Excel©

Printing and Charting Your Worksheets
# Table of Contents

PREVIEWING A WORKBOOK ...........................................................................................................4  
CHANGING THE PAGE SETUP ........................................................................................................6  
  CUSTOMIZING MARGINS ...........................................................................................................8  
  CUSTOMIZING HEADERS/FOOTERS .........................................................................................9  
  SHEET PRINTOUT OPTIONS ..................................................................................................11  
PRINTING YOUR WORKSHEET ..................................................................................................13  
CUSTOM VIEWS ..........................................................................................................................17  
  ADDING A CUSTOM VIEW .....................................................................................................17  
  APPLYING A CUSTOM VIEW ................................................................................................19  
  DELETING A CUSTOM VIEW ................................................................................................20  
  MODIFYING A CUSTOM VIEW ..............................................................................................21  
EXPLORING CHART OPTIONS ....................................................................................................23  
  SELECTING CHART OBJECTS ...............................................................................................32  
  SIZING THE CHART ..............................................................................................................33  
  MOVING THE CHART .............................................................................................................33  
  PRINTING THE CHART ..........................................................................................................33  
  USING THE CHART TOOL BAR ............................................................................................34  
CREATING CUSTOM CHARTS ......................................................................................................36  
  APPLYING THE CUSTOM CHART TYPE ...............................................................................39  
  CUSTOMIZING THE CHART TYPE .........................................................................................40  
  DELETING A CUSTOM CHART TYPE ....................................................................................42  
  CREATING A CHART FROM YOUR OUTLINE .......................................................................43  
ELEVATING/ROTATING THE CHART ............................................................................................43
PREVIEWING A WORKBOOK

USAGE:

Previewing shows you the portion of the document that will be printed and how the spreadsheet will be positioned on the page(s) without actually printing a copy.

Select the Preview button.

If you prefer accessing the menu:

file
Print Preview
The mouse pointer becomes a magnifying glass in the middle of the page while in the Preview mode. Click the button once to zoom in and a second time to zoom back out of the worksheet.

When zooming in and out with the mouse, be sure to place the mouse pointer on a portion of the actual worksheet. If you click on a white area, you will zoom into a blank section.

The following buttons appear across the top of the preview screen:

- **Next** Views the next page (if your workbook contains multiple pages).
- **Previous** Views the previous page (if your workbook contains multiple pages).
- **Zoom** Zooms in and out.
- **Print...** Opens the Print dialog box.
- **Setup...** Opens the Page Setup dialog box - where you can adjust such settings as paper size, margins, orientation, and headers/footers.
- **Margins** Display/hides the margins.
- **Page Break Preview** Displays/hides the page breaks.
- **Close** Closes the preview screen.
- **Help** Opens the help screen.
CHANGING THE PAGE SETUP

USAGE:

Before you print a worksheet, you may want to customize the file to change margins, adjust orientation, add headers/footers and modify other features.

You can access the Page Setup dialog box from the Print Preview screen by clicking on the Setup button or within your spreadsheet by accessing the menu, as shown below:

```
FILE
New...
Open...
Close
Save
Save As...
Save as Web Page...
Save Workspace...
File Search...
Permission...
Web Page Preview
Page Setup...
Print Area
Print Preview
Print...
Send To
Properties
Exit
```

Whatever method used, the following box will be displayed:

![Page Setup Dialog Box](image)

- **Orientation**: Portrait or Landscape
- **Scaling**: Adjust to % normal size or Fit to page(s) wide by tall
- **Paper size**: Letter
- **Print quality**: 300 dpi
- **First page number**: Auto
Within the tab labeled **Page**, the following options are available:

**Orientation**
Use this section to change the paper orientation to **Landscape** or **Portrait**.

**Scaling**
This section allows you to enlarge or reduce the printout. Not all printers will be able to use this feature.

Use the **Adjust to:** option to reduce or enlarge the output from 10 to 400 percent of the original size.

Use the **Fit to:** option to specify exactly how many pages wide or tall you want the final printout to be.

**Paper size**
Provides various paper sizes to choose from. Available sizes will vary from printer to printer.

**Print quality**
Allows you to specify the resolution (dots per inch) for printing. The higher the number, the better the quality - but it also takes longer.

**First page number**
Leave this option at **Auto** to start page numbering at the next sequential number or enter a number with which the first page should begin.
CUSTOMIZING MARGINS

To change the margins click on the **Margins** tab, as shown below:

- **Top/Bottom**
  - Use this section to change the top and bottom distance between the edge of the paper and the printout.

- **Left/Right**
  - Use this section to change the left and right distances between the edge of the paper and the printout.

- **Header/Footer**
  - Use this section to change the top and bottom distances between the edge of the paper and the header and/or footer. Make sure that this value is smaller than the **Top/Bottom** margins or the header will overlap the data.

- **Center on page**
  - This option is used to balance a printout by centering pages **Horizontally** (between the left & right margins) and/or **Vertically** (between the top and bottom margins).
CUSTOMIZING HEADERS/FOOTERS

To customize or remove the headers/footers, click on the tab labeled **Header/Footer**, as shown below:

The top section is a sample of what the current header will display.

In the section called **Header** is a pull-down list of predefined headers. Simply click on the down arrow and choose from the list of available headers.

In the section called **Footer** is a pull-down list of predefined footers. Simply click on the down arrow and choose from the list of available footers.

To customize the header/footer click on one of these buttons:

The custom header and footer dialog boxes look the same.
Use the Left, Center and Right sections of the box to enter text. The section you type it in will determine where the header/footer text will be placed on the printed page.

Use the following buttons to add special options:

- Allows you to customize the font.
- Inserts the current **Page Number**.
- Adds the **Total number of pages** in the printout.
- Adds the **Date** to the header/footer.
- Adds the **Time** to the header/footer.
- Adds the **Path & Filename** to the header/footer.
- Adds the **Filename** to the header/footer.
- Adds the **Tab Name** to the header/footer.
- Allows you to insert a **Picture** in the header/footer.
- If you have a picture, use this to **Format the Picture**.
SHEET PRINTOUT OPTIONS

Click on the Sheet tab to customize the print features that affect the overall sheet, as shown below:

<table>
<thead>
<tr>
<th>Print area:</th>
<th>Print titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print area:</td>
<td>Rows to repeat at top:</td>
</tr>
<tr>
<td>Print area:</td>
<td>Columns to repeat at left:</td>
</tr>
<tr>
<td>Print area:</td>
<td>Print ...</td>
</tr>
<tr>
<td>Print titles:</td>
<td>Print Preview</td>
</tr>
<tr>
<td>Print titles:</td>
<td>Options ...</td>
</tr>
<tr>
<td>Print titles:</td>
<td>Print Gridlines</td>
</tr>
<tr>
<td>Print titles:</td>
<td>Black and white</td>
</tr>
<tr>
<td>Print titles:</td>
<td>Draft quality</td>
</tr>
</tbody>
</table>

**Print area**
Use this section to specify the block to be printed. If you selected a block before you entered this box, the block will already be displayed. If not, you may enter the range as **A1:B15** to specify that the block from A1 to B15 should be printed. You can enter more than one range if you separate the ranges with a comma - as in **A1:B15, D20:F40**.

**Print titles**
This section allows you to specify rows to be printed along the top or the columns to be printed along the left of each page. To specify a range, click in the row or column section and then type the block.

Click on this button (to the right of these two sections) to return to the worksheet to select the block. When done, reactivate the Page Setup dialog box.
Print

You can choose to either display Gridlines or suppress the sheet gridlines from printing.

**Black and white** is used to print in black and white for faster printing.

Checking the **Draft quality** option speeds up the printout by printing fewer graphics and suppresses the gridlines.

Check the **Row and column headings** box to print the row numbers and column letters around the border of the printout.

Depending on your preference, you can choose to print Comments on a separate page at the end of your document or as they are displayed in the worksheet.

You can also choose how **Errors** will be printed (blank, as they appear in the cell or with the #N/A indicator).

Page order

Use this section to specify the order pages are to be printed. You can choose to print **Down, then Across** or **Across, then Down**.

You should notice the **Options...** button to the right side of each of the tabbed boxes. This button is used to access the “Printer Properties” dialog box.

You should also notice the **Print Preview** button within each of the tabbed dialog boxes. If you want to see how the worksheet will print based on the current settings, click on this button.

Once you have made your selections from the various tabs, click on the **OK** button.
PRINTING YOUR WORKSHEET

Usage:

After you have saved your workbook, you will want to print it. If you do not specify otherwise, Excel assumes you want to print the entire worksheet. It is possible, though, to specify a print range.

Click on this tool to begin printing. If you select this tool, the worksheet will be printed - bypassing the print dialog box.

To display the “Print” dialog box, access the following menu:

File
Print...

At the top of the dialog box, Excel displays the current printer. Click on the down arrow beside this box to choose another printer. From within this dialog box you can also select what you want to print (e.g., the current selection, active worksheet or entire workbook), how many...
copies are needed, whether multiple copies should be collated and which pages to print. In addition, you can instruct Excel to save the print job to a file to print at a later time.

This button allows you to further specify how the document will be printed. When you click on this button, a second dialog box will be displayed, as shown below:

The tabs within this second dialog box will vary depending on the printer selected. The basic tabs are those discussed below:

**Layout**  
Specify portrait or landscape orientation, whether to print the document front to back or back to front, and how many pages per sheet you want to print.

**Paper/Quality** Specify paper source and print quality.
To close this second dialog box, choose OK.
Once you return to the main “Print” dialog box, click on the [OK] button to actually begin printing.

If you prefer to preview the print job before actually printing, click on the [Preview] button.

**NOTE:** To print only part of the worksheet, you would highlight the area you wanted to print and then select the printer menu. One of the options will be to print the **Selection**.

You can also highlight the block of cells you want to print and then access the [File] → [Print Area] → [Set Print Area] menu. Dashed lines will appear on your screen - indicating the print area. Once the print area is set, that becomes the permanent print block. To reset the print area, access the [File] → [Print Area] → [Clear Print Area] menu.

**TIP:** The shortcut key for printing is $C+p$. If you press this shortcut key combination, Excel will display the print dialog box.
CUSTOM VIEWS

USAGE:

If you frequently use different page headers, footers, margins, and print areas for various types of printouts, you can save these settings as views. These custom views can then be recalled and will restore all settings stored with the custom named view.

In addition to page setup and print settings, a view can also remember hidden rows/columns and database filter settings. These views can make working with complex worksheets more tolerable.

ADDING A CUSTOM VIEW

To create a custom view, follow the steps outlined below:

1. Set up your worksheet so that it contains the custom view you want to name (for future recall).

2. Access the following menu:

   View
   Custom Views...

   A dialog box will be displayed listing any existing custom views, as shown below:

   ![Custom Views Dialog Box]

   - Views:
     - Show
     - Close
     - Add...
     - Delete
3  Click on the **Add** button. You will be presented with a box asking you to enter a descriptive name:

![Add box](image)

- **Name:** 
- **Include in view:**
  - [ ] Print settings
  - [ ] Hidden rows, columns and filter settings

  [OK] [Cancel]

4  In the box provided, enter a name for the custom view.

5  There are also two checkboxes which you can use to specify whether print settings and hidden rows/columns should be included in the view you are currently defining.

6  After entering the name and selecting which items to include in the view, click on **OK**.
APPLYING A CUSTOM VIEW

Once a custom view has been created, you can apply it at any time by following the steps shown below:

1. Access the following menu:

   **View**
   **Custom Views...**

   A dialog box will be displayed with any existing custom views listed, as shown below:

   ![Custom Views Dialog Box]

2. Double-click on the view you want to display or highlight it and click on the **Show** button.
DELETING A CUSTOM VIEW

To remove an existing custom view, follow these steps:

1. Access the following menu:

   **View**

   **Custom Views...**

   A dialog box will be displayed with any existing custom views listed, as shown below:

   ![Custom Views Dialog Box](image)

   - Expenses (2002 Only)
   - Expenses (2003 Only)
   - Sales (2002 Only)
   - Sales (2003 Only)

2. Select the view to remove and click on **Delete**.

3. You will be asked to confirm the deletion. The view should now be removed from the list.

4. Click on **Close** to return to the worksheet.
MODIFYING A CUSTOM VIEW

If you want to modify the settings for an existing view, you should first display the view you want to modify. Rather than having to customize the view from scratch, selecting the original view only requires you to make the new changes.

When you modify an existing view, you are basically adding a new view but using the same name. Because the same name exists, Excel will ask if you want to replace the view with the new settings.

Follow these steps to modify an existing custom view:

1. Using the named custom view that you want to replace, set up your worksheet so that it contains the new settings.
2. Access the following menu:

   View
   Custom Views...

A dialog box will be displayed with any existing custom views listed, as shown below:

<table>
<thead>
<tr>
<th>Views</th>
<th>Show</th>
<th>Close</th>
<th>Add...</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses (2002 Only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses (2003 Only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales (2002 Only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales (2003 Only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Click on the \( \text{Add...} \) button. You will be presented with a box asking you to enter a name, as shown below:

```
<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include in view</td>
</tr>
<tr>
<td>Print settings</td>
</tr>
<tr>
<td>Hidden rows, columns and filter settings</td>
</tr>
</tbody>
</table>
```

4. In the box provided, enter the exact same name of the custom view you want to replace.

5. After entering the name, click on \( \text{OK} \).

6. You will be asked to confirm the replacement of the original view with the new one.
EXPLORING CHART OPTIONS

USAGE:

Creating a chart can turn numeric spreadsheet data into a view which often reveals information not immediately apparent in a table of numbers.

Excel comes with a ChartWizard tool which steps you through the process of creating charts. These charts can either be embedded within the worksheet or stored individually as a chart sheet.

**Monthly Sales Report**

<table>
<thead>
<tr>
<th></th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>3-Month Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Widgets</td>
<td>546</td>
<td>522</td>
<td>653</td>
<td>1721</td>
</tr>
<tr>
<td>Sprockets</td>
<td>400</td>
<td>390</td>
<td>460</td>
<td>1250</td>
</tr>
<tr>
<td>Cogs</td>
<td>240</td>
<td>350</td>
<td>330</td>
<td>920</td>
</tr>
</tbody>
</table>

To embed a chart within a worksheet, follow these steps:

1. Select the data to be charted.

2. ![Chart tool](chart-icon) Click on the **Chart** tool once (which is located on the standard tool bar).

3. After selecting the chart tool, follow the four steps in the resulting dialog box.

The Chart Wizard consists of four steps necessary to create a chart. Each step includes buttons used to move through the process. For example, ![Back](back-icon) moves back to the previous screen to make a correction/change. The
Next > button moves to the next step. You will notice that some steps contain multiple tabs. Click on Finish only when everything is complete.

**Step 1** contains two tabs. The first one (labeled **Standard Types**) defines the type of chart desired. Select the **Chart Type** (from the left side) and then the **Sub-type** (from the right side).

Notice there is a button in the bottom right-hand corner of this box which allows you to view a sample chart. Hold the button labeled Press and Hold to View Sample and a sample chart will replace the “Chart sub-type” section.
The second tab (labeled **Custom Types**) is used to choose from a list of more custom chart types.

Notice there are two radio buttons located along the bottom left of this dialog box. You can select custom charts that are either **Built-in** or **User-defined** (those that you create and then save to use later with future charts).

Select the type of chart desired from the list provided.

**NOTE:** Creating custom user-defined charts is discussed later in this module.

Click on **Next >** to move to the next step.
Step 2 contains two tabs. The first one (labeled Data Range) is used to specify the range of cells you want to plot.

Enter the range of cells you want to plot. If you had selected a range of cells before clicking on the chart tool, they would automatically be placed in the Data range box.

Notice you can choose to plot the selected data by Rows or Columns. Click on the appropriate radio button. If you are unsure of which setting to choose, watch the sample change as you select each button. When you see the correct chart layout, you know you have selected the right choice.

If you click on the button, the chart wizard will be temporarily set aside and you will be taken back to the worksheet where you can select the range used for the chart.

Once the range has been selected, re-activate the chart wizard by clicking on (which is located in the right corner of the Chart Source Data title bar).
The second tab (labeled **Series**) is used to name and define each value series being plotted and labels for the x-axis.

**Name** Use this box to enter a name for each series.

**Value** Use this box to enter the cells being plotted.

**Category labels** Select cells containing labels for the X axis.

When you enter the information in the boxes provided, the sample chart will reflect the new data. Each series (as created) should be **added** to the left side of the box. To **remove** an existing series, select the series you want to remove and then click on **Remove**.

Click on **完** to set aside the wizard and return to the worksheet where you can select the names and values for
the chart. When complete, re-activate the chart wizard by clicking on 

Click on Next to move to the next step.

Step 3 contains six separate tabs. The first tab (labeled Titles) is used to enter chart titles. Click in the appropriate box and enter the text to be placed on each side of the chart. Notice that the sample on the right reflects changes as they are made.
THE AXES TAB

The second tab is used to display/hide the x and y axis for the chart. The sample on the right reflects changes as they are made.

THE GRIDLINES TAB

The third tab determines which gridlines (if any) will be included on the chart. Check the desired gridline box. Notice the chart reflects changes as you make them.
THE LEGEND TAB

The fourth tab is used to add or remove legends. If you are plotting multiple series, a legend can help your audience to understand what the chart consists of. Check the **Show legend** box and then choose where the legend should be placed. The sample chart reflects changes as they are made.

THE DATA LABELS TAB

The fifth tab specifies if and where data labels will be placed. Data labels are the actual values representing the bars/lines on the chart. Notice the sample reflects changes as they are made.
THE DATA TABLE TAB

The final tab is used to add or remove a data table, which is a separate table containing the actual values stored in the cells being plotted. The chart reflects changes as you make them.

Click on Next to move to the next step.

Step 4 asks you to specify the placement of the chart. Select whether the chart should be inserted as a new sheet or as an object within the current worksheet. You can place the chart on the current worksheet and still print it separately. By default, Excel chooses to insert the chart as an object on the current sheet.

Once everything is complete, be sure to select Finish.
SELECTING CHART OBJECTS

As you move the mouse across the chart, Excel displays a tip box showing what part of the chart would be selected if you clicked the [LEFT] mouse button.

Before you can modify any chart object, you must select it - by clicking on it once. Handles (small black boxes) will surround the object - indicating you can now modify it. When you select the data series, the cells being plotted are also selected.

NOTE: To select an individual object (e.g., a single bar) of a series, click once on the object to select the series. Click a second time to select the individual object.
SIZING THE CHART

1. Click on any of the outside borders surrounding the chart. Be sure you see the handles around the chart.

2. Place the tip of your pointer on one of the handles until you see a double-sided arrow.

3. Click and drag the mouse pointer to resize the chart. If you hold down the C key as you drag, the chart will be sized from the middle out. If you hold down the S key as you drag, the chart is sized proportionately.

MOVING THE CHART

It is also possible to move the chart to a new location within the worksheet. You move a chart by selecting it and then dragging it to its new location.

1. Select the outside border of the chart. Be sure you see the handles surrounding the chart.

2. Move the pointer to the background of the chart and then click and hold the [LEFT] mouse button down while dragging the chart to its new location.

As you begin dragging the chart, you will notice that the mouse pointer changes to a 4-way arrow $\leftrightarrow$.

PRINTING THE CHART

Once you add the chart to your worksheet, you can either print it out with the data or alone. If the chart is not selected, it will be printed as an object, along with your cell data. To print the chart alone, click on it once (to select it) and then follow the normal printing steps.
USING THE CHART TOOL BAR

Once the chart is created, any time the chart is selected, a tool bar will appear on the screen.

If for some reason you do not see it, point to one of the other tool bars and click your [RIGHT] mouse button once to display a list of available tool bars. Select Chart from the list of tool bars.

The following chart tools are available while working with charts:

- **Value Axis**: Click on the down arrow to the right of this tool to quickly select the various chart elements (e.g., title, axis, series).

- **Format Chart Area**: This tool is the Format Chart Area which sets the overall characteristics of the chart, such as background colors, borders, and positioning.

- **Chart Type**: Click on the down arrow beside the Chart Type tool to change the chart style. From the list provided, click on the picture representing the type of chart desired.

- **Legend**: This tool adds or removes the legend.
This tool adds or removes a data table. A data table contains a separate table listing the actual values being plotted.

This tool plots the data series across rows.

This tool plots the data series across columns.

This tool causes the selected text to be displayed at a 45 degree angle (from left downward). This can be used to display longer labels in a more readable format.

This tool causes the selected text to be displayed at a 45 degree angle (from the left upward). This can be used to display longer labels in a more readable format.

**TIP:** You can quickly adjust the value linked to a data point (e.g., bar). Click once on the bar to select the data series and then a second time to select the data point itself. Next, grab the middle handle at the top of the bar and drag it up or down to increase or decrease the linked value. This allows you to quickly run “what if” scenarios directly from the chart.
CREATING CUSTOM CHARTS

If you regularly use several different chart styles, you will find that by saving each of your favorite chart styles as a custom type, you can easily achieve formatting consistency from chart to chart.

To create a custom chart, you must first create a chart and apply all of the desired formatting to it. Next, follow the steps shown below:

1. Access the following menu:

   MENU:
   - Chart
   - Chart Type...
   - Source Data...
   - Chart Options...
   - Location...
   - Add Data...
   - Add Trendline...
   - 3-D View...

   The following dialog box will be displayed:

   The dialog box defaults to simply displaying the normal chart gallery - as seen in the first step of the chart wizard.

2. Select the Custom Types tab (from the top of the dialog box).
The following screen will be displayed:

<table>
<thead>
<tr>
<th>Standard Types</th>
<th>Custom Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart type:</td>
<td>Sample:</td>
</tr>
<tr>
<td>Area Blocks</td>
<td>Pie chart in shades of gray.</td>
</tr>
<tr>
<td>B&amp;W Area</td>
<td></td>
</tr>
<tr>
<td>B&amp;W Columns</td>
<td></td>
</tr>
<tr>
<td>B&amp;W Line - Timescale</td>
<td></td>
</tr>
<tr>
<td>B&amp;W Pie</td>
<td></td>
</tr>
<tr>
<td>Blue Pie</td>
<td></td>
</tr>
<tr>
<td>Colored Lines</td>
<td></td>
</tr>
<tr>
<td>Column - Area</td>
<td></td>
</tr>
<tr>
<td>Columns with Depth</td>
<td></td>
</tr>
<tr>
<td>Cone</td>
<td></td>
</tr>
<tr>
<td>Floating Bars</td>
<td></td>
</tr>
</tbody>
</table>

Select from:  
- User-defined
- Built-in

**Chart type**  This section displays available charts based on the current selection in the Select from portion of the dialog box (located just below this section). Notice that a sample is provided on the right side of the screen.

**Select from**  This section is divided into two sections. Click on the User-defined radio button to view a list of previously defined custom chart types. Click on Built-in to view a list of Excel’s built-in charts.

3 Click on the User-defined radio button to define a new custom chart type based on the chart that was selected when you first entered the menu.

4 Click on [Add...](#)
The following dialog box will be displayed:

![Dialog Box]

5  Enter a name and description for the new chart.

6  After entering a name and description, choose OK.

You will be returned to the original dialog box where you should see your new chart added to the list of User-defined charts.

7  If desired, choose Set as default chart to set your custom chart as the default type to create the next time the chart wizard is accessed.

You will be asked to confirm that you want to make the selected chart the default format for all future charts. Click on Yes to confirm the new default format.

8  When done, click on OK to close the dialog box.
APPLYING THE CUSTOM CHART TYPE

Once the custom chart type has been created, you can apply it to any other chart that you may create by following the steps below:

1. Select the chart that the custom type should be applied to.
2. Access the following menu:

   Chart
   Chart type...

3. Select the tab labeled **Custom Types**, as shown below:

4. Click on the **User-defined** radio button within the **Select from** section (in the lower left side of the dialog box). A list of custom chart types will be displayed, along with a sample picture (on the right side of the box).
5 Select the custom chart type and click OK

CUSTOMIZING THE CHART TYPE

You may decide you want to change an existing custom chart. Before continuing, make the necessary format changes to the chart, select it and then access the following menu:

Chart
Chart type...

Be sure that the Custom Types tab is selected, as shown below:

From within the dialog box, follow these steps:

1 Click on the User-defined radio button within the Select from section (in the lower left side of the dialog box).
2. Click on **Add...** located at the bottom of the box.

A second dialog box appears, as shown below:

This dialog allows you to make the active chart into a custom chart type.

Enter a text name for the new custom chart type.

**Name:**

Enter a text description for the new custom chart type.

**Description:**

[OK] [Cancel]

3. Enter the same name in the box provided - just as you did when you first created the custom chart type.

4. Choose **OK**.

5. You will be asked to confirm the replacement of the original custom chart type.

6. You will be returned to the original dialog box where you will need to click on **OK** to close the dialog box and return to the chart.
DELETING A CUSTOM CHART TYPE

If you have several user-defined formats, you may decide you want to remove one. Again, you will need to access the menu:

Chart
Chart type...

Be sure that the Custom Types tab is selected, as shown below:

From within the dialog box, follow these steps:

1. Click on the User-defined radio button within the Select from section (in the lower left side of the dialog box).

2. Select the custom chart type to be removed and then click on the Delete button.
You will be asked to confirm the deletion.

You will be returned to the original dialog box where you will need to click on OK to close the dialog box and return to the chart.

CREATING A CHART FROM YOUR OUTLINE

It is easy to transform an outline into a chart. Select the level required and the data to be charted. After the visible cells have been selected, follow the normal steps involved in creating a chart.

ELEVATING/ROTATING THE CHART

Elevating or rotating a 3-Dimensional chart in many instances provides a better view of the data, especially in those cases where bars/lines are hidden from one another.

Charts can be rotated up and down so that you can view them from above looking down or from below looking up. They can also be rotated left and right so that you can view them from any angle as though you were walking around the chart. Remember that this only works with 3-Dimensional charts!

1. Select the Wall area of the chart.
2. Select one of the handles. A new set of handles appear.
3. Click and drag one of the handles to twist the chart.
The best way to understand the 3-D option is to simply experiment. Move one direction and let go of the mouse and then try another.