

An Introduction to

Excel 2000 Part 2

Formatting Tables, Creating and Editing
Charts using Microsoft Excel 2000

Formatting and Charts in Excel

AutoFormat

Using **AutoFormat** allows you to format data on a worksheet in a number of pre-defined styles.

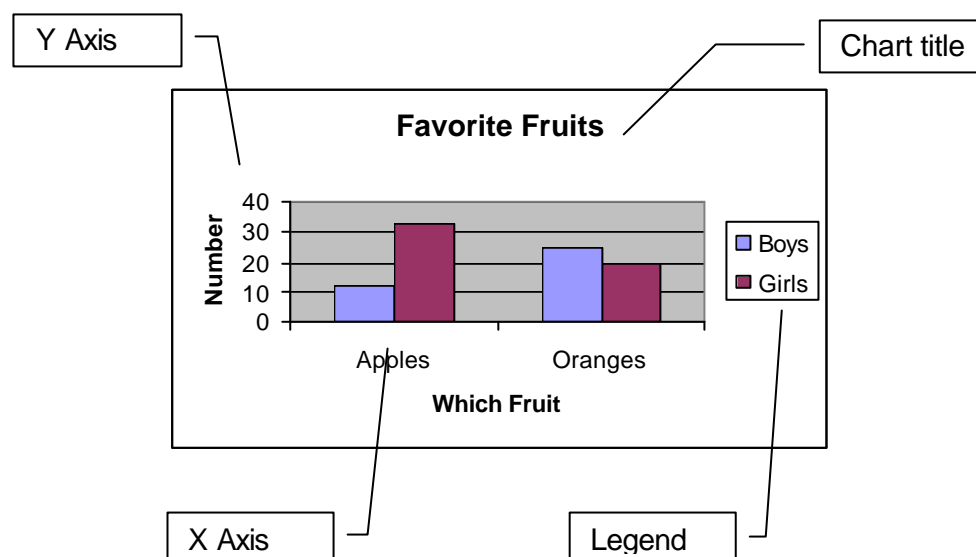
1. Select the table or area of the worksheet to format.
2. From the **Format** menu, select **AutoFormat**.
3. Select a table format and click **OK**.


Rotating Text within Cells

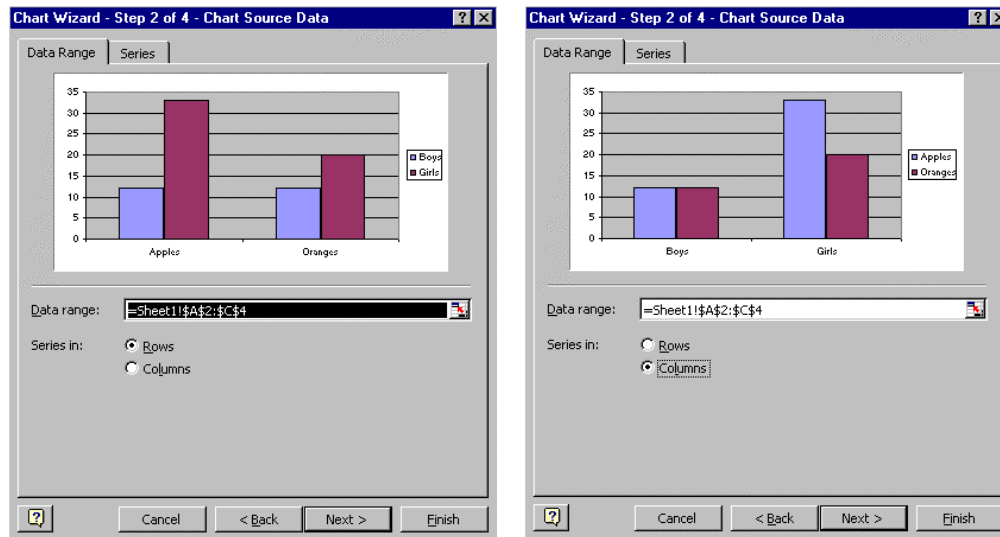
1. Select the cell or cells to be rotated.
2. From the **Format** menu, select **Cells**, then **Alignment**.
3. In the **Orientation** area, drag the 'Text' line to the angle required, or enter the angle in the **Degrees** box.

Chart Wizard

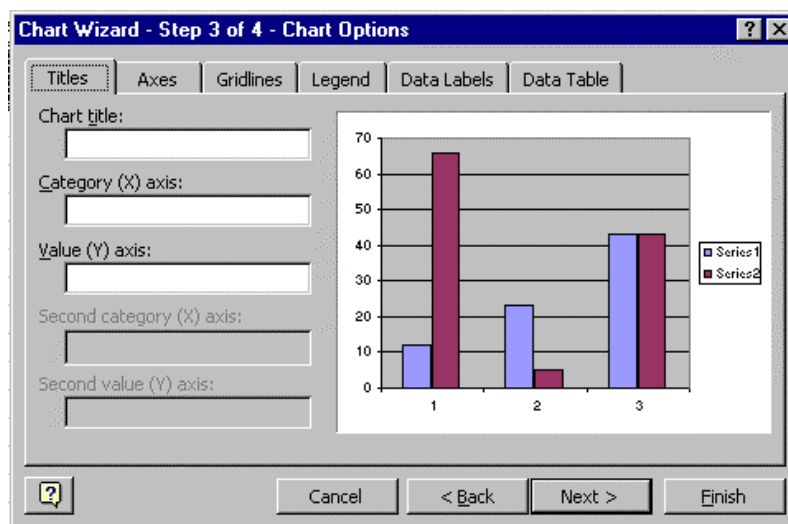
Using the **Chart Wizard** is the easiest way to convert data in a table into a chart. Below is an illustration of the construction of a typical chart:



1. Select the range of data to be used for the chart.
2. From the toolbar, select the **Chart Wizard** icon .
3. Step 1 allows you to select the type of chart you wish to use. You can click and hold the **Press and hold to view sample** button to display a preview. Select **Next** to continue.
4. At step 2 you can choose to sort the data by **row or column**, then select **Next** to continue. (The difference is shown below.)



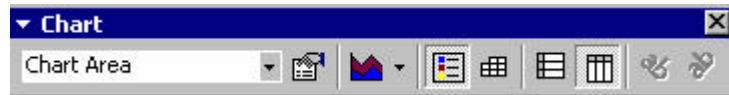
5. Step 3 allows you to add and edit titles, labels and other options. Select **Next** to continue.




6. The final step of the chart wizard allows you to create the chart as a **new worksheet** or as an **object in** the current or specified worksheet. Select **Finish** to create the chart and exit the Chart Wizard.

Editing a Chart

Once you have created a chart, you can edit any part of it using the floating **Chart toolbar**. If the toolbar is not displayed it can be opened from the **View** menu by choosing **Toolbars**, then **Chart**.



From the **Chart Objects** drop-down list on the toolbar you can select which part of the chart to edit, then click the **Format** button  (next to the drop-down list) to change colour, font or other properties.

You can quickly change the **Chart type** using the drop-down list of chart types .

The options available in the 4 steps of the Chart Wizard can be accessed from the **Chart** menu when the chart is selected. (Chart Type, Source Data, Chart Options, and Location.)

Printing

It is good practice to preview your work before printing using the **Print Preview** option on the **File** menu. Excel will print charts on a full page if the chart is selected, or as part of the active worksheet if not selected.

1. From the **File** menu, select **Print**.
2. Specify the number of copies, specific sheets, etc.
3. Specify in the **Print what** option what is to be printed (the current selection, the active worksheet or the entire workbook).
4. Click **OK** to **Print**.