

CHARTS

Creating a Standard Chart

To create standard charts use the Excel Chart wizard.

1. On the worksheet select the data to be plotted
2. Click on the native Excel **Insert** tab
3. From the **Charts** selection, select the required chart type and then the sub-type. A chart will be inserted on the worksheet – this is a standard Excel chart and can now be formatted to the correct corporate style
4. To format your chart, go to the **Format Chart** group on the **Create™ 2010** tab and select **For Excel**, **For Word** or **For PowerPoint**

Formatting Charts for Excel

This function formats a chart in your spreadsheet, without sending it to, or sizing it for insertion into a placeholder in PowerPoint or Word. This function might be used when there is no destination presentation / document or if the chart is to remain in Excel.

1. Create the chart using the native Excel Chart wizard
2. Select the chart
3. Click on **For Excel** in the **Format Chart** group

Formatting Charts for PowerPoint

This function formats a chart in your spreadsheet, without sending it to, or sizing it for insertion into a placeholder in PowerPoint. This function might be used when there is no destination presentation in PowerPoint or you wish to view how a chart would look before sending it to your PowerPoint presentation.

1. Create the chart using the native Excel Chart wizard
2. Select the chart
3. Click **For PowerPoint** in the **Format Chart** group
4. From the dropdown menu, select the document type you are using in PowerPoint (Note: Printbooks are for printing and screenshots are for projection)

The selected chart will be formatted in your corporate style, ready for inserting into a PowerPoint presentation.

Formatting Charts for Word

This function formats a chart in your spreadsheet, without sending it to, or sizing it for insertion into a placeholder in Word. This function might be used when there is no destination document in Word, or you wish to view how a chart would look before sending it to your Word document.

1. Create the chart using the native Excel Chart wizard
2. Select the chart
3. Click **For Word** in the **Format Chart** group
4. From the dropdown menu, select the document type you are using in Word

The selected chart will be formatted in your corporate style, ready for inserting into a Word document.

Copying Charts to PowerPoint and Word

This function copies a chart to a placeholder. There are a number of options to copy the chart, format it and link it

back to the source data in Excel. Remember to save your worksheet in Excel in order that the chart references link correctly.

1. Place your cursor in a placeholder in PowerPoint or Word
2. Go to your Excel worksheet and select the chart to be copied
3. Click **PowerPoint** or **Word** in the **Send Chart To** group
4. Select, from the dropdown menu either **Fully Formatted** (and the document type you are using in PowerPoint), **Resized only** or **As is**

All three **Send Chart To PowerPoint/Word** options paste the chart into PowerPoint or Word and link it back to the source data in Excel

Additionally:

Fully Formatted formats and resizes the chart to fit the placeholder. This applies to all charts created via the Native Chart Wizard

Resized Only resizes the chart to fit the placeholder only. This applies to all charts created via the Custom Chart Wizard

As Is pastes the selected chart as it is in Excel, including the size of the chart

5. **Save** the workbook

The macro will copy the chart and paste it into your placeholder in PowerPoint or Word, with a link back to your source data in Excel

TABLES

Formatting Tables

1. Select the whole table or the cells you wish to format. From the **Create™ 2010** tab select **Format Table** from the **Format Worksheet** group
2. Select the type of formatting required from the tabs – i.e. **Whole Table**, **Cell Formatting**, **Fill & Font Colour**, **Fill Colour Only**
3. Make your sub-selection of the style. As you click on each option, a preview will be displayed underneath
4. To improve the size of the preview click on the right hand bottom corner of the window and pull to expand
5. Click **OK** to apply the change and close the dialogue, or **Apply** to apply the change and leave the dialogue box open to apply further changes (e.g. highlighting from the **Fill and Font Colour** tab). If you have selected the **Apply** option when you have completed your formatting, click **Cancel** to close the dialogue

Removing Table Formatting

1. Select the row / cells from which you wish to remove shading or other formatting
2. From the **Create™ 2010** tab select **Format Table** from the **Format Worksheet** group
3. Select the first format from the list (this will be your default table format). Click **OK**

Copying Excel Tables to PowerPoint or Word Fully Formatted

This function copies a range of data from an Excel worksheet and pastes it into PowerPoint or Word as a formatted table. Once in PowerPoint or Word, the Excel data source details can be viewed and the data can be updated or the table style can be changed.

1. In PowerPoint or Word, position your cursor in a placeholder
2. In Excel, select the cells containing the data
3. Select **PowerPoint** or **Word, Fully Formatted** from the **Send Table To** group

The data will be pasted as a formatted table within the placeholder in PowerPoint or Word with a traceable, updateable link to the source data in Excel

Copying Excel Tables to PowerPoint or Word Unformatted

This function copies a range of data from an Excel worksheet and pastes it into PowerPoint or Word as it is with no new formatting applied. Once in PowerPoint or Word, the Excel data source details can be viewed and the data can be updated.

1. In PowerPoint or Word, position your cursor in a placeholder
2. In Excel, select the cells containing the data
3. Select **PowerPoint** or **Word, Unformatted** from the **Send Table To** group

The data will be pasted as an unformatted native table within the placeholder in PowerPoint or Word with a traceable, updateable link to the source data in Excel

Copying Excel Tables to PowerPoint or Word as Pictures

You can create a table from a selected range in Excel and send to PowerPoint or Word as a linked picture. When the data is updated, the picture will be replaced and display the updated numbers, automatically. The function will proportionally size the table to fit the selected placeholder, once the table is in your document, you can click on the corner handles and resize.

1. Place your cursor in a placeholder in PowerPoint or Word and go to Excel
2. Remember to use the **Format Table** function to format your Excel table first so that it will match your PowerPoint or Word tables
3. In Excel, select the cells containing your data
4. Select **PowerPoint** or **Word, As Picture** from the **Send Table To** group

Your data will be pasted into a formatted table in the placeholder with an updateable link should the data change.

Copying Table Data from the Clipboard to PowerPoint or Word

1. In PowerPoint or Word place your cursor inside a placeholder

2. In Excel, select your data range
3. Press **CTRL+C** to copy it to your clipboard
4. In PowerPoint or Word, select **Table** from the **Insert** group on the **Create[™] 2010** tab. The dialogue that appears will highlight **From Clipboard** and the cell range and worksheet name will appear
5. Click **OK** and the table data will be inserted, formatted and linked back to Excel source

OTHER WORKSHEET FUNCTIONS

Copy Subset of Data

Copies a selection of data from Excel that can be pasted into a table in Word or PowerPoint

Multiply By

Multiplies values in the selected cells by 10, 100 or 1,000

Divide By

Divides values in the selected cells by 10, 100 or 1,000

Colour Palette

Displays the colour palette

Insert Footnote

Adds a superscript number (1, 2 or 3) to text in a cell (footnotes) and also to the corresponding chart if there is one

OTHER CHARTING TOOLS

Custom Chart

Assists the user in quickly creating complex, non-standard charts in their company's style

Pie Chart Labels

Adds labels to a pie chart as unattached text boxes that can be fully edited

Average

Calculates and inserts an average line or area onto a chart

Axis Splitter

Inserts a graphic to display a broken axis on a chart

Add Data Labels

Adds Excel data labels to a selected series on a chart

Remove Data Labels

Removes Excel data labels from a selected chart

Switch Axis

Swaps the primary and secondary axes of a chart that has two Y-axes

Set Axis Labels

Allows the user to change the number of categories on the X-axis