supporting foundations or those contemplating taking the CFRE exam New to the Third Edition Thoroughly updated chapters including new information on email and online fundraising Development related policies and procedures

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Your Brain: The Missing Manual Matthew MacDonald, 2008-05-29 Puzzles and brain twisters to keep your mind sharp and your memory intact are all the rage today More and more people Baby Boomers and information workers in particular are becoming concerned about their gray matter's ability to function and with good reason As this sensible and entertaining guide points out your brain is easily your most important possession It deserves proper upkeep Your Brain The Missing Manual is a practical look at how to get the most out of your brain not just how the brain works but how you can use it more effectively What makes this book different than the average self help guide is that it is grounded in current neuroscience You get a quick tour of several aspects of the brain complete with useful advice about Brain Food The right fuel for the brain and how the brain commands hunger including an explanation of the different

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The Ultimate School Counselor's Guide to Assessment and Data Collection Sandra Logan-McKibben, Jenna Marie Alvarez, 2021-10-27 Showcases assessments that specifically support the unique work of school counselors Written specifically for school counselors and those in training this is the first book to highlight the use of assessment and data collection to effectively advocate for student success It bridges the gap in relevant knowledge and skills by not only delineating the requirements for formulating a data-driven approach but also presenting actual assessments that can immediately be implemented Underscoring the professional and ethical responsibilities of practicing school counselors to be data-driven the book delivers the guidance and instruments needed to access multiple levels of data This includes individual student data school level data school counseling program level data or data regarding the school counselors' practices or beliefs This practical user-friendly book is organized step by step starting with foundational knowledge and progressing towards application It introduces readers to both formal and informal assessments and provides examples of how to integrate assessments within comprehensive school counseling programs CSCP It addresses a variety of approaches to assessments and data collection across the domains of academic career and social emotional development and examines needs assessment and program evaluation to drive the development and implementation of a CSCP Additionally the resource explains each type of data reinforced with examples across domains and school levels Also included are technology tools that can aid in the assessment and data collection process as well as accountability reporting Key Features Provides specific concrete steps for using assessment and data collection to advocate for student success and develop effective CSCPs Includes examples of data collection tools assessments charts tables and illustrations Delivers hands-on application tasks throughout Delineates valid and reliable instruments to bolster effectiveness Includes downloadable appendix with formal assessments and templates to complete tasks described throughout the text

The Financial Times Essential Guide to Budgeting and Forecasting Nigel Wyatt, 2012-12-14 Gain the knowledge and confidence you need to build and manage budgets and forecast financial information This book demystifies budgets and

forecasts providing simple explanations and clear examples It includes integrated checklists goals and milestones to ensure you are on target to achieve the best results Part of The Financial Times Essential Guides series Task focused and results orientated the essential guides are for every manager who wants to move their skills beyond the ordinary to the best The full text downloaded to your computer With eBooks you can search for key concepts words and phrases make highlights and notes as you study share your notes with friends eBooks are downloaded to your computer and accessible either offline through the Bookshelf available as a free download available online and also via the iPad and Android apps Upon purchase you ll gain instant access to this eBook Time limit The eBooks products do not have an expiry date You will continue to access your digital ebook products whilst you have your Bookshelf installed **Find Info Like a Pro** Carole A. Levitt,Mark E. Rosch,2010 Vol 1 focuses on Internet information from non government sources vol 2 focuses on governmental public records **The Lawyer's Guide to Practice Management Systems Software** Andrew Zenas Adkins,2009 What can practice management systems software do for a law practice With the right system in place a law firms and staff will have the ability to automatically route items tasks documents and events to certain people based on their role in the case or matter as well as manage deadlines improve responsiveness to clients reduce malpractice insurance rates and boost overall productivity The challenge is to find a program that best serves the needs of the firm [Comprehensive Guide to IBPS RRB Officers Scale II & III Exams 2020](#) Disha Experts,2020-07-15 **Comprehensive Guide to SBI Bank PO Preliminary & Main Exam 7th edition** Disha Experts, The thoroughly Revised Updated 7th edition of the book Comprehensive Guide to SBI Bank PO Exam is based on the new pattern Preliminary and Main The book covers all the 3 sections asked in the Preliminary Exam and the 4 sections asked in the Main exam English Language Data Analysis Interpretation Reasoning Computers and General Banking Economy Awareness The theory of the book has been updated as per the various questions asked in the past examination as conducted by the SBI The book provides well illustrated theory with exhaustive fully solved examples for learning This is followed with an exhaustive collection of solved questions in the form of Exercise The book provides separate sections for General Awareness including Banking Knowledge Computer Knowledge and Marketing Aptitude The book incorporates fully solved 2011 2017 papers **Comprehensive Guide to IBPS Bank PO/ MT Preliminary & Main Exam (7th Edition)** Disha Experts, The thoroughly revised updated 7th edition of Comprehensive Guide to IBPS CWE Bank PO Exam has been designed specially for the CWE Bank PO stage 1 2 of the exam The book covers all the sections of the Preliminary Main PO exam English Language Quantitative Aptitude Reasoning Ability Computer Aptitude and Banking Knowledge General Awareness The book provides well illustrated theory with exhaustive fully solved examples for learning This is followed with an exhaustive collection of solved questions in the form of Exercise The book incorporates fully solved 2012 2013 2014 2015 2016 2017 IBPS PO question papers with solutions The Current Affairs section has been updated with the latest questions so as to provide an updated book to the aspirants **Implementing**

Models of Financial Derivatives Nick Webber,2011-09-07 Implementing Models of Financial Derivatives is a comprehensive treatment of advanced implementation techniques in VBA for models of financial derivatives Aimed at readers who are already familiar with the basics of VBA it emphasizes a fully object oriented approach to valuation applications chiefly in the context of Monte Carlo simulation but also more broadly for lattice and PDE methods Its unique approach to valuation emphasizing effective implementation from both the numerical and the computational perspectives makes it an invaluable resource The book comes with a library of almost a hundred Excel spreadsheets containing implementations of all the methods and models it investigates including a large number of useful utility procedures Exercises structured around four application streams supplement the exposition in each chapter taking the reader from basic procedural level programming up to high level object oriented implementations Written in eight parts parts 1 4 emphasize application design in VBA focused around the development of a plain Monte Carlo application Part 5 assesses the performance of VBA for this application and the final 3 emphasize the implementation of a fast and accurate Monte Carlo method for option valuation Key topics include Fully polymorphic factories in VBA Polymorphic input and output using the TextStream and FileSystemObject objects Valuing a book of options Detailed assessment of the performance of VBA data structures Theory implementation and comparison of the main Monte Carlo variance reduction methods Assessment of discretization methods and their application to option valuation in models like CIR and Heston Fast valuation of Bermudan options by Monte Carlo Fundamental theory and implementations of lattice and PDE methods are presented in appendices and developed through the book in the exercise streams Spanning the two worlds of academic theory and industrial practice this book is not only suitable as a classroom text in VBA in simulation methods and as an introduction to object oriented design it is also a reference for model implementers and quants working alongside derivatives groups Its implementations are a valuable resource for students teachers and developers alike Note CD ROM DVD and other supplementary materials are not included as part of eBook file **Excel Tables** Zack Barresse, Kevin Jones,2014-08-01 Creating tables in Excel allows for easier formatting and reporting but the new syntax that it implies can be intimidating to the uninitiated In this guide one of the developers of the official Microsoft Excel 2013 templates all of which employ tables helps introduce readers to the multiple benefits of tables The book begins by explaining what tables are how to create them and how they can be used in reporting before moving on to slightly more advanced topics including slicers and filtering working with VBA macros and using tables in the Excel web app Novice Excel users and experts alike will find relevant useful and authoritative information in this one of a kind resource

Decoding **Ultimate Guide To Excel 2007**: Revealing the Captivating Potential of Verbal Expression

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