

Excel 2003 – Tutorial II

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Charts

A chart allows you to visually display your data. Charts help users compare data and identify trends. *Excel* offers different chart types. This section explains how you can create simple charts from the data selection you have on a worksheet.

Before you can create your chart you must enter data into a worksheet, and then highlight the data to specify to *Excel* which information to use as part of the chart, then do the following:

1. **Insert > Chart**, the **Chart Wizard** appears

Or

2. Click the **Chart Wizard** button  on the **Standard** toolbar, the **Chart Wizard** appears

Or


3. Press **F11** on your keyboard. The chart will be created using the data you selected.

Chart Wizard

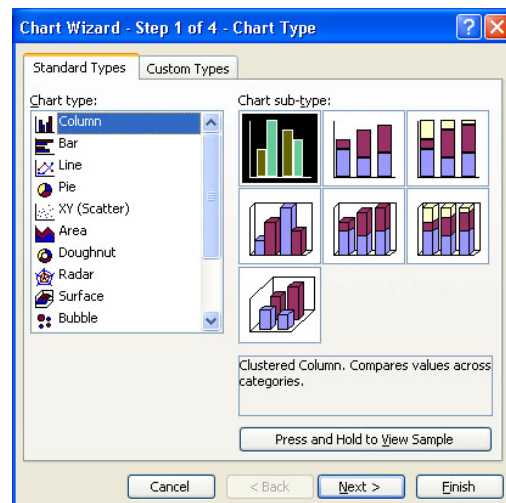
The **Chart Wizard** brings you through the process of creating a chart by displaying a series of dialog boxes.

- 1 Enter the data into the worksheet and highlight all the cells that will be included in the chart including headers.

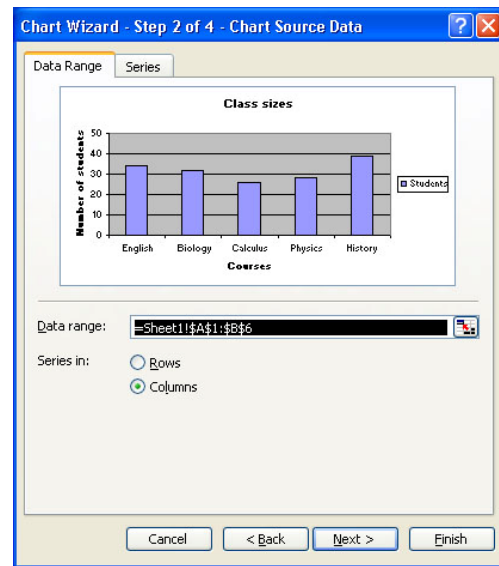
	A	B	C
1		Students	
2	English	34	
3	Biology	32	
4	Calculus	26	
5	Physics	28	
6	History	39	
7			

- 2 Click the **Chart Wizard** button  found on the **Standard** toolbar to view the **Chart Wizard** dialog box.

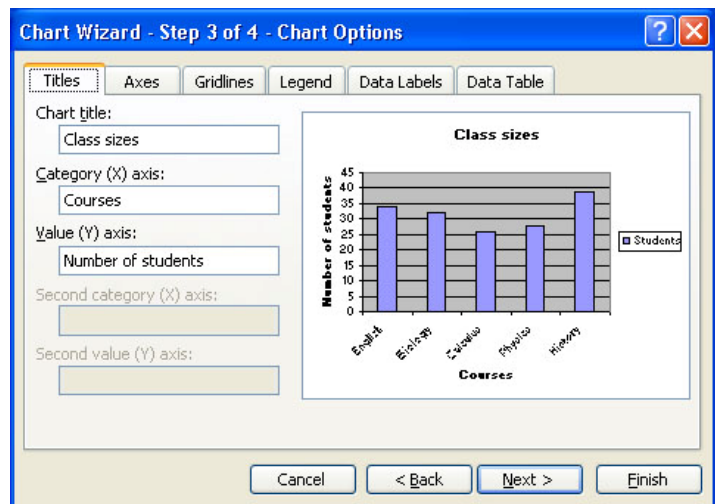
3. In the **Chart Type** dialog box: Choose the **Chart type** and the **Chart subtype** if necessary. Click **Next**.



4. In the **Chart Source Data** dialog box:
Select the data range in case different from
the area highlighted in step 1 and click
Next.



5. In the **Chart Options** dialog box: Enter
the title of the chart and titles for the X-
and Y-axes. Other options for the **axes**,
Grid Lines, **Legend**, **Data Labels**, and
Data Table can be changed by clicking on
the tabs. Click **Next** to move to the next set
of options.



- **Chart title:** is the title associated with the chart.
- **Category (x) axis:** is the axis (usually a vertical axis) that shows a scale of values by which the data series are measured.
- **Category (y) axis:** is the axis (usually a horizontal axis) that displays a category labels for all the data series.
- The **Gridlines** tab: You can add gridlines (both vertically and horizontally) to your chart. This is important when you have a chart with values close to each other.
- The **Legend** tab: A color, text, or graphics “Key” identifying each series in the chart.
- The **Data Labels** tab: Text or values displayed at Data Points (an individually plotted value associated with a specific category).
- The **Data Table** tab: Enables you to place a table below the x-axis. This feature aligns the numeric data under the corresponding category.

6. The **Chart Location** dialog box:
Click **As new sheet** if the chart should be placed on a new worksheet or select **As object in** if the chart should be embedded in an existing sheet and select the worksheet from the drop-down menu.

7. Click **Finish** to create the chart.

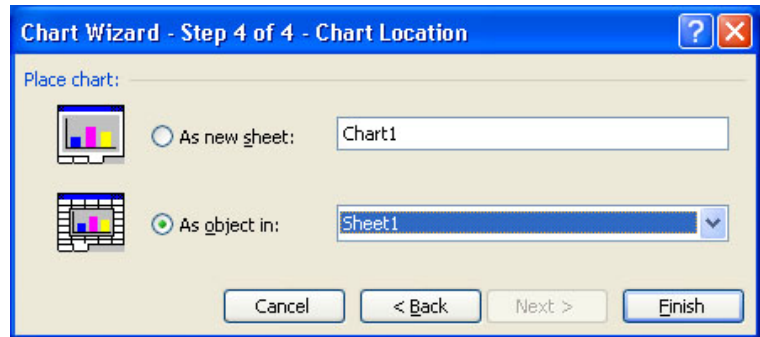
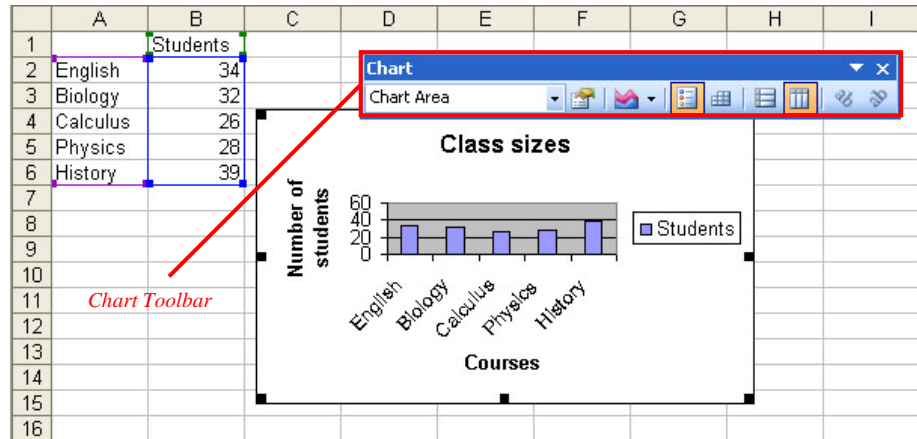


Chart Toolbar

To get the **Chart** toolbar, right click on the toolbar and click on **Chart**.



Resizing a Chart

To resize the chart, click on its border and drag any of the eight black handles to change the size. Handles on the corners will resize the chart proportionally while handles along the lines will stretch the chart.

- The two vertical middle handles can be used to change the height of the chart.
- The two horizontal middle handles can be used to change the width of the chart.
- The four handles at the corners can be used to change both the height and width of the chart.

Moving a Chart

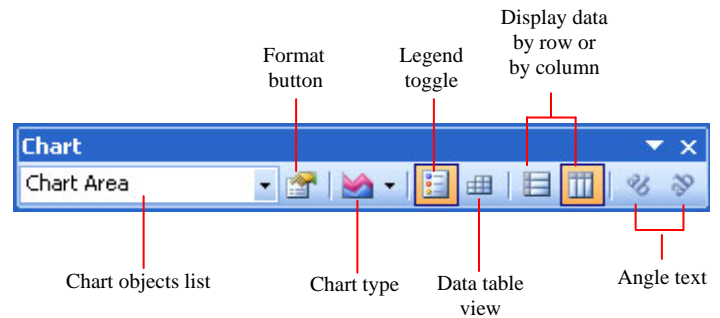
Select the border of the chart, hold down the left mouse button and drag the chart to a new location. Elements within the chart such as the title and labels may also be moved within the chart. Click on the element to activate it, and use the mouse to drag it.

Deleting a Chart

Click a blank area in the chart you want to delete. Handles appear around the chart. Press the **DELETE** key on the keyboard to delete the chart.

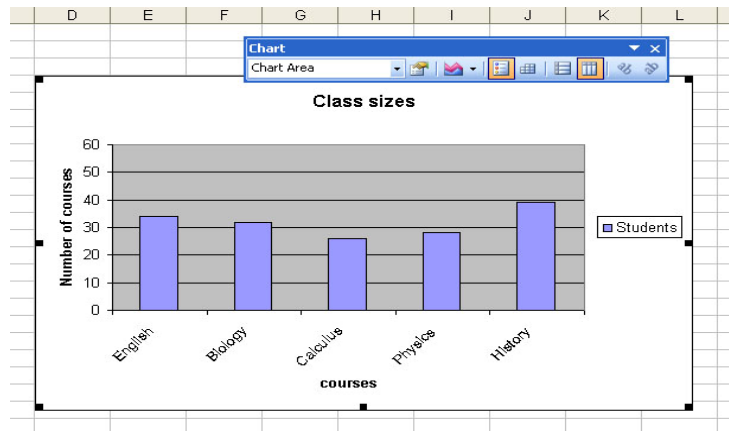
Formatting Chart Objects:

To select a chart object to format, click on the chart object or select the object from the **Chart Objects List** and click the **Format** button. A window will then appear containing the properties of that object. You can change these properties as you like.



- **Chart Type:** Click the arrowhead on the **Chart Type** button to select a different type of chart.
- **Legend Toggle:** Show or hide the **Chart Legend** by clicking this toggle button.
- **Data Table view:** Display the data table instead of the chart by clicking the **Data Table** toggle button.
- **Display Data by Column or Row:** Displays the data by columns or rows according to the data sheet.

Angle Text - Select the category or value axis and click the **Angle Clockwise** or **Angle Counterclockwise** button to angle the selected text by +/- 45 degrees.



Copying a Chart to Microsoft Office file

A finished chart can be copied into a **Microsoft Office** document like **Word**, for example. Select the chart and choose **Edit > Copy**. Open the destination document in **Word** and choose **Edit > Paste**.

Chart Types

Excel offers different kinds of charts. We will look at two types:

1. **Column Charts:** A column chart has vertical bars and plots as separate points over time. Column charts are good for showing value amounts and quantities over time.
2. **Pie Charts:** Pie charts are used for showing a percentage of the whole. One of the great features **Excel** offers with pie charts is that you can select the data point and drag it away from the whole pie, thereby exploding the slice to highlight certain data point.

An Overview of Formatting Charts and Cells

1. Formatting Chart Titles:

Right-click the chart title, and choose **Format Chart Title** from the **Format Chart Title** dialog box. Select the font settings, effects, and alignment you want. Click **OK**.

2. Formatting Legends:

Right-click the legend, and choose **Format Legend** from the **Format Legend** dialog box. Select the font settings, effects, and alignment you want. Click **OK**.

3. Changing the Background Color:

Right click on the chart area (the white area), and choose **Format Chart Area** from the pop up menu. Under the **Pattern** tab select the color that you want. You can also select **Chart Area** option from the **Chart** toolbar.

4. Formatting Axis Title:

Right-click the axis title and choose **Format Axis Title** from the pop up menu. Select the font settings, effects, and alignment you want from the **Format Axis Title** dialog box.

5. Adding Picture/ClipArt Image:

You can add a picture or a clipart image to your chart or worksheet by:

1. **Insert > Picture > ClipArt** (To insert an image from ClipArt Gallery).

Or

2. **Insert > Picture > From File** (To insert an image stored in your local disk).

6. Rotating Text on Chart:

1. Click the text you want to rotate.

2. Click on the following buttons of the **Chart** toolbar:



Rotate Text downward by 45 degrees.



Rotate Text upward by 45 degrees.

7. Wrapping Text in Cells:

You can display a long line of text within a cell by wrapping the text.

1. Click the cell containing the text you want to wrap

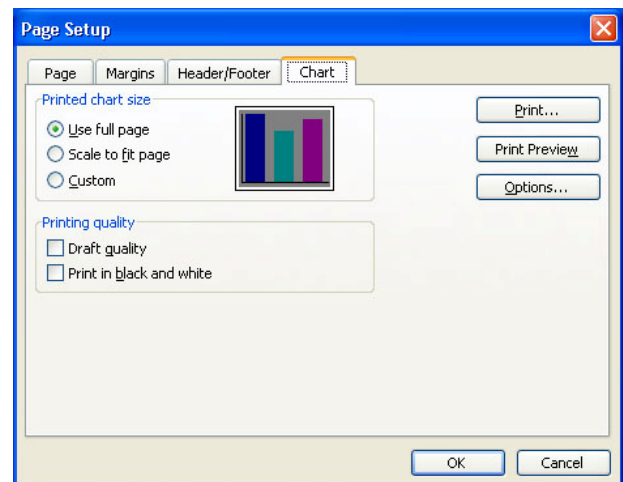
2. Click **Format > Cells > Alignment** tab, and under the **Text Control** section check the option **Wrap text**, Click **OK**.

8. Printing the Chart:

You can print the chart with or without worksheet data:

1. If you highlight the chart with the worksheet data, and click **File > Page Setup** you will get a dialog box with **Page, Margins, Header/Footer, Sheet** tabs.

2. If you highlight the chart without the worksheet data, and click **File > Page Setup** you will get a dialog box also with four tabs but with **Page, Margins, Header/Footer and Chart** tabs.



Here you have the option of a full page scale to fit the page or custom. You can also determine the printing quality. Now click on **Print Preview** to preview your worksheet (then close).

Commonly Used Features

Comments

A comment is a note that you attach to a cell, separate from other cell contents. Comments are useful as a reminder, such as noting how a complex formula works, or to provide feedback to other users.

To add a comment to a cell:

1. Click the cell you want to add a comment to.
2. On the **Insert** menu, click **Comment**.
3. In the box that appears, type the comment you want to add. If you don't want your name in the comment, highlight it and delete the name.
4. When you finish typing the text, click outside the comment box.

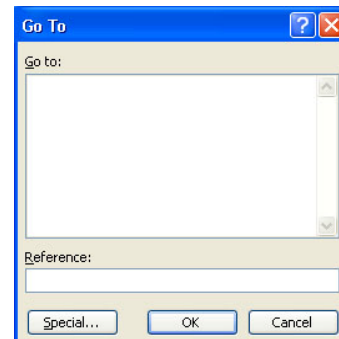
To viewing comments:

Excel provides several ways to view comments. Cells with comments have red indicator triangles in their upper-right corners. If you rest the pointer over a cell that has an indicator, its comment will appear. You can also make your comments be continuously displayed — either individual comments or all the comments on the worksheet. You can also print out the comments, either in their place on the worksheet or as a list at the end of the printout.

Use Go To

The Go To option takes you to a specific cell without scrolling down to it. From the **Edit** menu, select **Go To**.

Enter a grid reference in the **Reference** box (for example type A400 in the **Reference** box) then click **OK**, and you go to cell A400.



Use Find and Replace

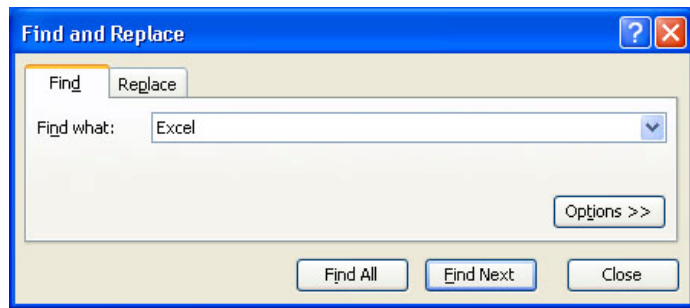
Use **Find and Replace** to locate specific text or numbers on a worksheet to review or edit. You can automatically replace data you find by using the replace option. You can choose to select all cells containing the same type of data, formulas, or cells which content does not match the selected cell. To find text or numbers in a worksheet or workbook select the range of cells on the worksheet that you want to search.

Note: If you want to search the entire worksheet, click in any cell.

From the **Edit** menu, select **Find**. The **Find and Replace** dialog box is displayed.

In the **Find what** field, enter the text or numbers that you want to search for.

To perform a simple search, click **Find Next**. The active cell is moved to the first occurrence of the text you are searching for. Click **Find Next** again to continue to find matching cells.



Click the **Options** button to be able to specify further details of your search. To specify find options:

- The **Within** box: either search within the sheet or the workbook
- The **Search** box: select whether you want to search by rows or columns
- The **Look in** box: select the type of information you want to search for (formulas, values or comments)
- The **Match case** check box: If you want to distinguish between upper and lowercase characters in your search
- The **Match entire cell contents** check box: to search for an exact or complete match of a cell's content
- The **Format** button: you can identify the format of the text you're searching for, choose between specifying the format you are looking for or selecting a cell which contains the format you want to find
- Click **Find Next**

To find all cells containing the specified text: Enter the find criteria and options as normal and click on **Find All**. A panel is displayed at the bottom of the dialog box listing the cells where the search text is found.

Note: To cancel a search, press the **ESC** key from the keyboard.

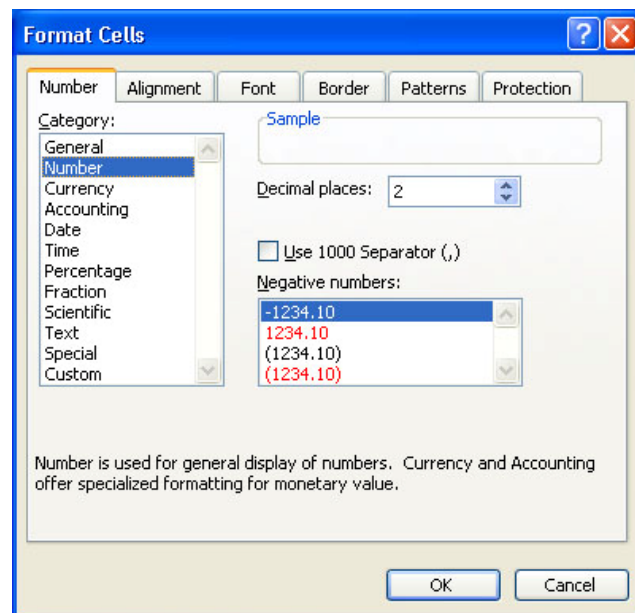
Increase/Decrease Decimal

To increase/decrease the number of digits after the decimal point of a number, click on the **Increase Decimal** or **Decrease**

Decimal buttons  of the **Formatting** toolbar.

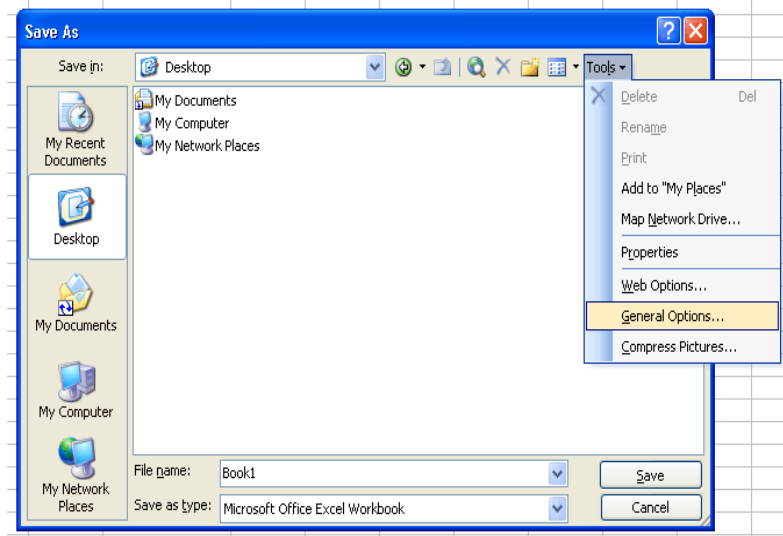
You can also select **Format > Cells** from the menu bar. In the **Number** tag, choose **Number** from the **Category** menu.

Change the number of decimal places from the **Decimal places** menu. Click on **OK**.



Protecting your files (password to open)

- When you first try to save your work, or when you select **File > Save As**, the **Save as** dialog box appears.
- Click on the **Tools** option and choose **General Options**.
- Enter the password to open and the password to modify
- Click **OK**.
- The **Confirm Password** dialog box that appears, re-enter your **Password to open** so that you confirm that you typed it correctly. Do the same for **Password to modify**.



Save your worksheet under any name you want. Whenever anyone attempts to open this worksheet, s/he will be asked for a verification password.

Saving Excel files as Web pages

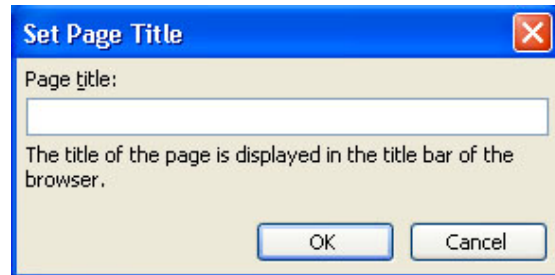
You can publish *Excel* documents (with .xls extensions) to Web pages. However, when the files open the following will occur:

1. *Excel* files use more computer space than files in HTML file format. Large files may create network congestion and delays.
2. The *Excel* document requires the client computer to have **MS Excel** installed locally to function properly, while the HTML file can be read by any browser (e.g. *Netscape*, *Internet Explorer*).
3. A dialog box will pop-up asking whether the client wants to **Save** or **Open** the document. The HTML version, on the other hand, loads instantly in the browser.

To save an *Excel* document as a Web page (HTML format):

1. Open the *Excel* file.
2. Go to **File>Save as Web Page**. The **Save As** window will open.
3. Choose the location where to save the new file in.
4. From the **Save as type** choose **Web page**.
5. You can change the **File name** of your new Web page document.

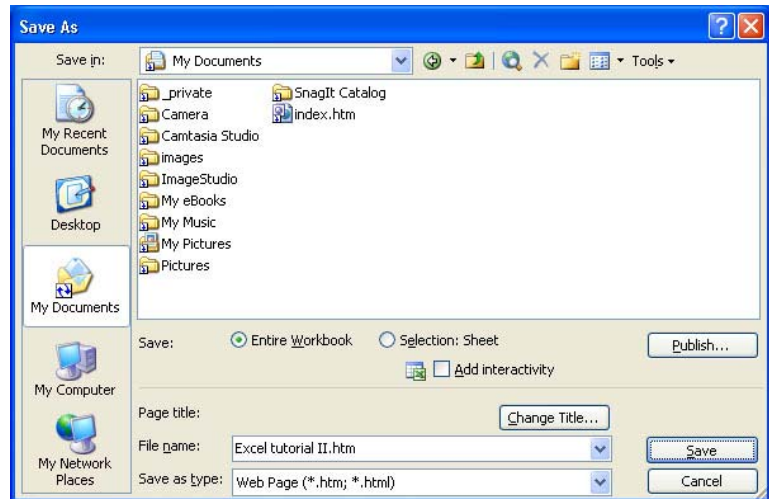
- You can also change the Page Title of your document. This title will appear at the top of the web browser when a person views your Web page. Click on the **Change Title** button and type in a new title for your Web page. Click **OK**.
- In the **Save as** dialog box, notice the two radio buttons next to Save:



- **Entire Workbook:** select it if you want to save the entire *Excel* workbook as a Web page.

- **Selection Sheet:** select it if you want to save one single *Excel* worksheet as a Web page.

Note: The **Add Interactivity** checkbox allows you to publish your worksheet and workbook as interactive or non-interactive. For more information about interactivity, refer to “Put Excel data on a Web Page” in *Excel* Help.




- Click the **Save** button.

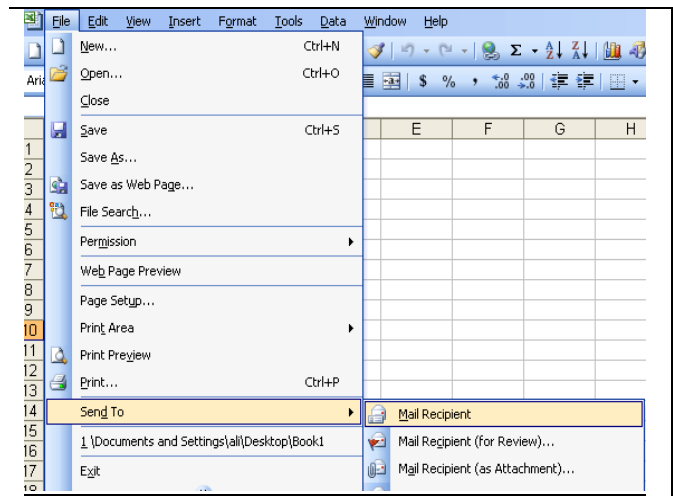
Note: When you save an *Excel* workbook (a group of worksheets) you will obtain both an HTML file and a folder, independent of the files having or not having pictures. When you save a single *Excel* worksheet that includes pictures you will also obtain the HTML file and the folder. When you save a single *Excel* worksheet that does not include pictures, only an HTML file is created.

E-mail an Excel File

In order to use this feature of *Excel*, you should have a default email client program (similar to *MS Outlook*).

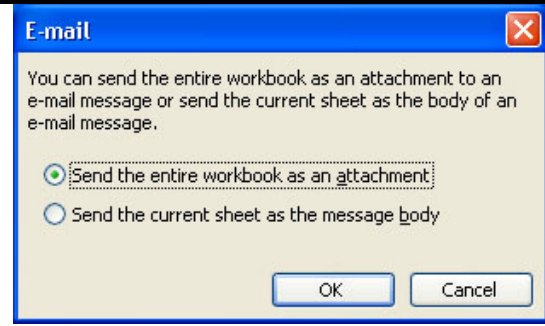
To send by e-mail a single Excel worksheet as a message body

1. From the shortcut toolbar click on the **E-mail** icon  or from the **Menu** bar go to **File>Send to**.
2. Choose the **Mail recipient** option specify the recipient of worksheet.



3. A dialog box appears with two options.

Note: This dialog box will appear with two options only if you have data on more than one sheet. Select **Send the entire workbook as attachment** and click **OK**.



4. An area appears for you to address the message:
 - In the **To** field type the address of the person to whom you are sending the message.
 - In the **Subject** field type a subject for your message.
 - To include an introduction for the worksheet you are sending, click on the **Introduction** field and type it in.

Note: You can only include an Introduction if you are using **Outlook**.

 - Click **Send this Sheet** to send the message




To send by e-mail a single Excel worksheet as an e-mail attachment

What are the differences between **message body** and as **attachment**?

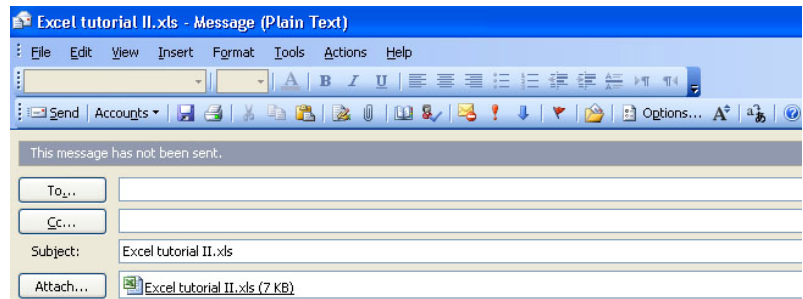
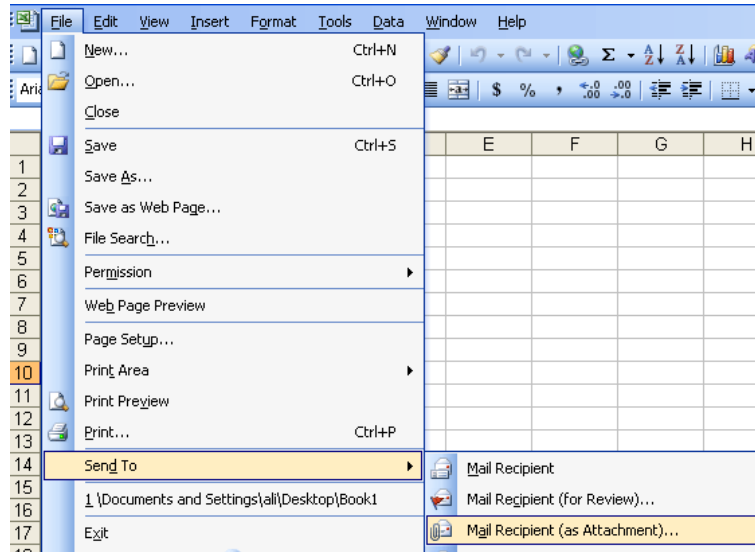
An attachment can be viewed in all email client software while as a message body will be only viewed in **MS Outlook**. To be in the safe side, always send **Excel** files as e-mail attachments. As a message body you can only send a single sheet while you can send the whole workbook as an attachment.

1. From the shortcut toolbar


click on the **E-mail** icon  or from the **Menu** bar go to **File>Send to**. Choose the **Mail recipient (as Attachment)**.

2. A new page appears for you to address the message:

- In the **To** field type the address of the person to whom you are sending the message.
- In the **Subject** field type a subject for your message.
- The worksheet will be automatically attached in the **Attach** field.
- Click **Send** button from the shortcut toolbar to send the message

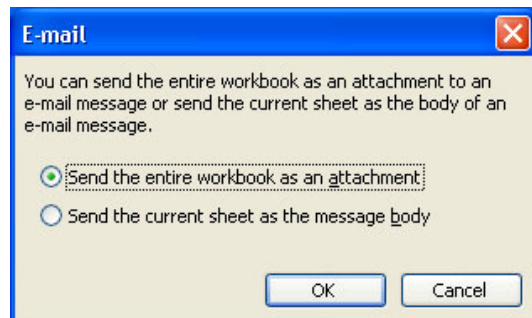


To send by e-mail an Excel workbook as an attachment

1. From the **Standard** toolbar, click on the **E-mail** icon  Or from the **Menu** bar go to **File>Send to**

Note: If your **Excel** file is a workbook (contains data on more than one worksheet) and you choose the Mail recipient option whether by clicking its corresponding icon from the **Standard** toolbar or by selecting the option from the **File** menu a message will automatically appear asking if you'd like to send the entire workbook as an attachment or as the message body.

2. A dialog box appears with two options. Select the radio button **Send the entire workbook as an attachment**



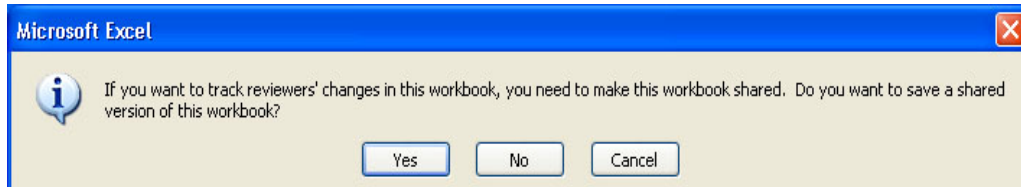
3. A new page appears for you to address the message:

- In the **To** field type the address of the person to whom you are sending the message.
- In the **Subject** field type a subject for your message.
- You can observe in the **Attach** field the worksheet will be automatically attached
- Click **Send** button from the shortcut toolbar to send the message


To send by e-mail an Excel workbook for review

You can use the **Mail Recipient (for Review)** command to send a file for others to review. It is helpful in case you want to track the reviewer's changes made to the document.

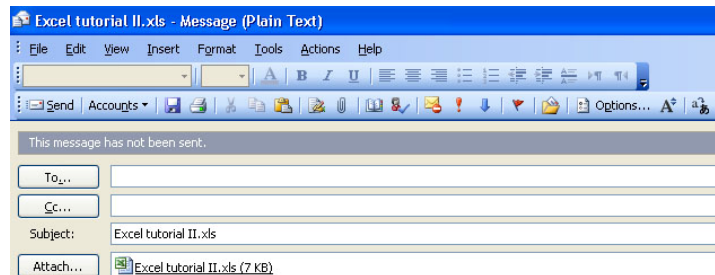
- From the **Menu** bar go to **File>Send to**. Choose **Mail recipient (for Review)**. In this case you will need to create a shared copy of your workbook.



A review request form is created automatically with the following:

- A link, an attachment, or both a link and an attachment to the file.
- A follow up flag 
- Message text for the reviewer. This text will vary depending on the location of the file.

- Click the field **To** and type the address of the person to whom you are sending the message.
- Click the **Subject** field and type a subject for the message.



- You can observe in the Attach field the entire *Excel* workbook will be automatically attached
- Click **Send** button from the shortcut toolbar to send the message

Additional Readings

Tab Color

To change the tab color, right click on the tab you want, and select **Tab Color**. From the color list that appears choose the color you want.

Hide / Unhide

- To hide a column or a row, you have to highlight the whole column / row by right clicking on its Letter/ Number, and choose **Hide**.
- To unhide a column or a row, highlight the columns / rows next to the hidden one, right click on them, and choose **Unhide**.

Appendix:

Shortcut keys:

Command	Shortcut
Cut	CTRL + x
Copy	CTRL + c
Paste	CTRL + v
Print	CTRL + p
Open	CTRL + o
New	CTRL + n
Save	CTRL + s
Select all	CTRL + a
Undo	CTRL + z
Redo	CTRL + y
Find	CTRL + f
Replace	CTRL + h
Go to	CTRL + g
Insert Hyperlink	CTRL + k
Underline	CTRL + u
Bold	CTRL + b
Italics	CTRL + i
Thesaurus	SHIFT + F7
Help	F1
Spelling & Grammar	F7
