



Microsoft Excel 97/98 Session 3

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Introduction

Excel Session 3 is a course created for CAL PACT participants to learn more about the features of Excel. The course covers simple introductory material and applies to both the Windows and Macintosh computer platforms. This document serves as a supplement and future reference to the class.

What you will need to know to take this class

- how to use the mouse
- how to use the Macintosh or Windows computing environment
- the material covered within the CAL PACT Excel 1 and 2 classes.

Specifically: data entry
editing
formatting
formula entry
printing

What you will learn in this class

- making a chart using the Chart Wizard
- editing a chart
- formatting a chart

Conventions used in this document

Menus and menu commands are separated by a vertical bar (|). In the document they will appear as **Menu | Command**. An example of this is "Select **File | New...**"

Making A Chart

Enter the Data


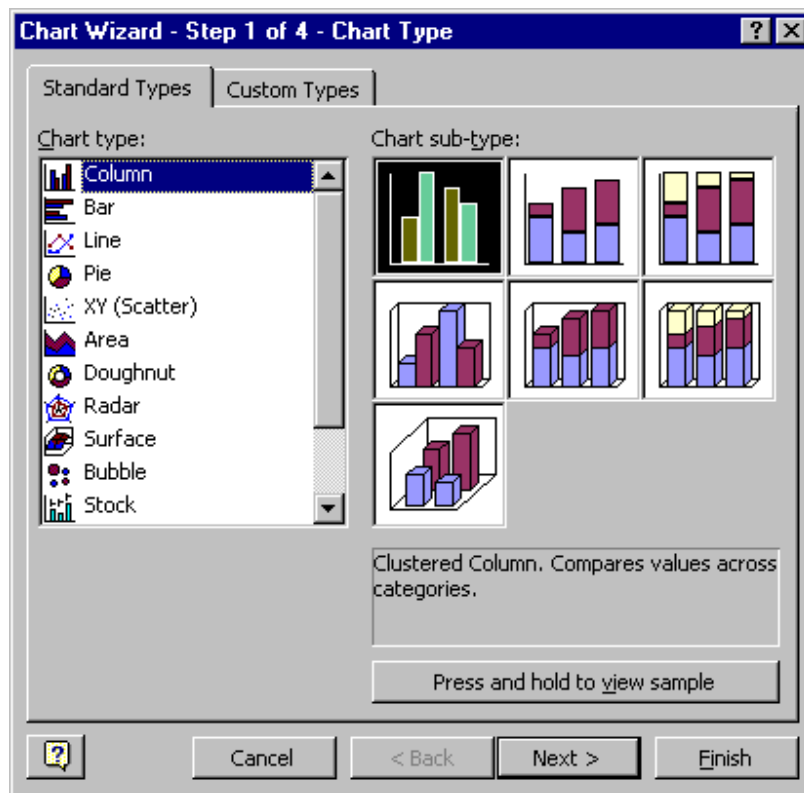
Type in the data and remember to include labels for your data as well. After finishing up your data series, highlight the rows and columns. (Note: highlight the labels as well.) Next click the Chart Wizard button () to begin making the chart.

Chart - Step 1

Step 1 of the Chart Wizard asks what type of chart you want to use. Select a Chart type and a chart subtype. Chart sub-type is a sub variation on Chart type that plots the data in contrasting ways. A preview box below Chart sub-type describes the effect of the selected sub-type. Click and hold the “Press and hold to view sample” box to preview your selection. Click on Next once the desired chart has been chosen.



What's the difference between a Line chart and a (XY) Scatter chart?

Many users are unaware of the difference between a line and scatter chart. *Know the difference.*


The line chart emphasizes time flow and the rate of change, rather than the

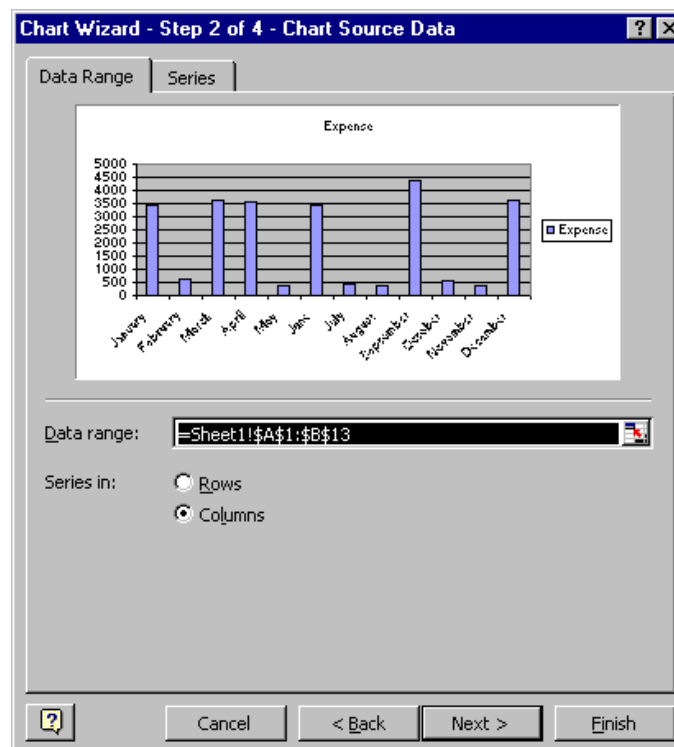
amount of change. The line chart will plot each data point one tick mark apart regardless of how far apart the x-data is. Only the difference between one point to the next is shown.

The xy- scatter shows the relationship or degree of relationship between the numeric values in several chart data series. This means that Excel will calculate the scale and tick-mark labels for the x-axis, just as it does for the y-axis. A regression line can be plotted through a xy-scatter graph.

An Example: Looking at a plot of pig numbers vs. how much they weigh. The numerical value for the pig should not affect how the data is plotted since all pigs are equal. Looking at a plot of time vs. growth, both time and growth are dependent and must be plotted according to scale.

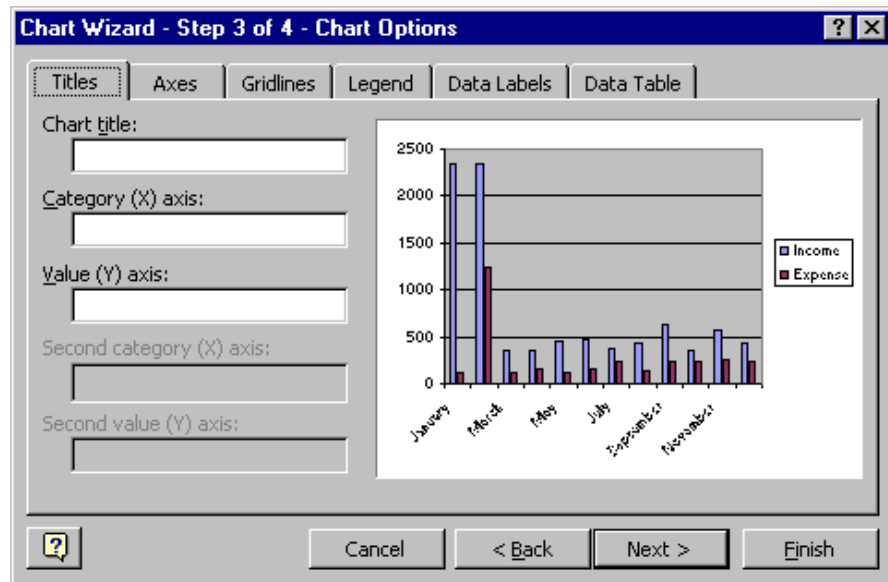
Chart - Step 2

Step 2 of the Chart Wizard asks to confirm the selected cells in the range display. If the wrong cells are selected, click the button to the right of the data range box () to collapse the Chart Wizard dialog box. Once the box is collapsed you can select the correct data. Click the same collapse button to expand the dialog box. Depending on whether you entered your data series in rows or columns, choose the appropriate radio button. Click on Next when the correct range is displayed.



Step 3

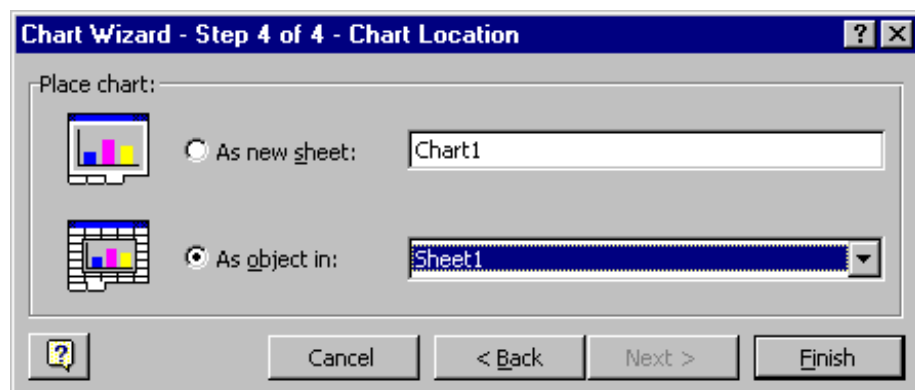
Step 3 of the Chart Wizard selects options for the chart. Click through the tabs to edit Titles, Axes, Gridlines, Legends, Data Labels, and Data Table. Select the options preferred and click on Next. Click Back if there was a mistake in the previous steps.



Step 4

Step 4 of the Chart Wizard asks whether you want the chart to be placed on the current worksheet or on a new worksheet.

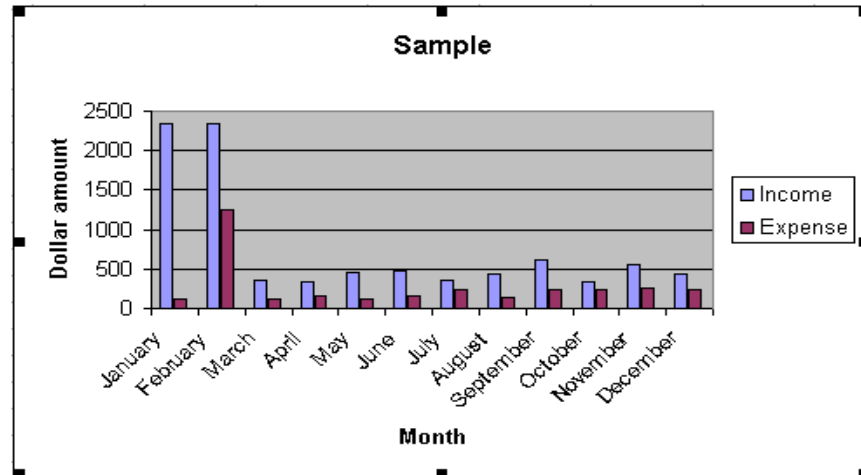
If you have lots of data and are only making a chart out of a few data points, make a chart on a new worksheet so that your worksheet does not become too cluttered. But if you want your data next to the chart, you might opt for the chart on the current worksheet. (Note: You can place your chart on another sheet as well by clicking the down arrow box.)



Working With A Chart


Selecting A Chart

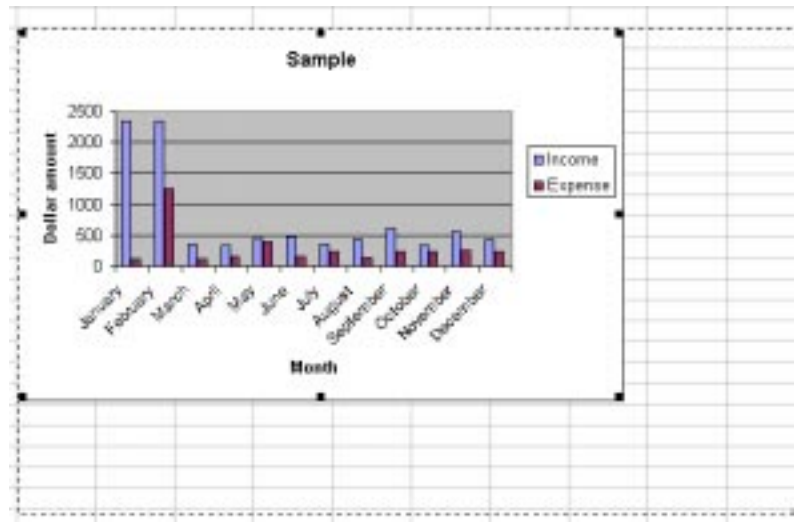
Select a chart by clicking one time on the chart. Selected chart will have eight tiny boxes around the edge called handles. This only applies to charts that are created on the same sheet. Charts created on a new sheet will be selected by default.



Resizing the Chart

Resizing a chart applies only when the chart has been created on the same sheet.

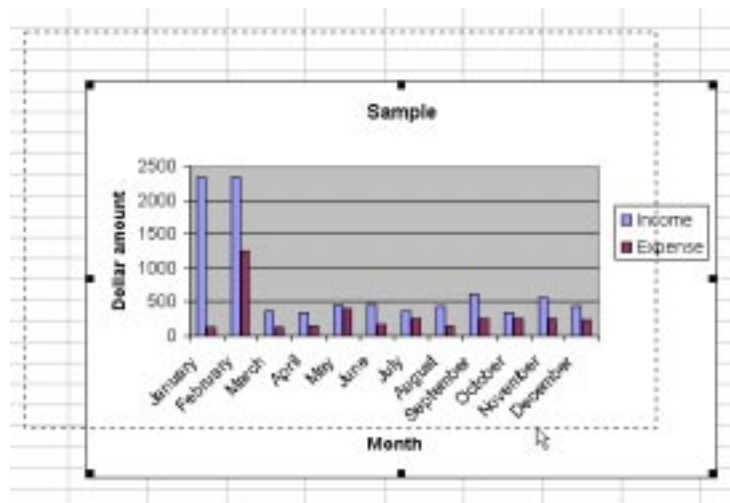
1. Select the chart to resize. The selected chart will now have eight tiny boxes around the edge called handles.
2. Select the appropriate handle depending on which direction the chart will be resized. For example, to make the chart wider to the right, select the handle in the middle on the right edge (and drag further to the right). To enlarge the chart area down and to the left, select the handle on the lower left corner.
3. When the mouse pointer is placed over a handle, it turns into a double arrow. 
4. Drag the chart to a new size.



Moving a Chart and its Contents

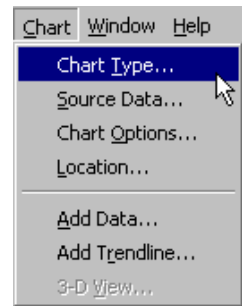
Moving a chart is similar to moving a cell. Select the chart to move and drag it to the new location. The Title, Legend, Axis Labels, and other chart objects can be moved from the opened chart.

1. Select the chart or object within the selected chart to move.
2. The selected chart or object within the chart will show the eight small control handles around the border.
3. Move the object by dragging the object by its border.



Editing a Chart

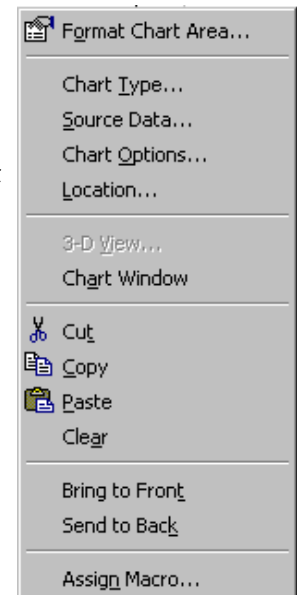
Once a chart has been completed you can edit it using the Chart pull-down menu. Select the chart and click the Chart menu. The four steps of the Chart Wizard are listed here. At anytime the chart is selected you can right click the chart to open up an option box. This box contains the four steps of the Chart Wizard as well.



Legends

To insert a Legend

1. Select the chart and right click.
2. Select Chart Options from the pop-up menu or select Chart | Chart Options from the pull-down menu.
3. Click the Legend tab and select Show Legend.
4. Select the placement of the legend box and click OK.



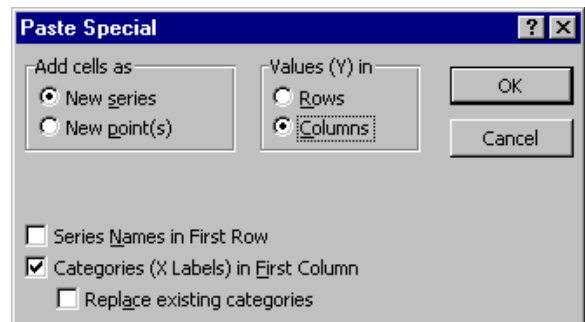
To resize the Legend

1. Select the legend from an open chart
2. Click and drag the legend handles to resize.

New Series or Data

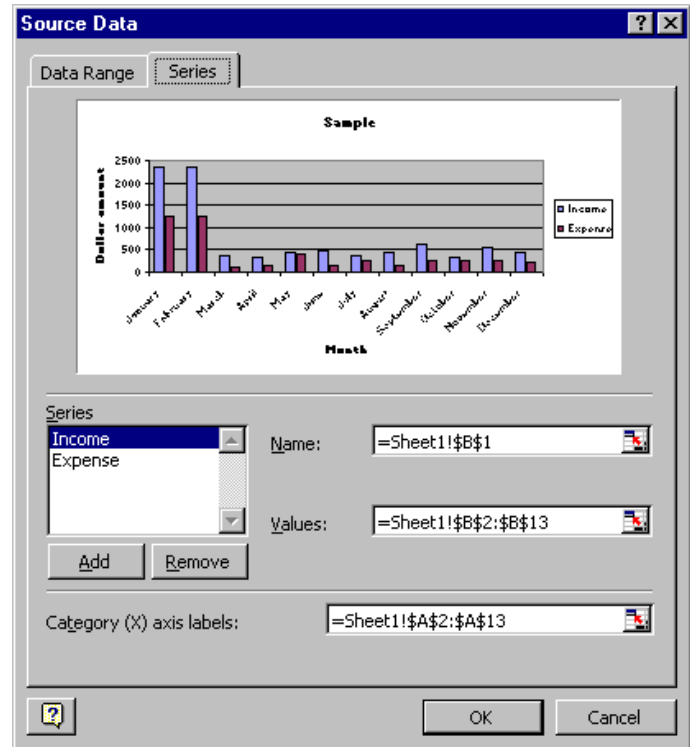
To add a new series or Data to a chart

1. Select and copy the data to add from the worksheet.
2. Select the chart to add the new data or series to.
3. Select **Edit | Paste Special...**
4. Choose to add the cells as a New Series in Rows or Columns.
5. Choose if the Series name or Axes Label are included.



Naming a series (i.e. changing the series name in the legend)

1. Select the chart
2. Select **Chart | Source Data**
3. Choose the **Series** tab
4. Under the Series box select the appropriate series and adjust the name in the Name field. To use a custom name, enclose the name in quotes. For example =*"My series"*.



Deleting

To Delete a Legend, Chart Title, Axis Labels, or Series

1. Select the object to delete (remember selected objects will have handles on the border).
2. Press the delete key *or* select **Edit | Clear All** (for deleting the selected region) or **Edit | Clear Series** (for deleting the entire series).

Formatting

The **Format** menu can customize the chart by changing the font of the chart text, the horizontal and vertical alignment, the text orientation, the pattern and color of the chart, and the style of the chart text. Remember that the chart must be selected before chart objects can be selected for formatting. Many times, by double clicking on the chart object, the proper formatting menu will be accessed. To use this shortcut, it is important to double click on the correct object. (Note: All format options can be accessed by right clicking after the object has been selected. A pop-up menu will appear and state the format option available.)

Chart Type

The chart type can be changed by right clicking on the chart or by selecting Chart | Chart Type.

Chart Area

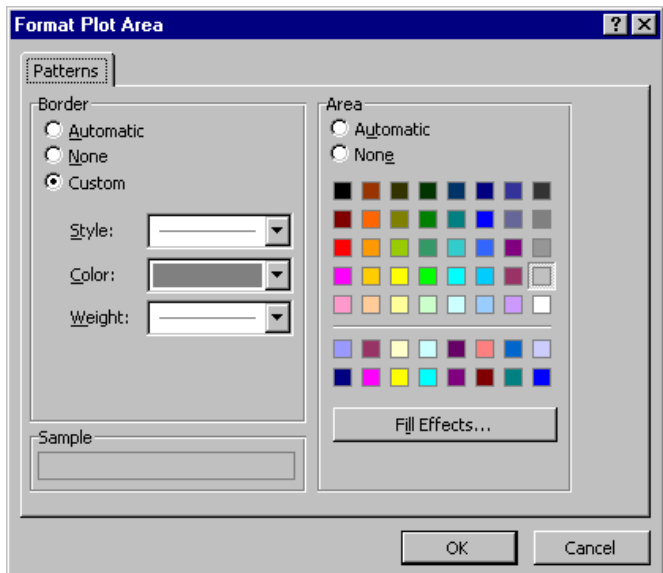
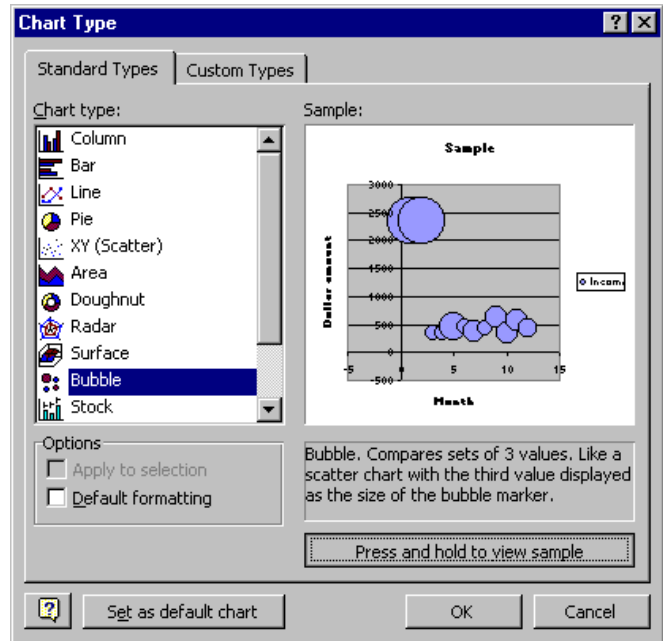
Change the background color of the chart or the text on the chart area by double clicking on the chart area. You can also change this by selecting Format | Chart Area.

Plot Area

The default plot border and area for Excel 97/98 is gray. Change this by double clicking on the plot area and then changing the color of the area and border to the desired color.

Data Series

Select and double-click the data series to rename the series, change the pattern (color and markers) of the series, and add error bars or data labels to the series.

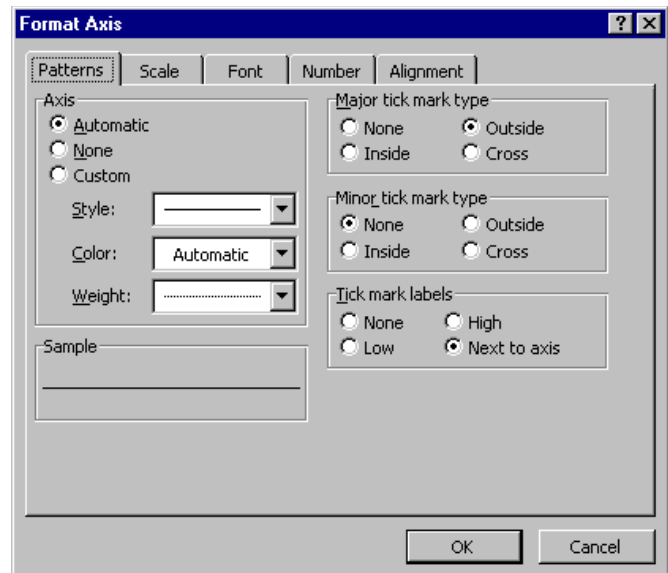


Axis

Double click on an axis to change the scale of the plot, the tick marks of the axis, and the orientation and font of the labels.

Legend

Change the font, placement and pattern of the legend by double clicking on the legend.



Data Point

To select a certain data point, select the series that contains the data point and then double-click on the data point to format. Add labels or change the pattern of the selected data point.

Adding Text

To add text to a chart, select the chart and begin typing. The text entry will appear in the formula entry bar. Enter the text and it will appear on the chart as its own object.

Deleting a Chart

If the chart is on a new sheet

1. Click on the sheet tab at the bottom of the screen to select the sheet.
2. Delete the sheet by selecting **Edit | Delete Sheet**.

If the chart is on the same sheet

1. Select the chart by clicking one time on the chart. The selected chart will have eight tiny handles around the edge.
2. Clear the chart using **Edit | Clear | All** or press the Delete key on the keyboard.