

PART 7

Working with Graphic Objects

You can draw in a worksheet or on a chart using one of several Excel drawing tools. You can add a picture you draw yourself, insert a picture from another file, add an organization chart, as well as ClipArt, AutoShapes and WordArt. Charts, pictures, clip art, and drawn items are all considered graphic *objects*.

In addition to inserting objects, you can resize and move them. You can also format them and delete objects.

Inserted Graphic Objects

An example of a picture file

An example of WordArt

A Text box drawing tool

An example of an AutoShape

An example of an object (PowerPoint presentation)

An example of a diagram

An example of ClipArt

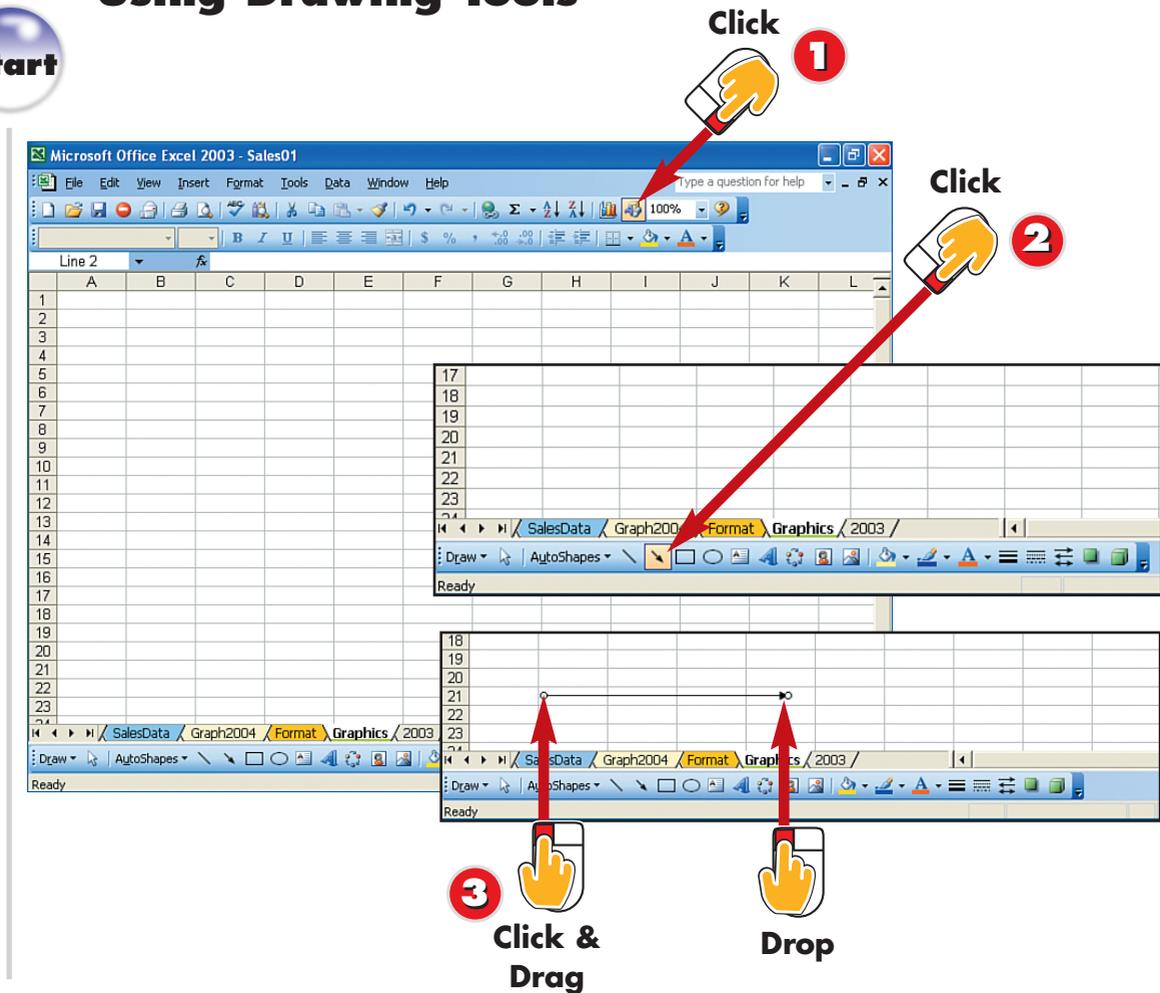
An example of an organization chart

The screenshot displays the Microsoft Office Excel 2003 interface with the following objects and labels:

- An example of a picture file:** A photograph of a house inserted into the spreadsheet.
- An example of WordArt:** The word "MS EXCEL" rendered in colorful, stylized 3D letters.
- A Text box drawing tool:** A text box containing the text "This is an example of using Excel's drawing tools to add a text box."
- An example of an AutoShape:** A large red heart shape.
- An example of an object (PowerPoint presentation):** A rectangular box labeled "PowerPoint presentation" and "Object".
- An example of a diagram:** A Venn diagram with three overlapping circles labeled A, B, and C.
- An example of ClipArt:** A green cartoon fish.
- An example of an organization chart:** A hierarchical chart with "President" at the top, followed by "Executive", "Board", "Shareholders", and "Employees".

Using Drawing Tools

Start



- 1** Click the **Drawing** button on the Standard toolbar. The Drawing toolbar appears above the window's Status bar.
- 2** Click any of the drawing tools' buttons—for example, the **Arrow** button on the Drawing toolbar. The mouse pointer turns into a plus sign.
- 3** Click and drag in the chart to draw an arrow; release the mouse button when the arrow is the length you want it to be (the pointer end will be at the point of release).

INTRODUCTION

Excel has drawing tools that you can use to draw on a worksheet or chart sheet (that is, a worksheet that contains only a chart). In this task, you'll learn about the advantages of using Excel's drawing tools to help point out information on a worksheet.

TIP

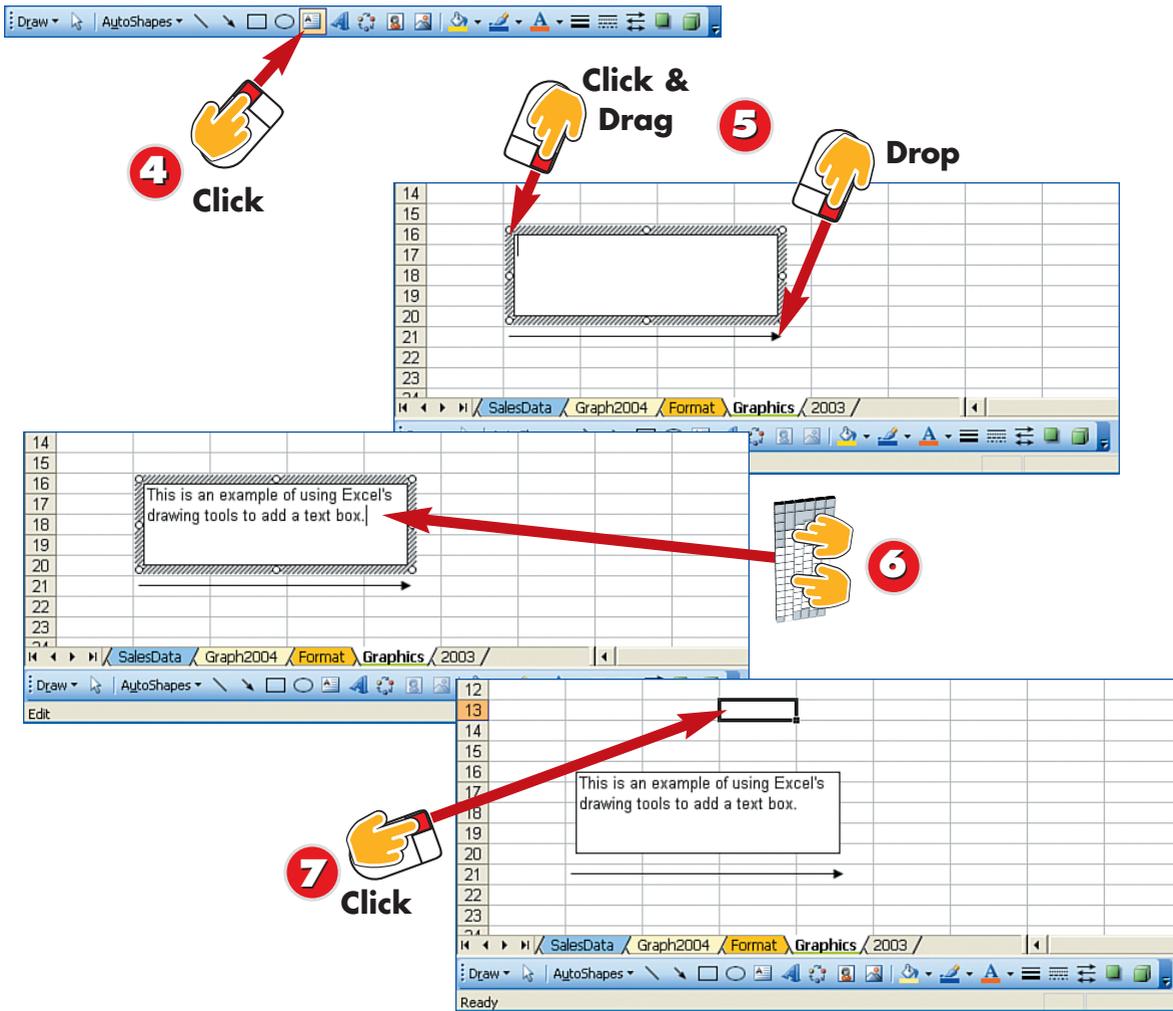
Color and style

Click the **Line Color** and **Line Style** buttons in the Drawing toolbar to change the color and style of the lines used to draw objects.

TIP

Text boxes

A text box is an object that contains text. You can move a text box, resize it, and even add formatting options.



- 4** As another example, click the **Text Box** button on the Drawing toolbar. The mouse pointer turns into an insertion pointer.
- 5** Click and drag in the worksheet to draw a text box; release the mouse button when the box is the size you want it to be.
- 6** Type the text you want to enter in the text box.
- 7** Click anywhere outside the chart area to see how your drawings look.

End

TIP

Using AutoShapes

The Drawing toolbar includes tools for drawing common shapes, such as lines, circles, squares, and so on. If you aren't much of an artist or if you want to try some prefab symbols, insert an AutoShape. You can select from several lines, connectors, basic shapes, arrows, flowchart symbols, stars, callouts, banners, and more.

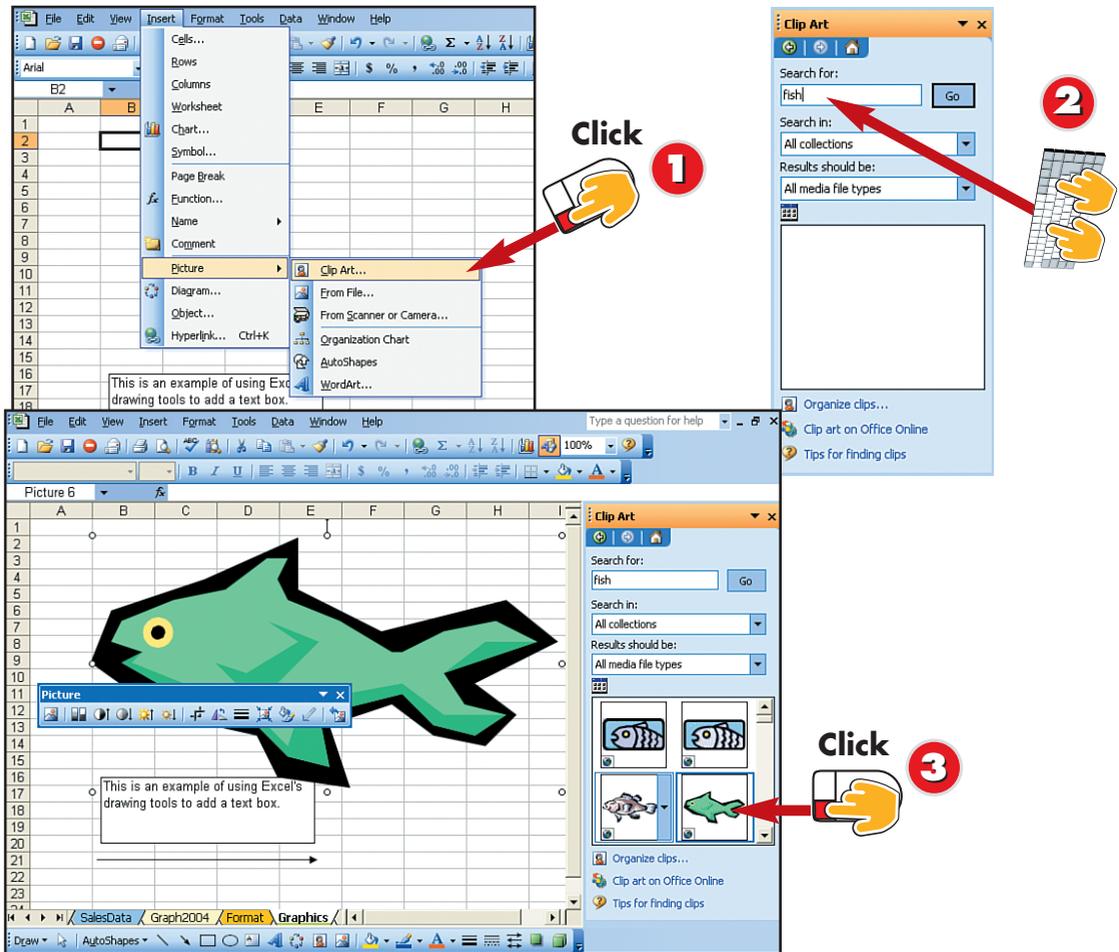
TIP

Modifying drawing objects

A drawn object is just like a picture—you can resize, move, and delete it as needed. To resize a drawn object, click on the object to see its sizing handles, drag the sizing handles to the size you want, and release the mouse button. To move the object, click on the object and drag it to the desired location in the worksheet. To delete an object, click on the object and press the **Delete** key on the keyboard.

Inserting Clip Art

Start



- 1 Open the **Insert** menu, choose **Picture**, and select **Clip Art** to open the Clip Art task pane.
- 2 Type a description for the clip art you are looking for in the **Search for** text box, and press **Enter** (or, click the **Go** button).
- 3 If Microsoft has clip art that matches the description you typed, it is displayed in the Clip Art task pane. Click an image in the results list to insert it into your worksheet.
- 4 The clip art is inserted into your worksheet. (You might need to move or resize the image; see the tasks "Moving an Object" and "Resizing an Object".)

End

INTRODUCTION

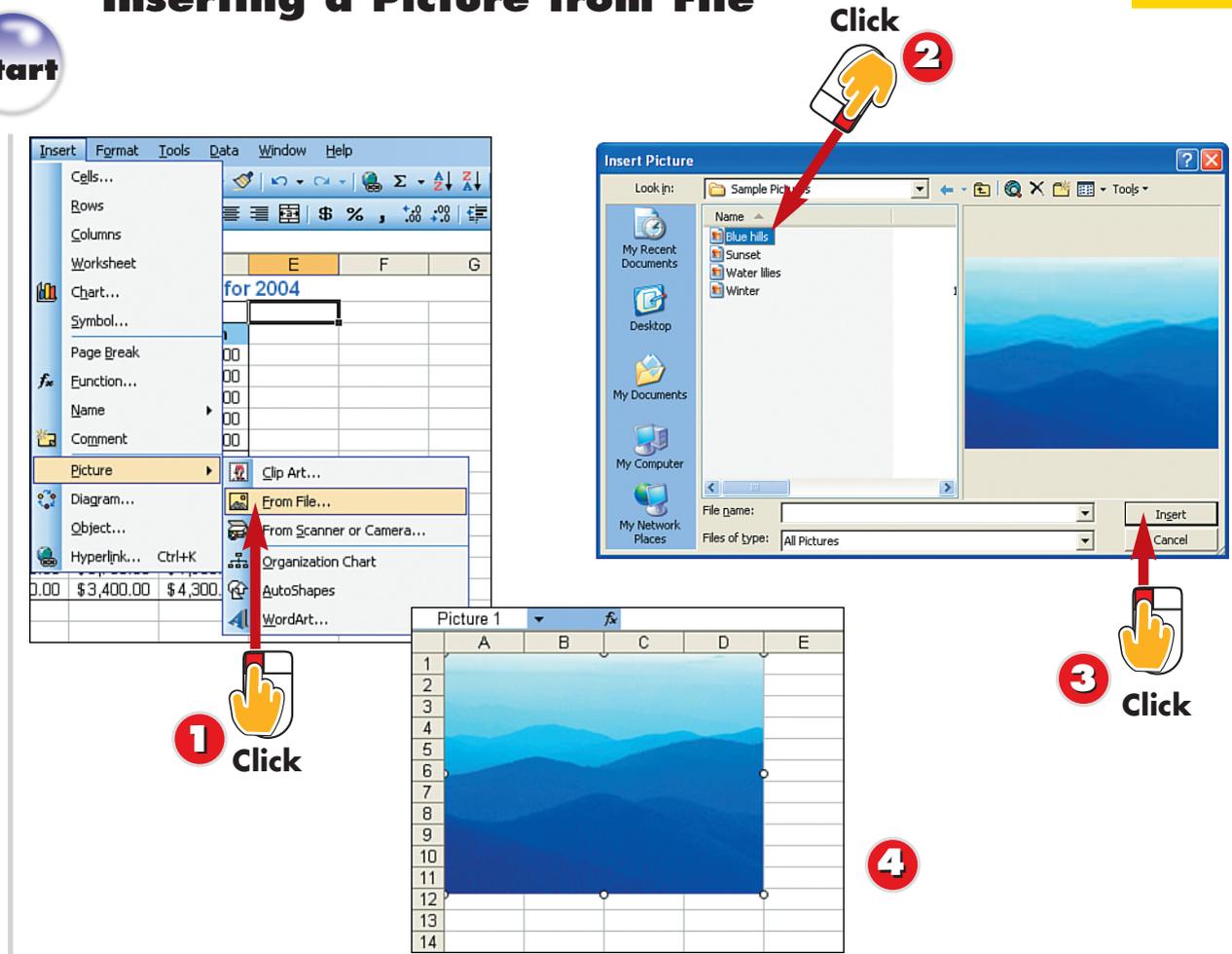
Clip art adds visual interest to your Excel worksheets. With Microsoft clip art, you can choose from numerous professionally prepared images, sounds, and movie clips. After you have added graphics, you can move them around in the worksheet and even assign text wrapping. (Be aware that the first time you try to use Microsoft's clip art, you might be asked to set up your collections and organize your clips. Make sure you do this.)

TIP

Using the Picture toolbar
When you insert a piece of clip art, the Picture toolbar appears; it contains tools you can use to crop the picture, add a border to it, or adjust its brightness and contrast.

Inserting a Picture from File

Start



- 1** Open the **Insert** menu, choose **Picture**, and select **From File** to open the Insert Picture dialog box.
- 2** Locate the file you want to use and click it to see a preview (you might need to select **Preview** from the dialog box **Views** button).
- 3** Click the **Insert** button.
- 4** The image is inserted into your worksheet.

End

INTRODUCTION

With digital cameras and sharing pictures online becoming more popular, there will certainly be times when you want to insert a picture file into a worksheet. You can insert all types of graphics files: Windows Metafiles, JPEG files, PNGs, Macintosh PICT files, Kodak Photo CD files, and many more.

TIP

Inserting other things

You can insert clip art by opening the **Insert** menu, choosing **Picture**, and selecting **Clip Art**, and then searching through the Clip Art task pane to find the image you want. You can also choose **Insert, Picture, Organization Chart** to insert an organization chart ready for you to input information. When you insert a picture, the Picture toolbar appears; it contains tools you can use to crop the picture, add a border to it, or adjust its brightness and contrast.

Adding an Organization Chart

Start

1 Click

2

3 Click

4

- 1** Open the **Insert** menu, choose **Picture**, and select **Organization Chart** to insert an organization chart into your worksheet, and to display the Organization Chart toolbar.
- 2** An organization chart containing dummy text is inserted into your worksheet. Click a chart box and type over the dummy text with your own text.
- 3** To add a subordinate, co-worker, or assistant, click the appropriate chart position. Then click the down arrow next to the **Insert Shape** button on the toolbar.
- 4** The new chart box containing dummy text is added to the chart. Click the chart box and type over the dummy text with your own text.

End

INTRODUCTION

Excel lets you insert an organization chart directly into your worksheet. You can insert the chart and then add the appropriate information, in a manner very similar to inserting a table and adding data in Word or PowerPoint.

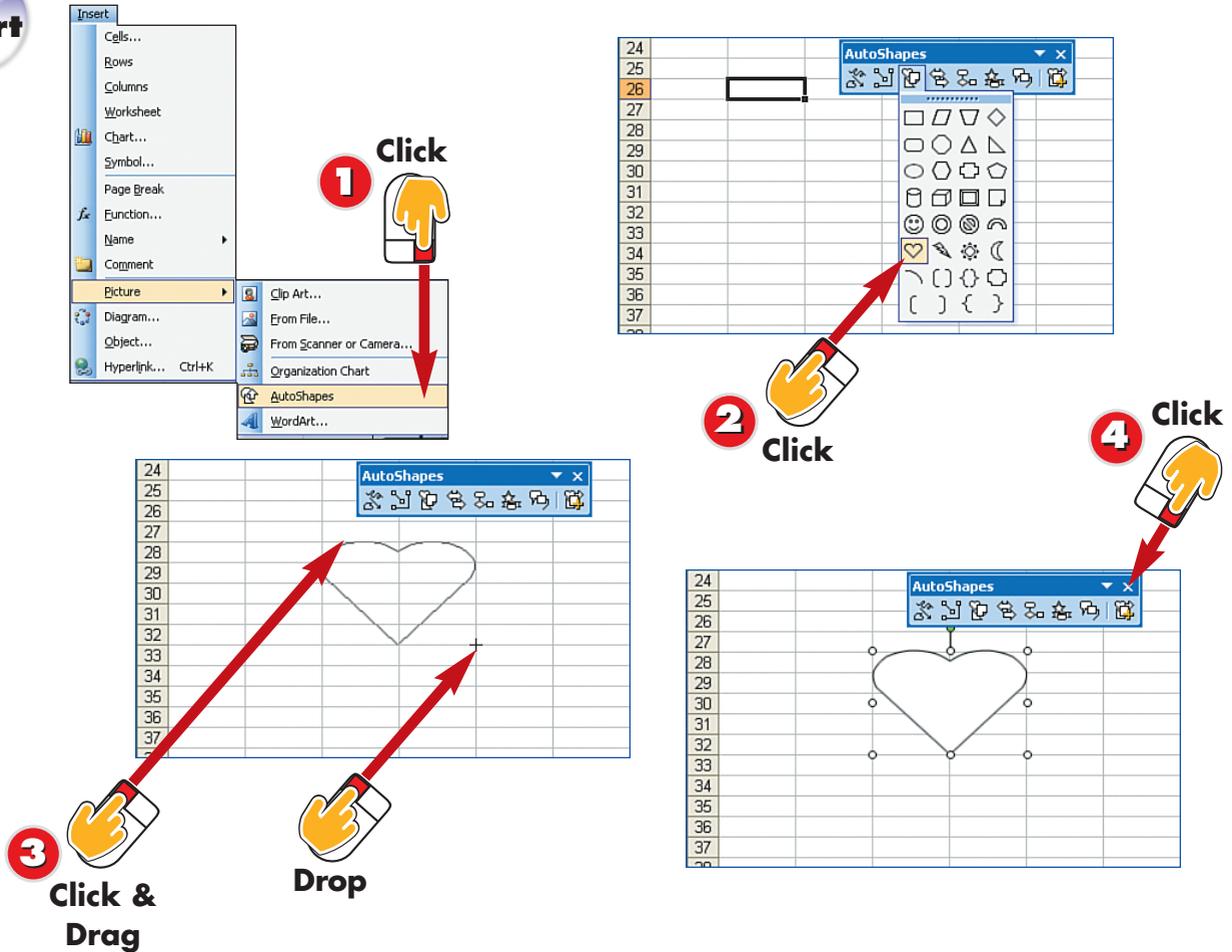
TIP

Placing new chart boxes

When adding a subordinate, co-worker, or assistant chart box, click the chart box with which the new chart box should be associated *before* choosing the desired option from the Insert Shape drop-down list. For example, if you're adding an assistant, start by clicking the chart box for the person to whom that assistant will report. If you make a mistake, click the new chart box and drag it to the correct chart position.

Inserting an AutoShape

Start



- 1** Open the **Insert** menu, choose **Picture**, and select **AutoShapes** to display the AutoShapes toolbar.
- 2** Click on an AutoShape button, such as the **Basic Shapes** button, on the toolbar and select from the different shape options (here, **Heart**).
- 3** The mouse pointer changes to a plus sign. Click and drag the pointer to draw the object at the desired size; then release the mouse button.
- 4** The new shape is added, complete with sizing handles. Click the **Close** (x) button on the AutoShape toolbar to close it.

End

INTRODUCTION

There are numerous predefined shapes, called *AutoShapes*, that Excel allows you to add to your worksheets. For example, you can insert any one of the following AutoShapes into your worksheet: Lines, Connectors, Basic Shapes, Block Arrows, Flowchart, Stars and Banners, Callouts, and more.

TIP

Resizing and moving objects

Move the mouse over an object border; the pointer becomes a four-headed arrow and you can move it (see the "Moving Objects" task); a two-headed arrow allows you to resize it (see the "Resizing Objects" task).

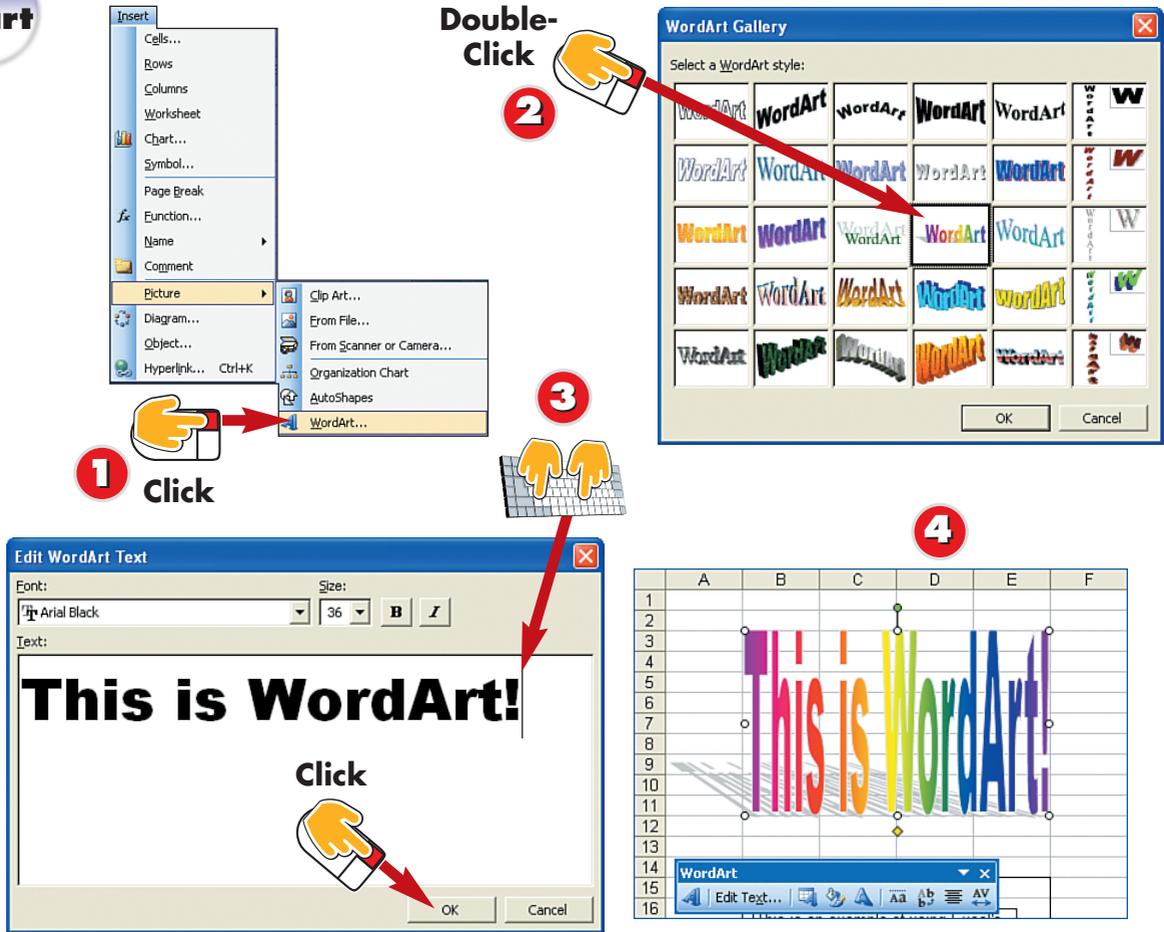
TIP

Formatting AutoShapes

To format your AutoShape, right-click the object and select **Format AutoShape** from the shortcut menu. Click the **Colors and Lines** tab and choose from the various colors, line types and arrows.

Inserting WordArt

Start



- 1** Open the **Insert** menu, choose **Picture**, and select **WordArt** to open the WordArt Gallery.
- 2** Double-click on the WordArt style you want to use to open the Edit WordArt Text dialog box.
- 3** Type your text into the **Text** box, and click **OK**.
- 4** The WordArt text is inserted into your worksheet.

End

INTRODUCTION

WordArt is a text-based object that Microsoft provides to apply special effects to text. You don't have to add these text effects manually; the different styles of WordArt are indeed the text effects themselves.

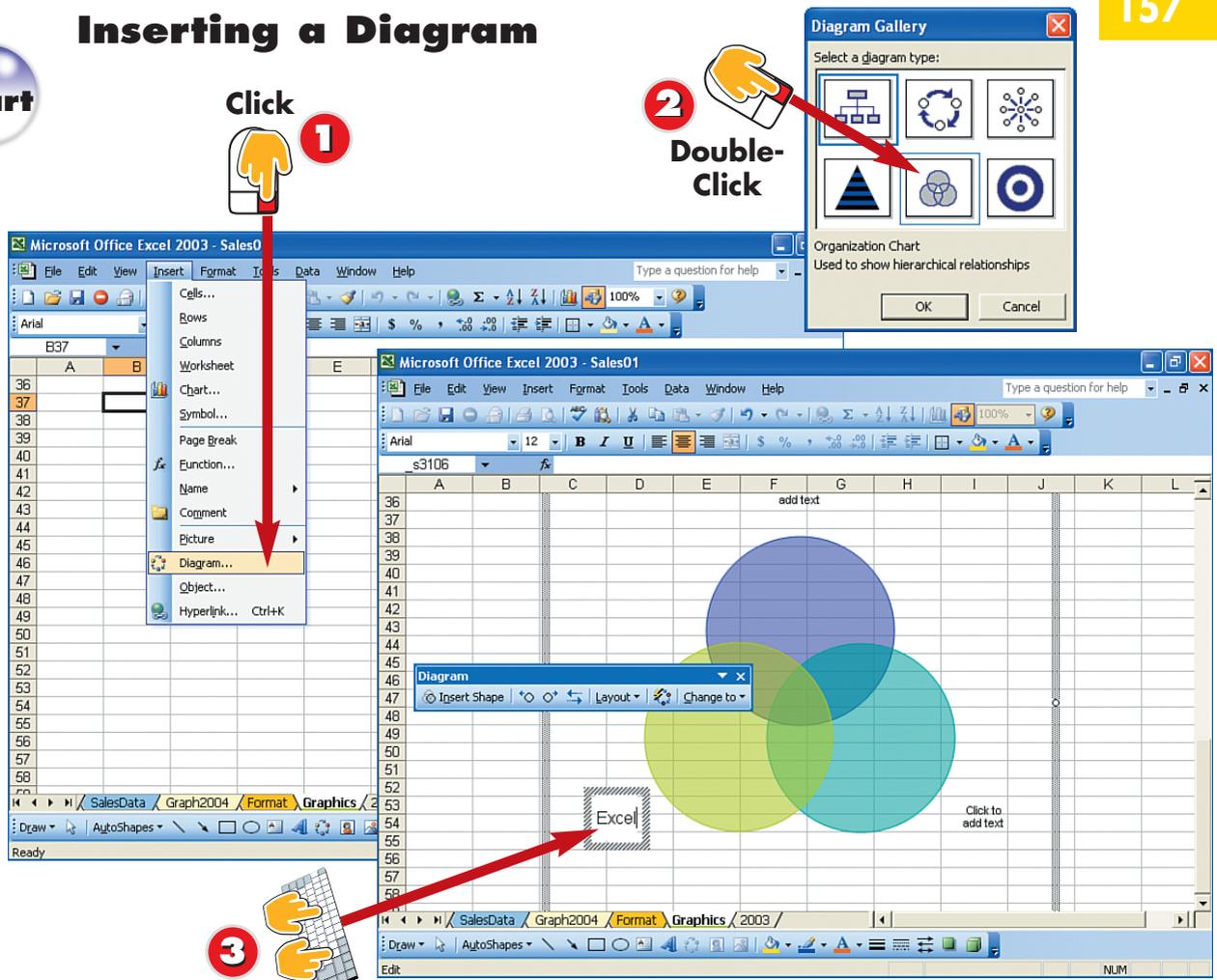
TIP

Formatting WordArt

Once your WordArt is inserted into your worksheet, the WordArt toolbar appears (while the WordArt object is selected). You can use the various buttons on the toolbar to edit the text, alter the style, format the text, and add more WordArt.

Inserting a Diagram

Start



- 1 Open the **Insert** menu and choose **Diagram** to open the Diagram Gallery dialog box.
- 2 Double-click the desired diagram type; a diagram of that type containing dummy text is inserted into your worksheet.
- 3 Click each instance of dummy text and type over it with text of your own.

End

INTRODUCTION

Excel lets you insert diagrams directly into your worksheets. You can insert the diagram and then add the appropriate information, in a manner very similar to inserting an organization chart and adding the data.

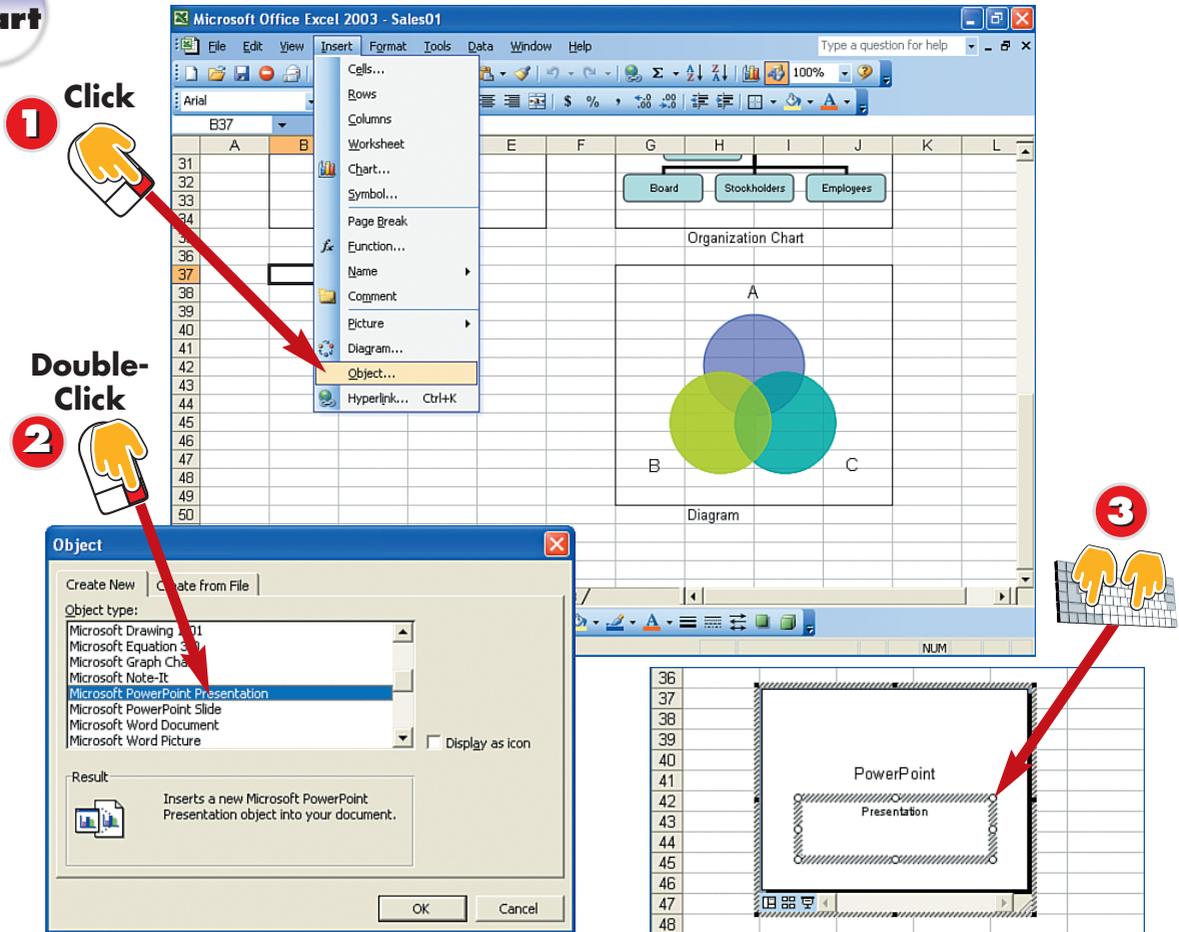
TIP

Inserting an organization chart

You can choose to insert an organization chart from the Diagram Gallery or open the **Insert** menu, choose **Picture**, and select **Organization Chart** to insert an organization chart ready for you to input information.

Inserting an Object

Start



- 1 Open the **Insert** menu and choose **Object** to open the Object dialog box.
- 2 Scroll through the **Object type** list and double-click on the object you want to insert—for example, **Microsoft PowerPoint Presentation**.
- 3 Edit the object according to the individual object properties (in this example, as you would when creating a PowerPoint presentation).

End

INTRODUCTION

In addition to inserting all the different types of graphic objects that you've learned about in this part, you can also insert objects that aren't as commonly added to Excel worksheets. For example, you can insert a media clip, a PowerPoint slide, a Microsoft Works chart, a video clip, and much more.

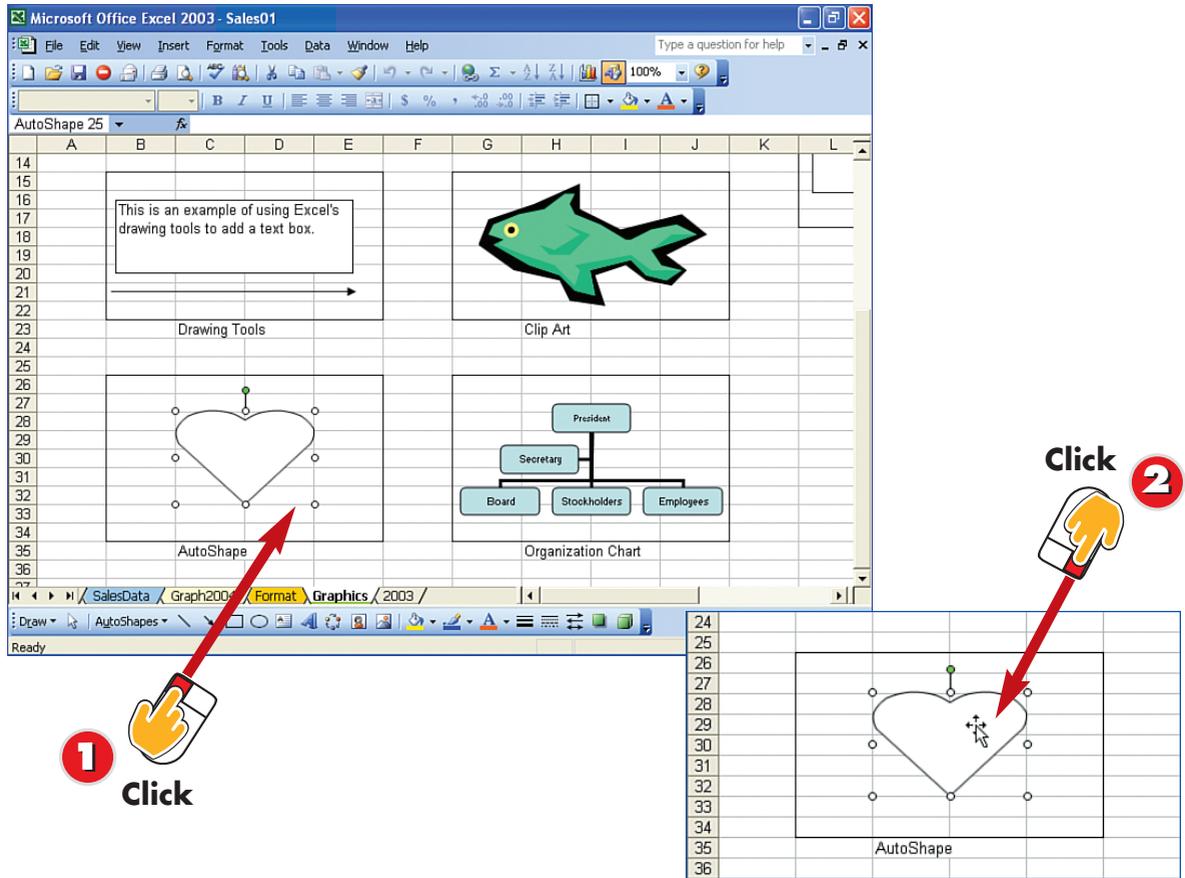
TIP

Inserting clip art

You can insert clip art by opening the **Insert** menu, choosing **Picture**, and selecting **Clip Art**. Search through the Clip Art task pane; when you find a piece of art you like, click it to insert it.

Start

Selecting an Object



- 1 Click the object you want to select; selection handles appear around the edges of the object.
- 2 Move the mouse over the object border; the pointer becomes a four-headed arrow and you can move it; a two-headed arrow allows you to resize it.

End

INTRODUCTION

As you have seen, you can add charts to a worksheet, draw objects, insert pictures, and more. Each of these items exists on a separate layer on top of the worksheet and is generically called an *object*. As you will discover in the next several tasks, you can format, move, resize, and delete objects; first, however, you must select the object you want to modify.

TIP

Selecting multiple objects

To select multiple objects, click the first object, press and hold down the **Shift** key, and click on the second object. Continue until all the objects you want are selected.

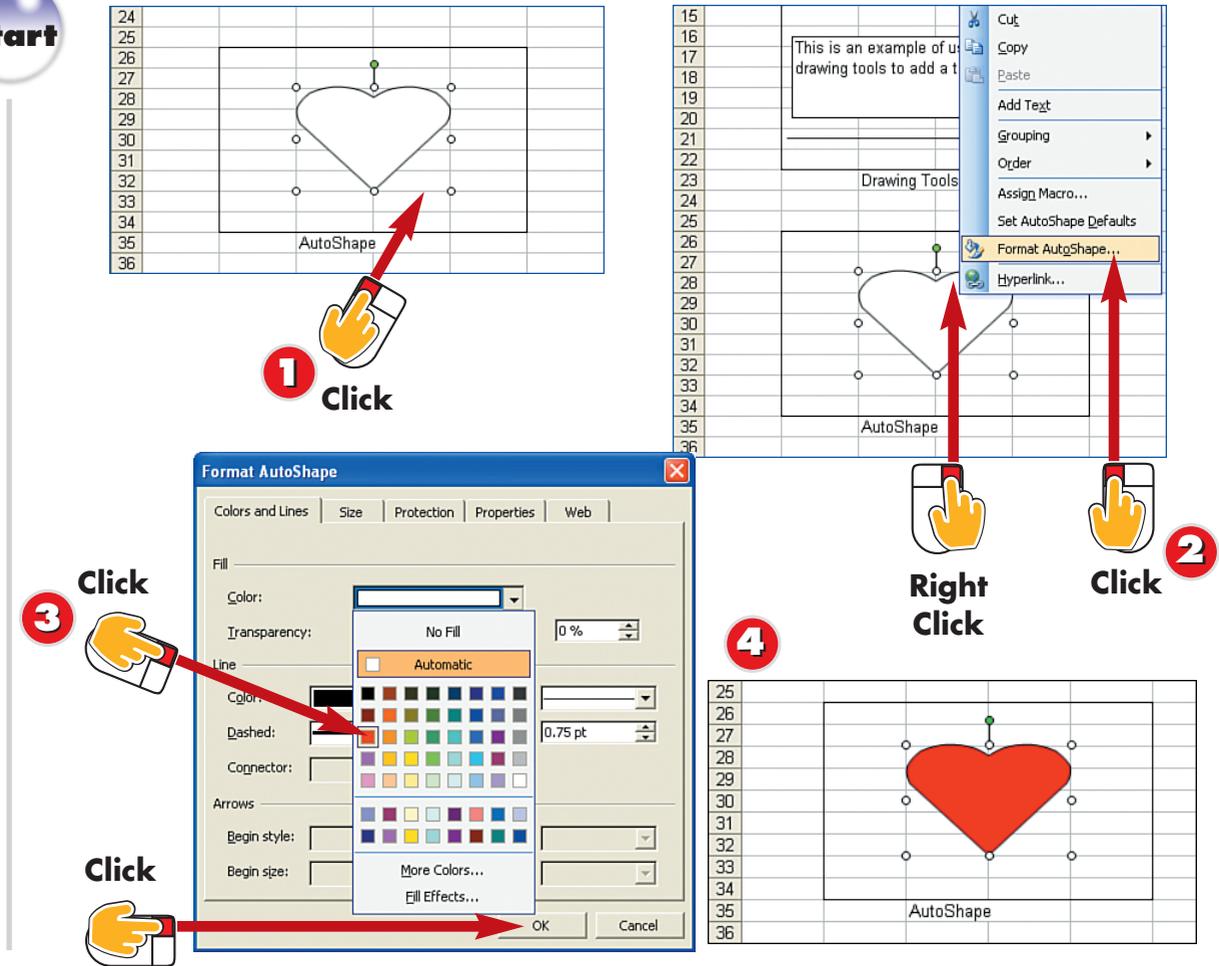
TIP

Reselect

If you select a cell instead of an object by accident, try again—this time, making sure to put the pointer right on the edge of the object. Alternatively, click the **Select Objects** button on the Drawing toolbar and then click the object.

Start

Formatting an Object



- 1** Click the object you want to format; selection handles appear around the edges of the object.
- 2** Right-click the object and select **Format [object name]** (here, AutoShape) from the shortcut menu.
- 3** A Format [object name] dialog box opens. Click the available tabs and alter the formatting options and click **OK**.
- 4** The formatting changes are applied to the object.

End

INTRODUCTION

You can format objects just as easily as you format text, data, and worksheets. Depending on the object, the standard formatting options you can change are as follows: font (text changes in the object), alignment (where text aligns in the object), colors and lines (whether lines are filled or colored or have arrows), size (the height, width, and scale of the object), protection (whether others can alter your object), properties (how you position the object and whether you can print it), and Web (text to display while the object loads online).

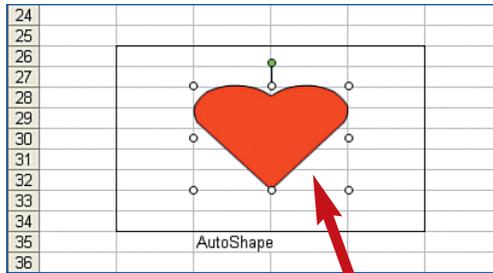
TIP

Formatting

You can also double-click directly on the object to automatically open the Format dialog box associated with it.

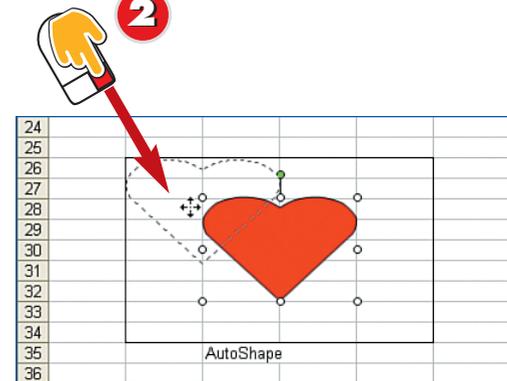
Moving an Object

Start

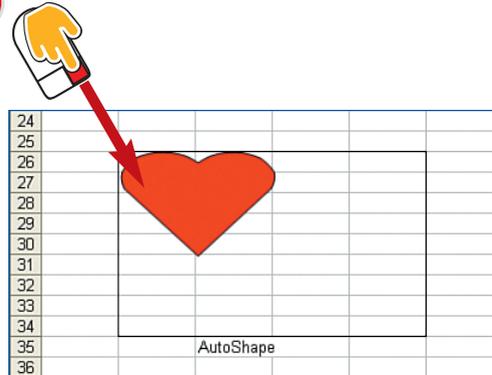


Click **1**

Click & Drag **2**



3 Drop



- 1** Select the object you want to move; selection handles appear around the edges of the object.
- 2** Click directly on the object or its border (not the selection handles) and hold the left mouse button while dragging the object to the new location.
- 3** Release the mouse button to drop the object in the new location. The object is moved.

End

INTRODUCTION

When you draw an object on or add an object to a worksheet, you might not like its placement. Perhaps the object obscures the worksheet data, or maybe it needs to be moved a little closer to (or farther away from) the data. Fortunately, you can easily move an object.

TIP

Copying objects

To copy an object, press and hold down the **Ctrl** key on your keyboard as you drag; a copy of the original object will be moved, with the original remaining intact where it is.

TIP

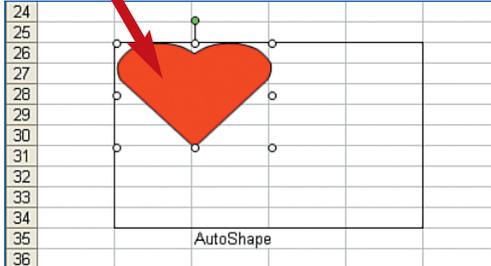
Moving an object to another worksheet

Select the object, and then open the **Edit** menu and choose **Cut**. Move to the new sheet or workbook, click in the spot where you want the object to appear, and then open the **Edit** menu and choose **Paste**.

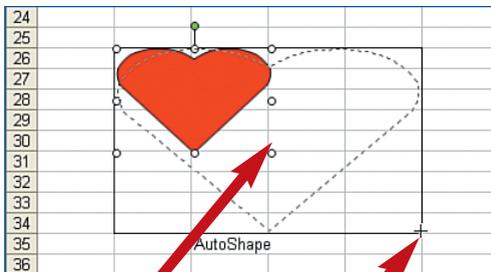
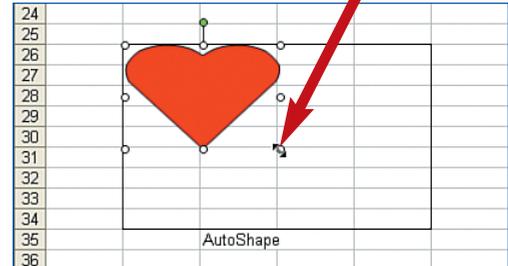
Resizing an Object

Start

1 Click



2



3

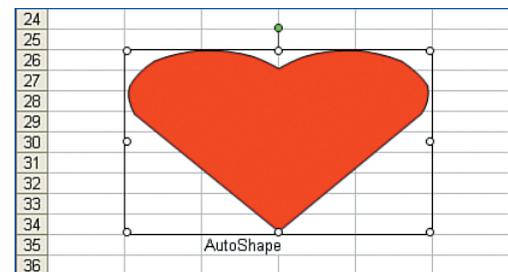


Click & Drag



Drop

4



- 1 Select the object you want to resize; selection handles appear around the edges of the object.
- 2 Move the pointer over one of the selection handles (here, a corner handle). When the pointer is in the right spot, it changes to a two-headed arrow.
- 3 Click on the handle, drag it, and release the mouse button when the object is the desired size.
- 4 The object is resized.

End

INTRODUCTION

If an object is too big (or too small), change the size. You can modify any type of object, including a picture you have added, a chart, or a drawn object. In addition, you can continue to resize the object over and over until it is the size you want.

TIP

Corners versus sides

Dragging the sides increases or decreases the height or width of an object, while dragging the corners increases or decreases the height and width of an object at the same time.

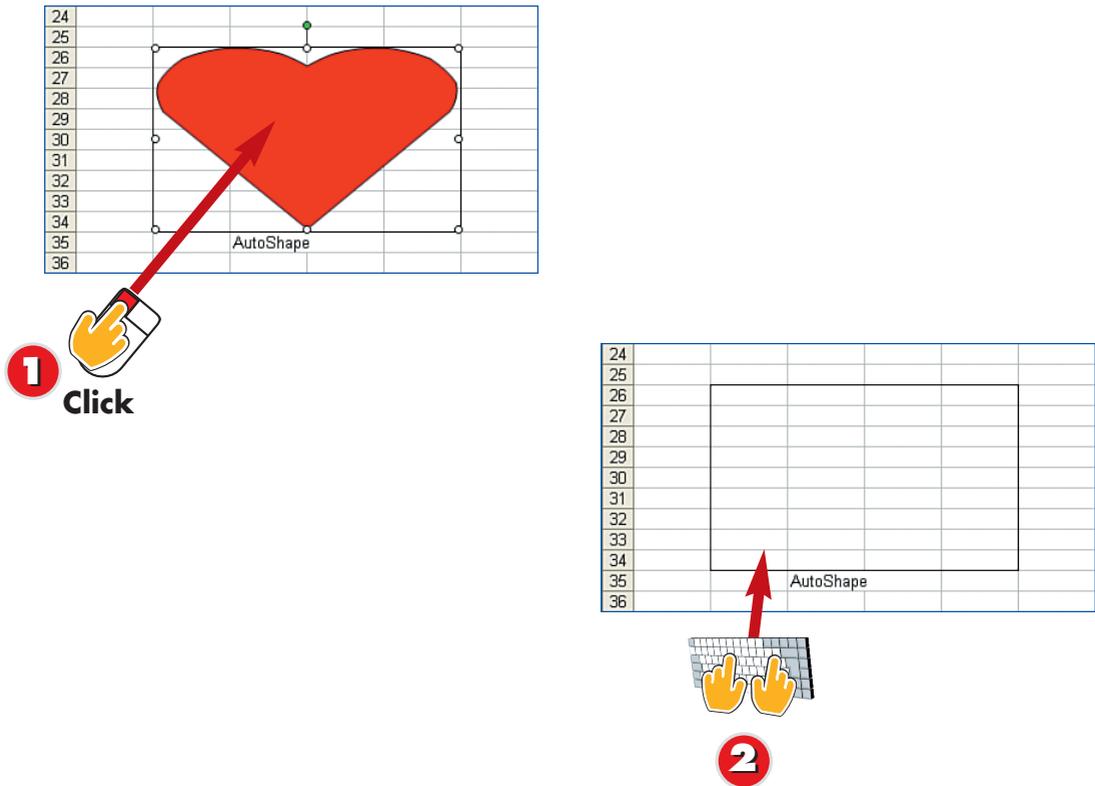
TIP

Resizing proportionally

If you hold the **Shift** key down while dragging a corner, the image enlarges or decreases in proportion.

Deleting an Object

Start



- 1 Select the object you want to delete; selection handles appear around the edges of the object.
- 2 Press the **Delete** key on your keyboard. Excel deletes the object.

End

INTRODUCTION

As you experiment with charts, drawings, and pictures, you may go overboard, or you might make a mistake and want to start over. In any case, if you add an object and no longer want to include it, you can delete it, as described here.

TIP

Undoing a deletion

If you delete an object by accident, click the **Undo** button on the Standard toolbar to undo the deletion.