

Guided Computer Tutorials

Learning

Microsoft[®]

Excel[®] 365, 2025

Module 1

By Greg Bowden

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Learning Microsoft Excel 365, 2025

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Spreadsheets Module 1 Project

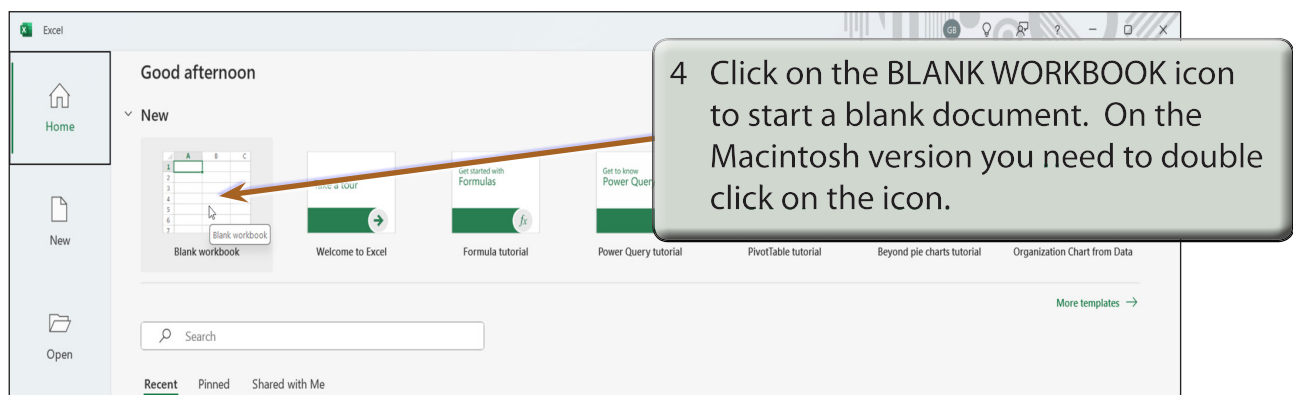
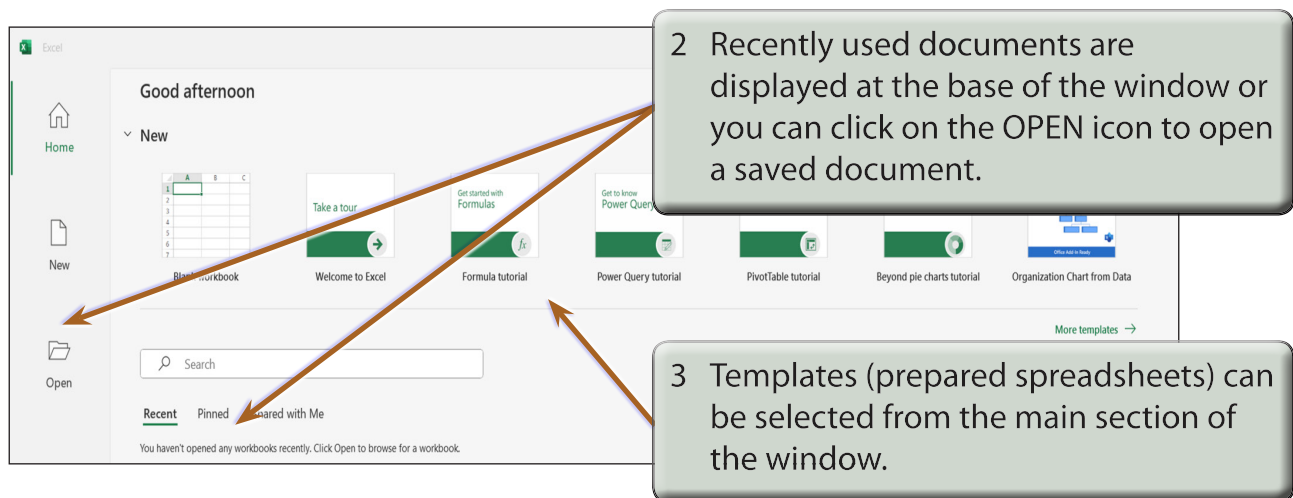
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Introduction to Microsoft Excel

A spreadsheet is a computer program that turns the computer into a very powerful calculator. Headings and comments can be entered along with detailed formulas. The spreadsheet screen is divided into **ROWS** and **COLUMNS**; the intersection between a row and a column is termed a **CELL**. Usually only a small section of the overall spreadsheet is displayed on the screen.

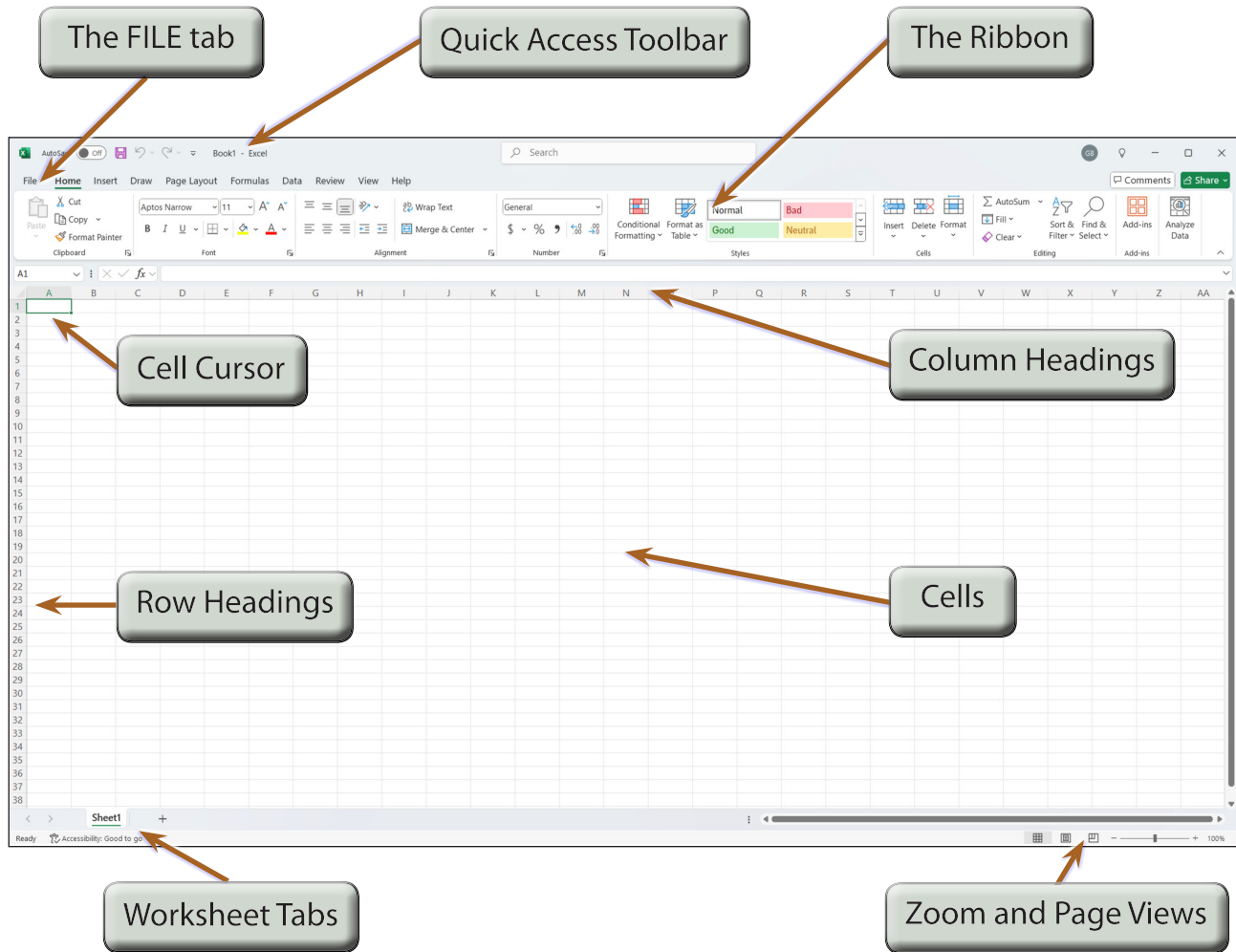
Loading Microsoft Excel

- 1 Load Microsoft Excel and you should receive the following WELCOME window.

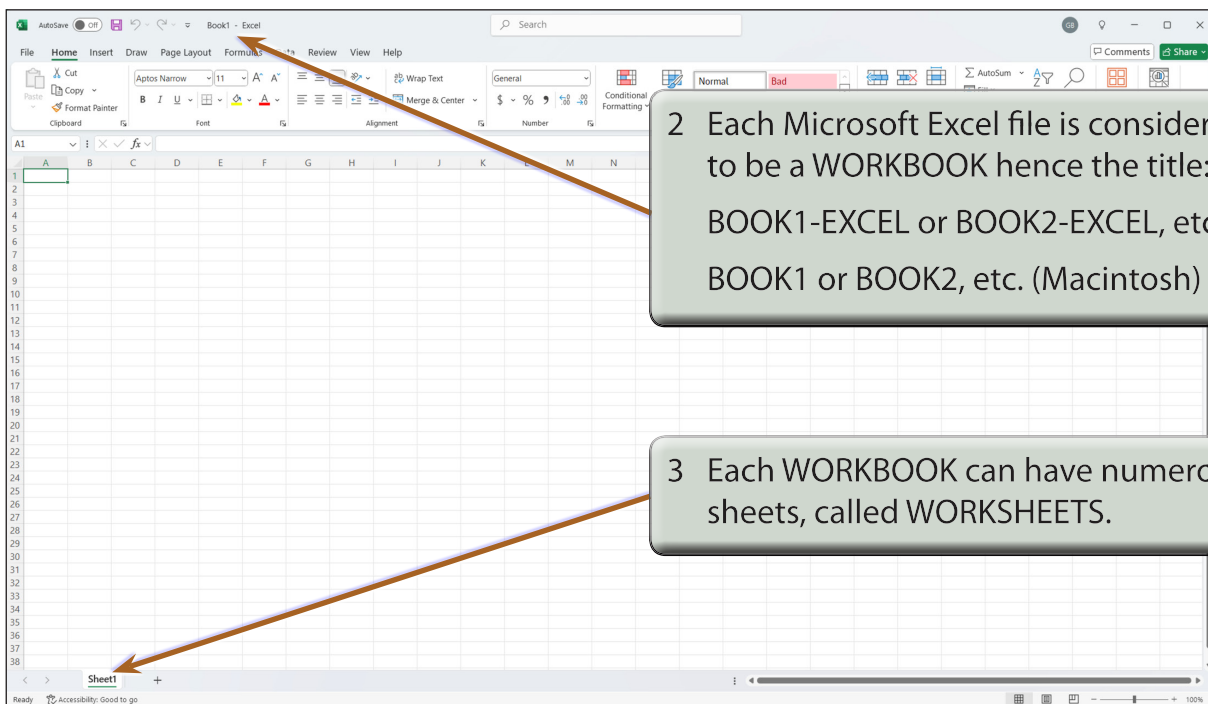


The Microsoft Excel Screen

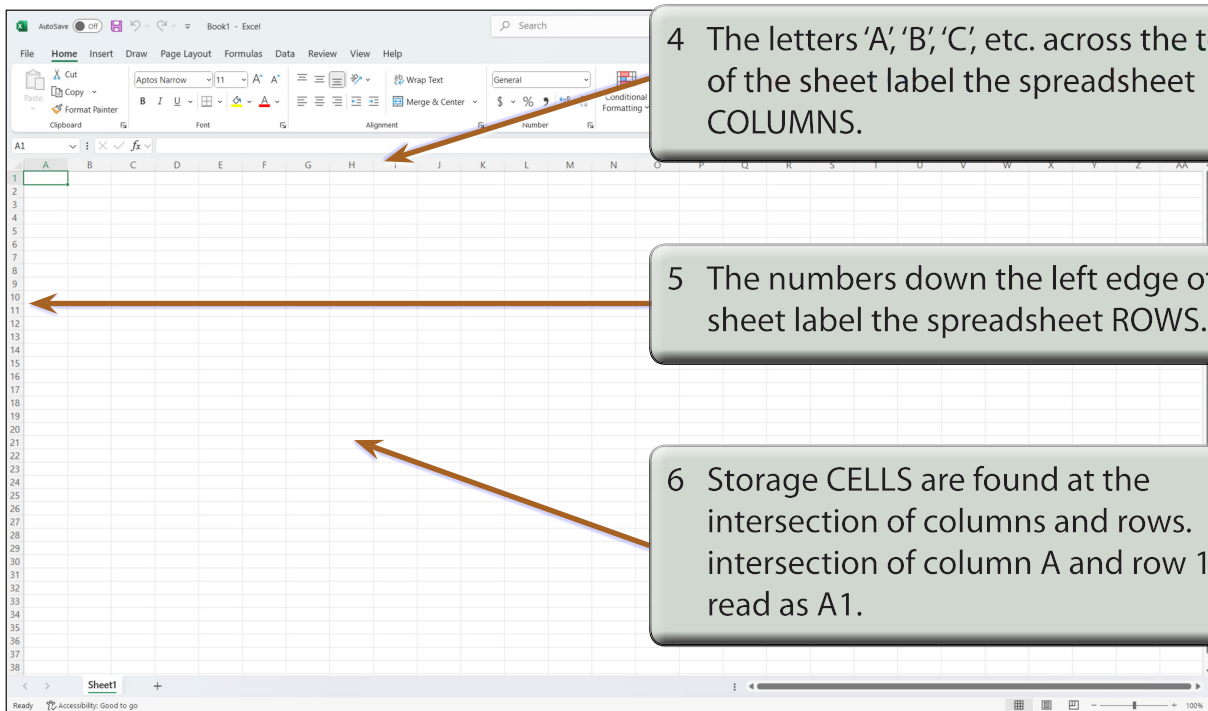
- 1 The Microsoft Excel screen should load. Read through its labelled sections.



NOTE: On the Macintosh system the FILE menu is used instead of the FILE tab.



3 Each WORKBOOK can have numerous sheets, called WORKSHEETS.

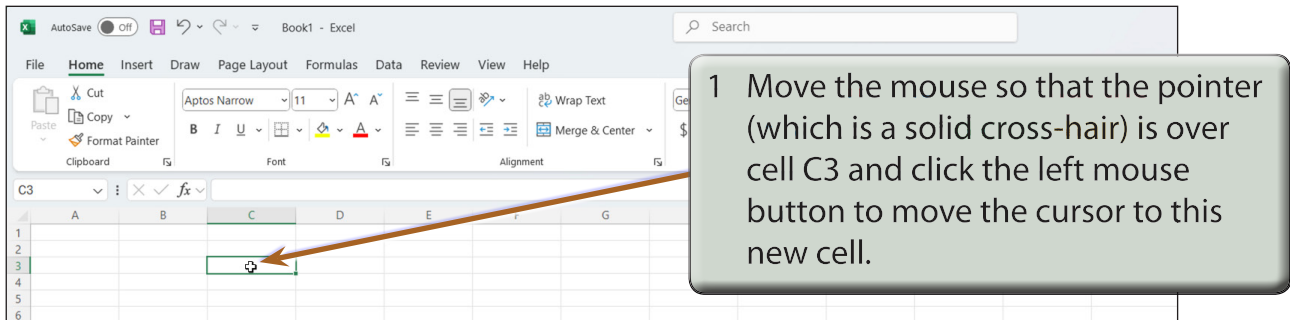


NOTE: At cell A1 you should see a green rectangular bar. This bar is called the **CELL CURSOR** and it can be positioned over any storage cell. When you first start up Microsoft Excel the cell cursor will be positioned at cell A1.

Moving the Cursor

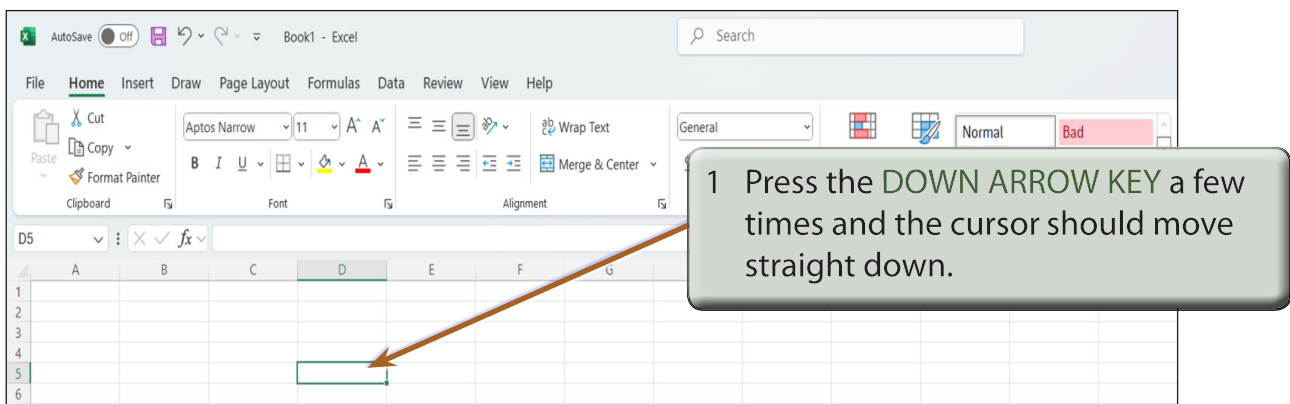
The cursor can be moved in a number of different ways.

A Using the Mouse



- 2 Try clicking the mouse button with the cursor over cell B4, then cell D2.

B Using the Arrow Keys

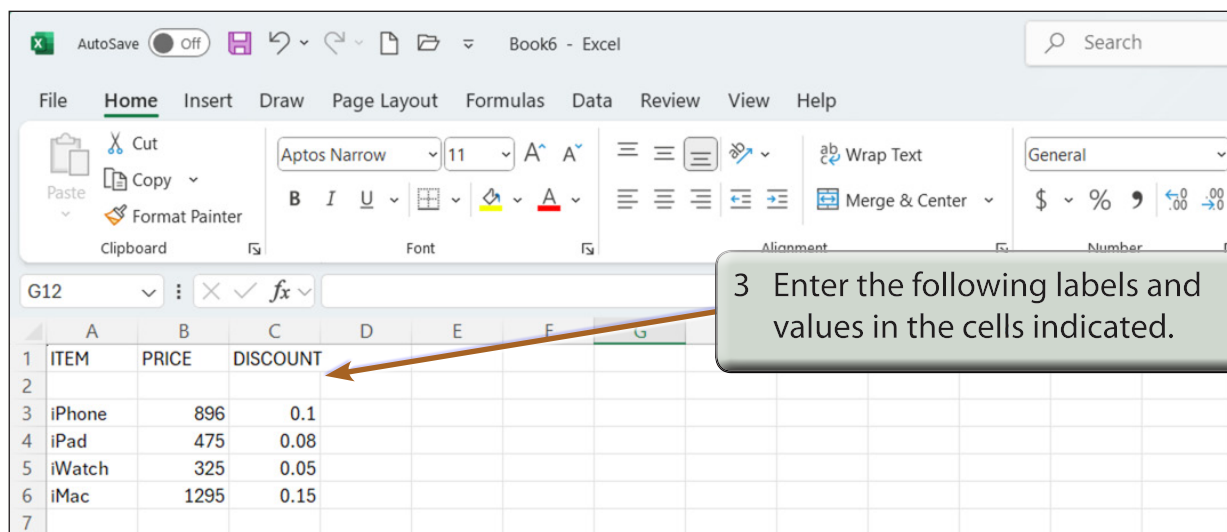


- 2 Try the other **ARROW KEYS**.

Formatting Cells

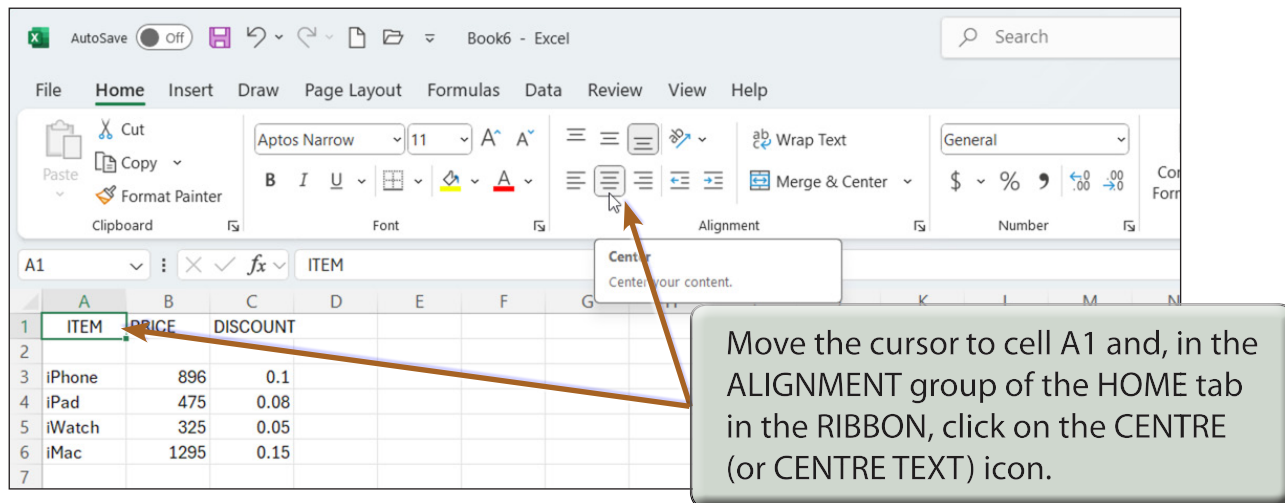
Microsoft Excel allows you to rearrange the appearance of the LABELS and VALUES on the screen. This is called **FORMATTING** and the **HOME** tab of the **RIBBON** is used to carry out the formats.

- 1 If you are continuing directly from the previous chapter, close the current file and start a **NEW BLANK WORKBOOK**.
- 2 If you are starting a new session, load Microsoft Excel and start a **BLANK WORKBOOK**.



- NOTE:**
- i This table shows the price of various items and the percentage rate of discount available on those items.
 - ii Notice that the labels are placed into the left-hand side of a cell and the values are placed into the right. This is the way Microsoft Excel has been preset to enter them; however, often we prefer to have them displayed differently.

Formatting Single Cells



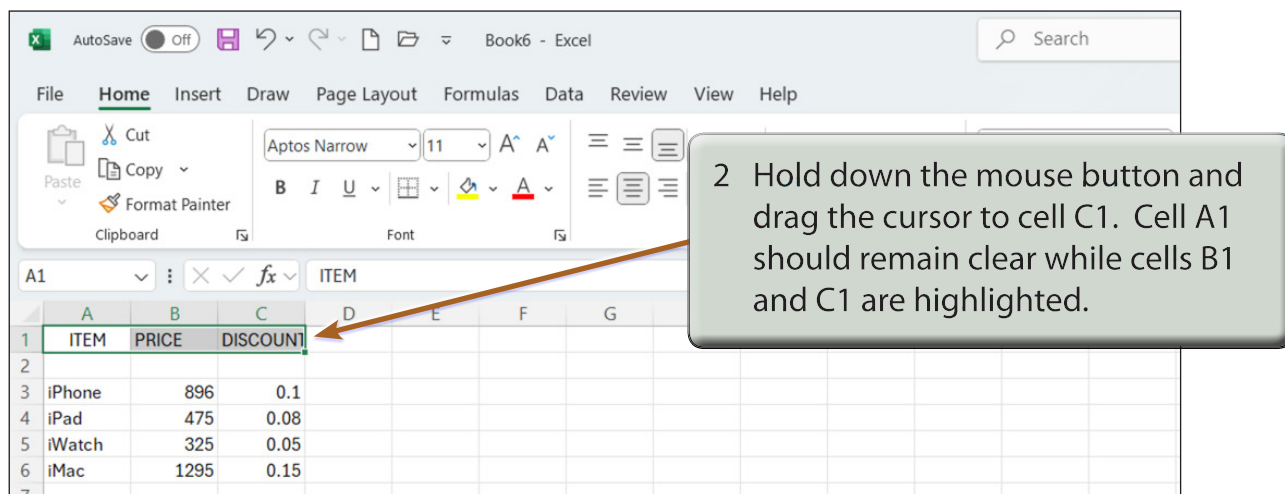
Move the cursor to cell A1 and, in the ALIGNMENT group of the HOME tab in the RIBBON, click on the CENTRE (or CENTRE TEXT) icon.

ITEM	PRICE	DISCOUNT
iPhone	896	0.1
iPad	475	0.08
iWatch	325	0.05
iMac	1295	0.15

Formatting Groups of Cells

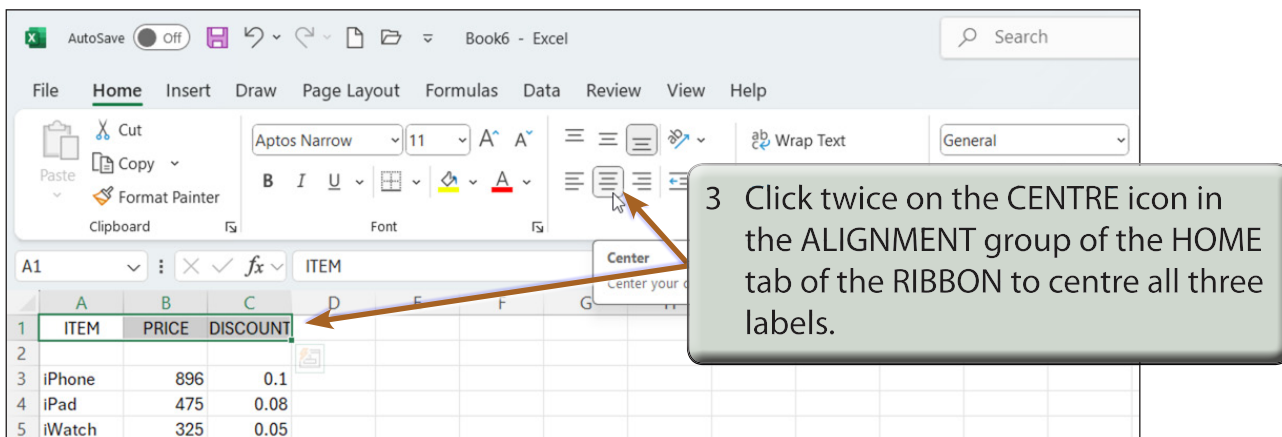
We can not only centre headings, we can underline them and change their display to boldface so that they stand out. This can be done to multiple cells in one step.

- 1 Position the pointer over cell A1.



2 Hold down the mouse button and drag the cursor to cell C1. Cell A1 should remain clear while cells B1 and C1 are highlighted.

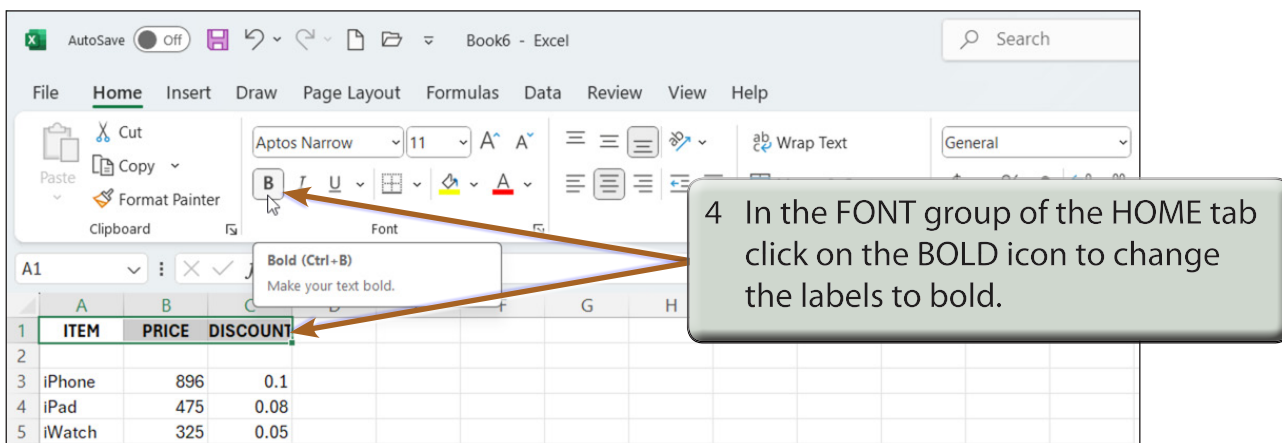
ITEM	PRICE	DISCOUNT
iPhone	896	0.1
iPad	475	0.08
iWatch	325	0.05
iMac	1295	0.15



3 Click twice on the CENTRE icon in the ALIGNMENT group of the HOME tab of the RIBBON to centre all three labels.

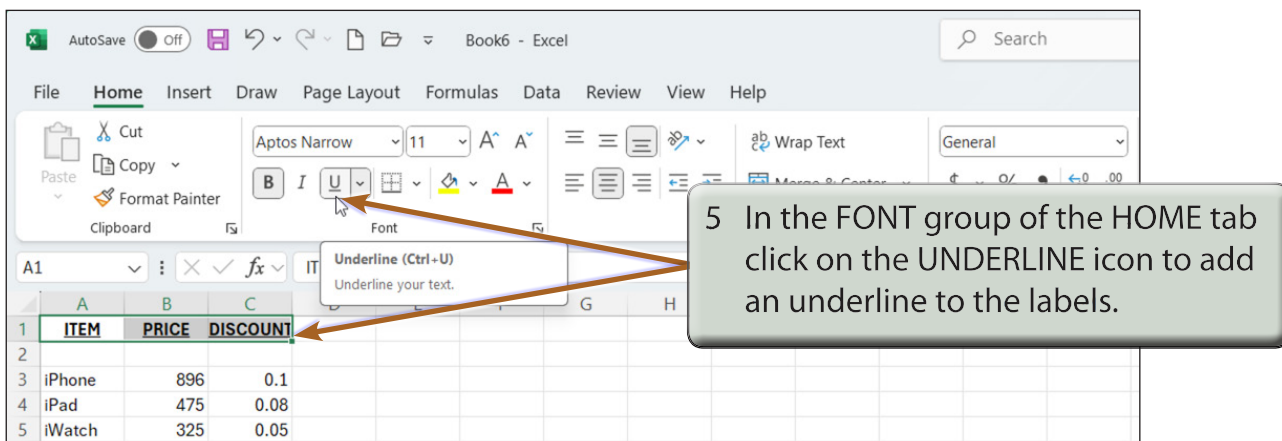
ITEM	PRICE	DISCOUNT
iPhone	896	0.1
iPad	475	0.08
iWatch	325	0.05

NOTE: The first click turns centring off for the first cell then the second click turns centring on for all three cells.



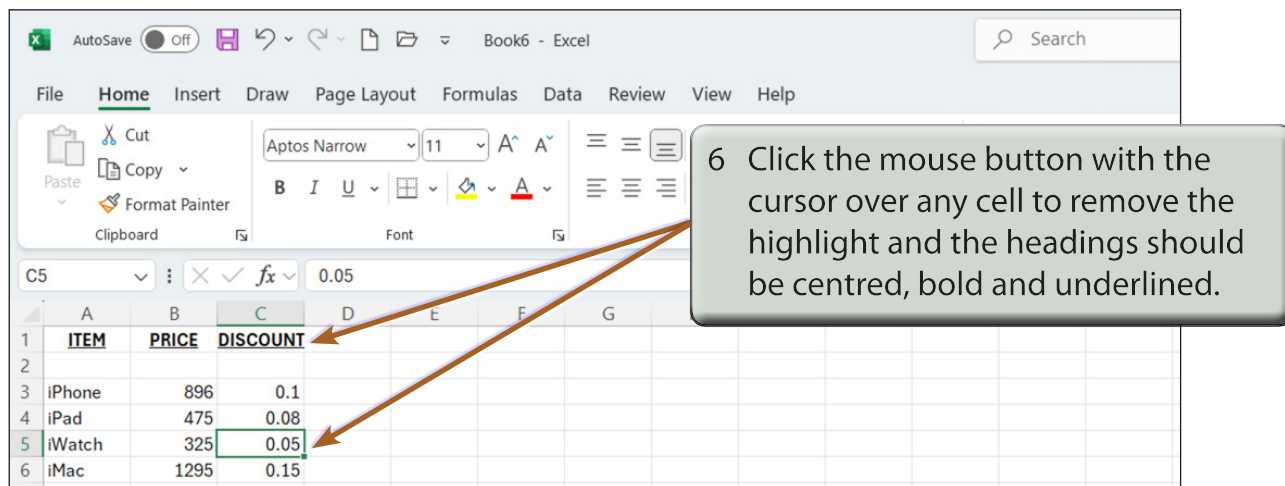
4 In the FONT group of the HOME tab click on the BOLD icon to change the labels to bold.

ITEM	PRICE	DISCOUNT
iPhone	896	0.1
iPad	475	0.08
iWatch	325	0.05



5 In the FONT group of the HOME tab click on the UNDERLINE icon to add an underline to the labels.

<u>ITEM</u>	<u>PRICE</u>	<u>DISCOUNT</u>
iPhone	896	0.1
iPad	475	0.08
iWatch	325	0.05

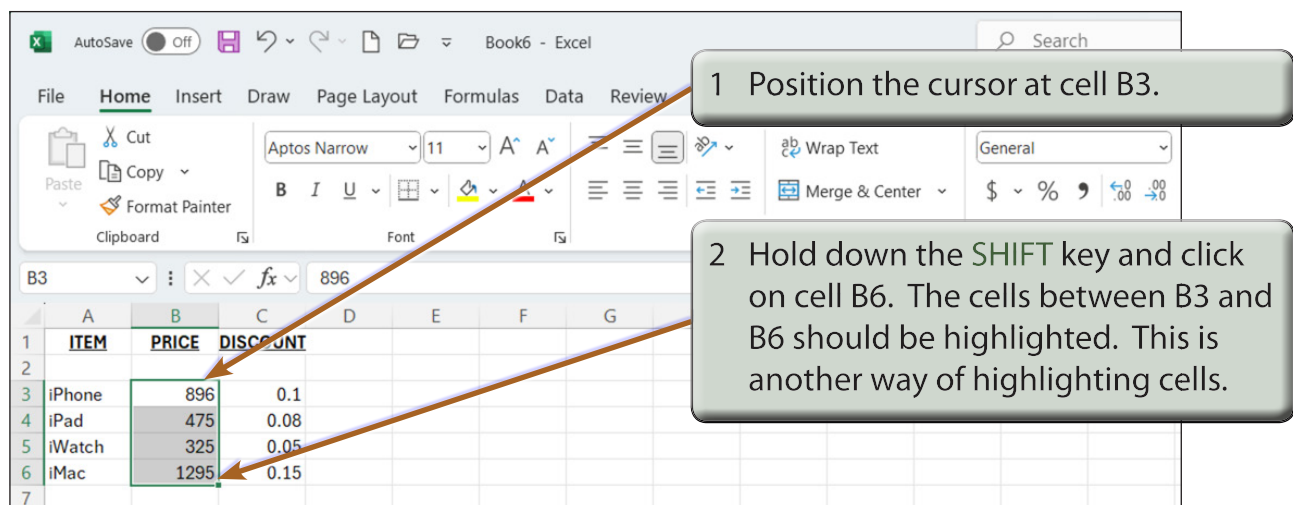


6 Click the mouse button with the cursor over any cell to remove the highlight and the headings should be centred, bold and underlined.

	A	B	C	D	E	F	G
1	ITEM	PRICE	DISCOUNT				
2							
3	iPhone	896	0.1				
4	iPad	475	0.08				
5	iWatch	325	0.05				
6	iMac	1295	0.15				

Formatting Values to Currency

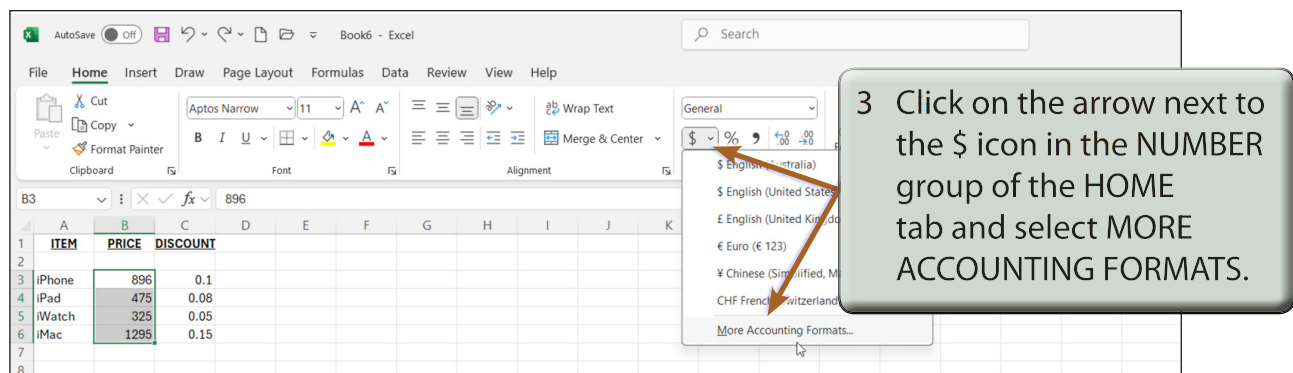
The format of values can be changed to a number of different forms. For example, currency, per cent, a set number of decimal places, etc.



1 Position the cursor at cell B3.

2 Hold down the SHIFT key and click on cell B6. The cells between B3 and B6 should be highlighted. This is another way of highlighting cells.

	A	B	C	D	E	F	G
1	ITEM	PRICE	DISCOUNT				
2							
3	iPhone	896	0.1				
4	iPad	475	0.08				
5	iWatch	325	0.05				
6	iMac	1295	0.15				



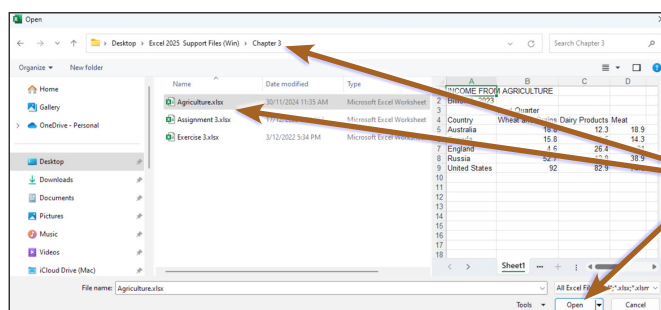
3 Click on the arrow next to the \$ icon in the NUMBER group of the HOME tab and select MORE ACCOUNTING FORMATS.

	A	B	C	D	E	F	G	H	I	J	K
1	ITEM	PRICE	DISCOUNT								
2											
3	iPhone	896	0.1								
4	iPad	475	0.08								
5	iWatch	325	0.05								
6	iMac	1295	0.15								

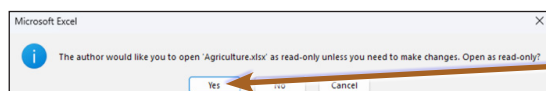
Further Formatting

To practice your formatting skills and to look at some different types of formats, an unformatted workbook has been prepared for you. Its worksheet will display the income earned from agriculture by some countries.

- 1 Load Microsoft Excel or close the current workbook.
- 2 Click on the OPEN button in the QUICK ACCESS TOOLBAR or select OPEN from the FILE tab or FILE menu.



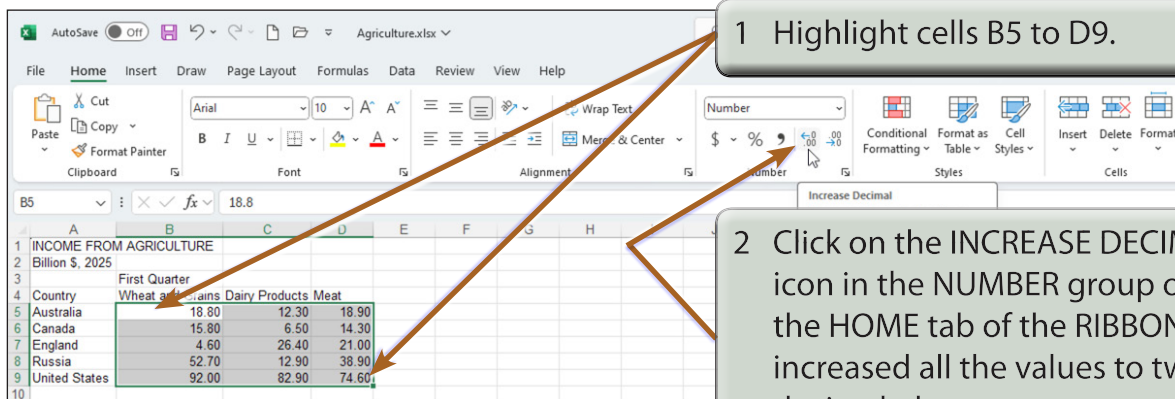
- 3 Access the CHAPTER 3 folder of the EXCEL 2025 SUPPORT FILES and open the AGRICULTURE file.



- 4 Select YES to the READ-ONLY message. This will ensure that you won't be able to save over the original document.

Formatting the Values

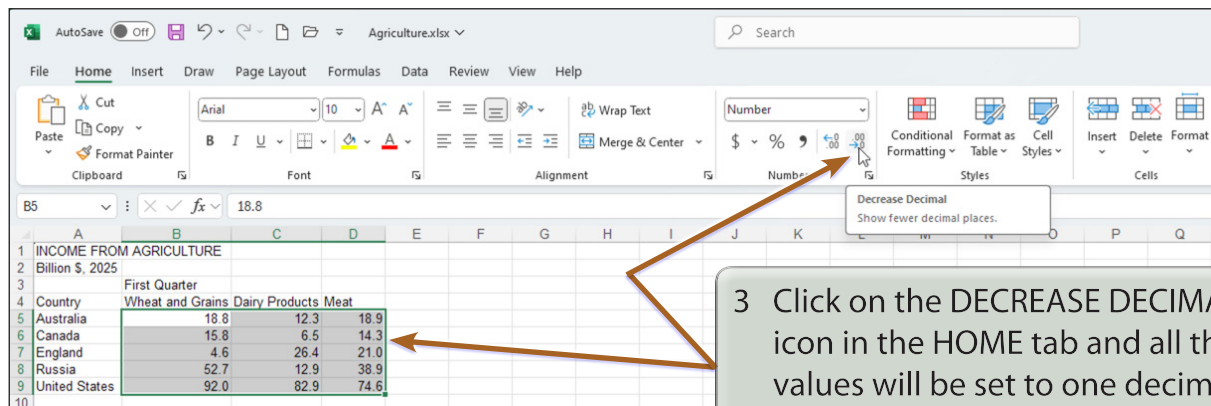
The values, which are fictitious, represent billions of dollars so we will just format the values to one decimal place. The Billion \$ label at the top of the sheet provides the unit.



- 1 Highlight cells B5 to D9.

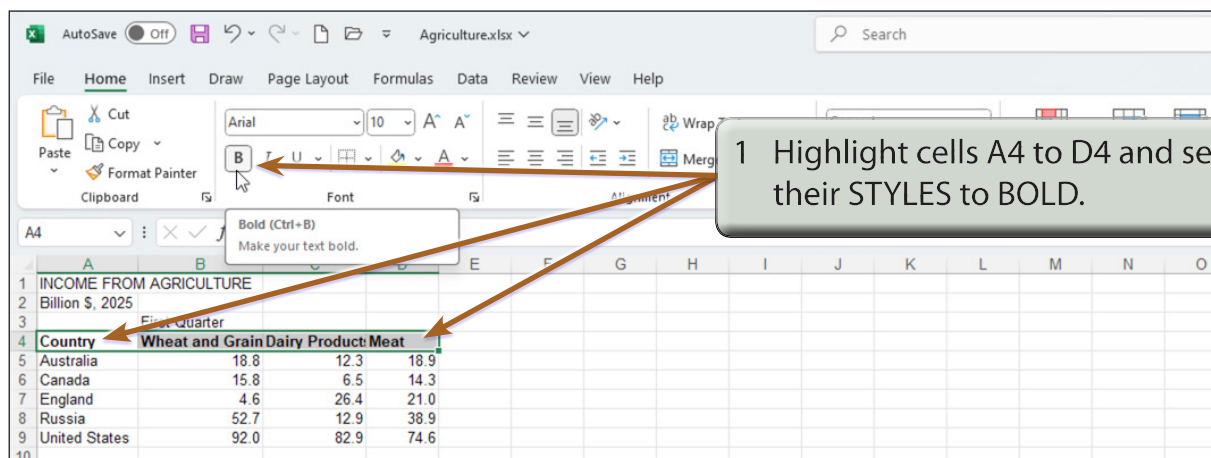
- 2 Click on the INCREASE DECIMAL icon in the NUMBER group of the HOME tab of the RIBBON to increased all the values to two decimal places.

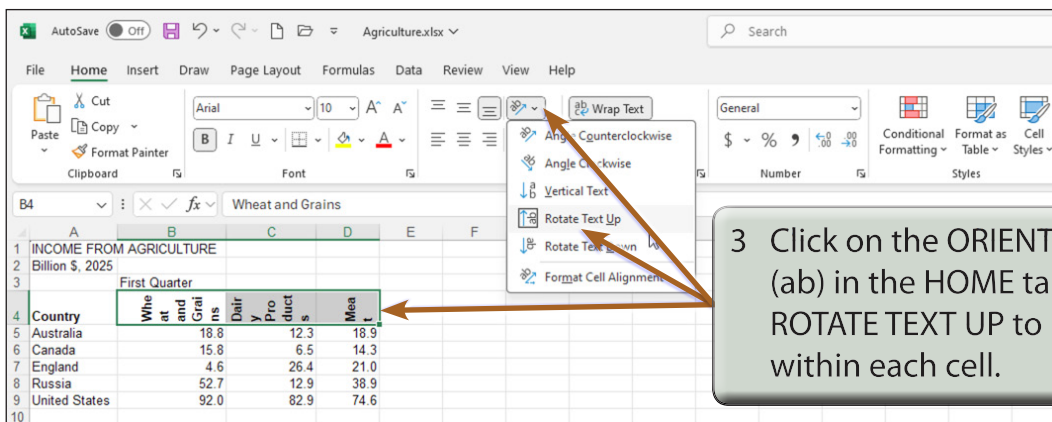
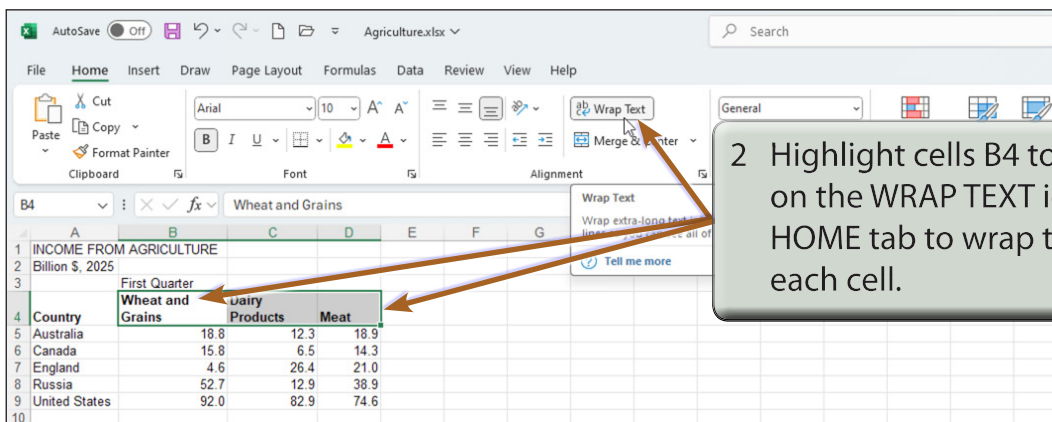
NOTE: When you increase the decimal places of highlighted cells all the values are set to the highest number of decimal places.



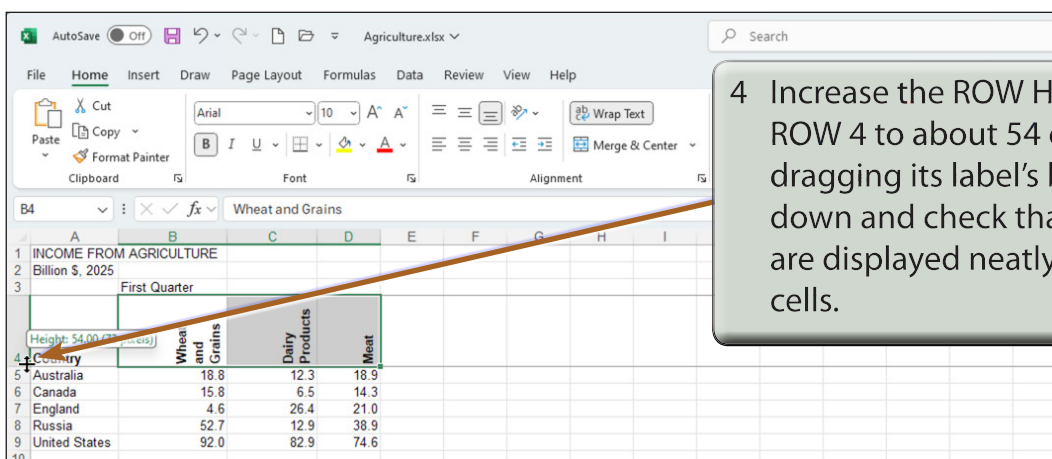
Formatting the Table Headings

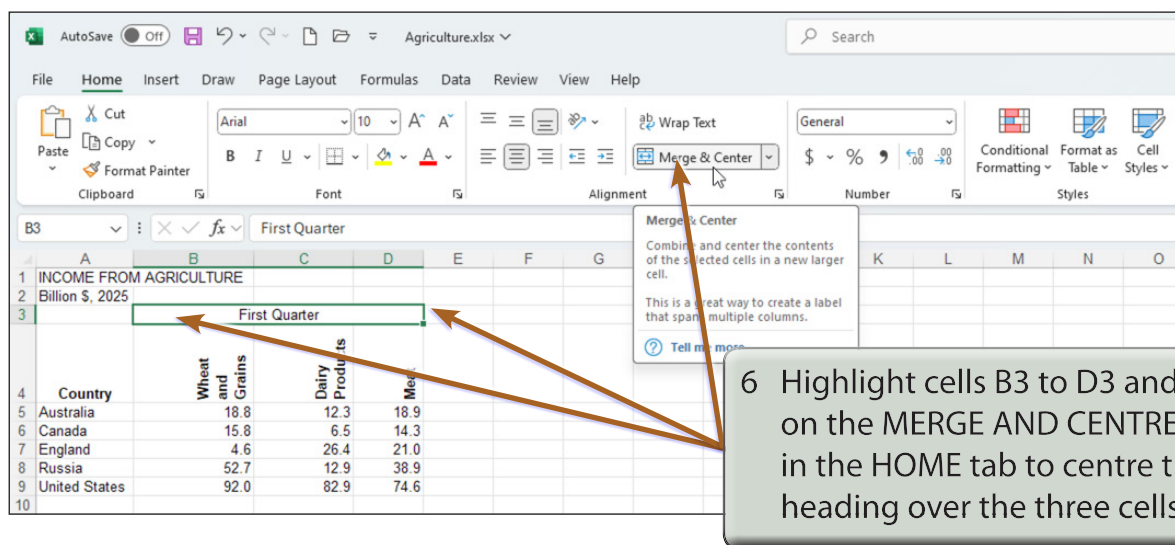
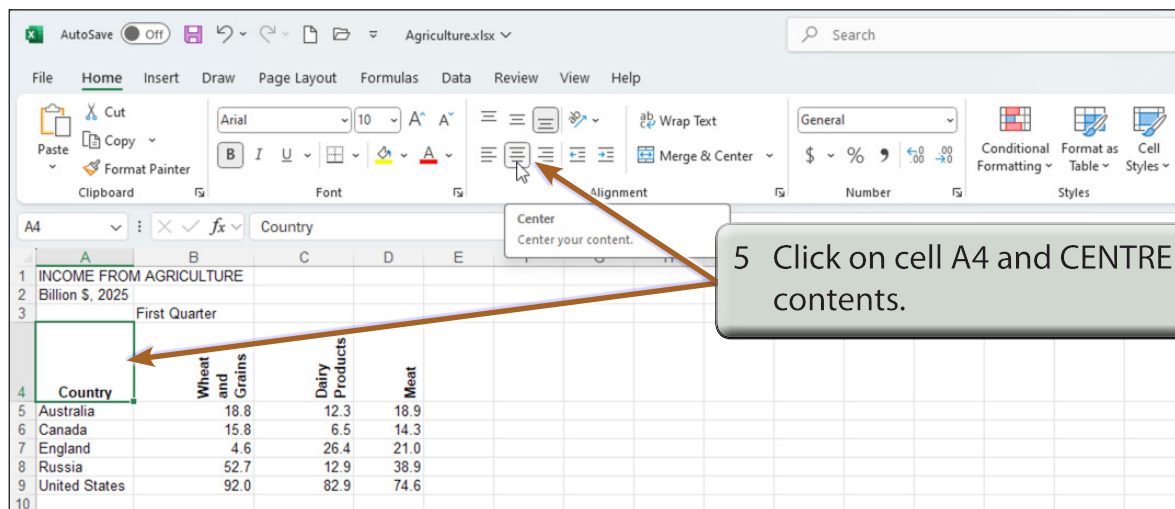
The table headings can be arranged to be displayed vertically within their cells.





NOTE: You might also like to try some of the other orientations.



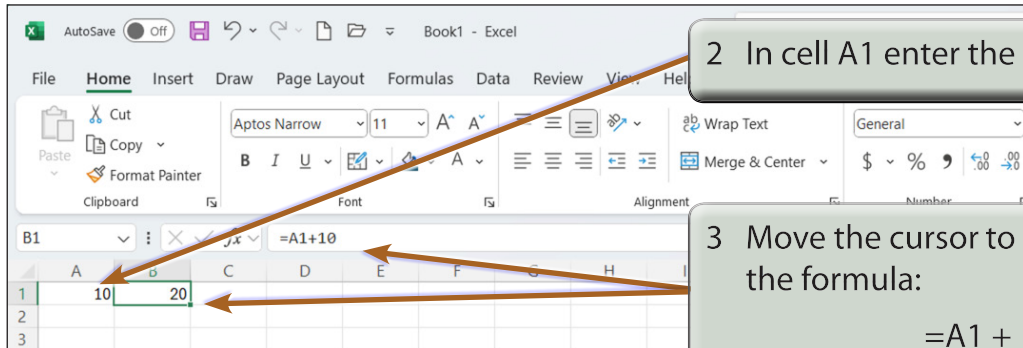


NOTE: CENTRE ACROSS SELECTION could have been used to centre the First Quarter heading. As the heading covers just one row, MERGE AND CENTRE was used.

Copying Cell Data

In this chapter you will learn about COPYING which is one of Microsoft Excel's most useful features. It allows you to enter a formula, label or value once and copy the cell contents to as many other cells as required.

- 1 Load Microsoft Excel or close the current file and start a NEW BLANK WORKBOOK.

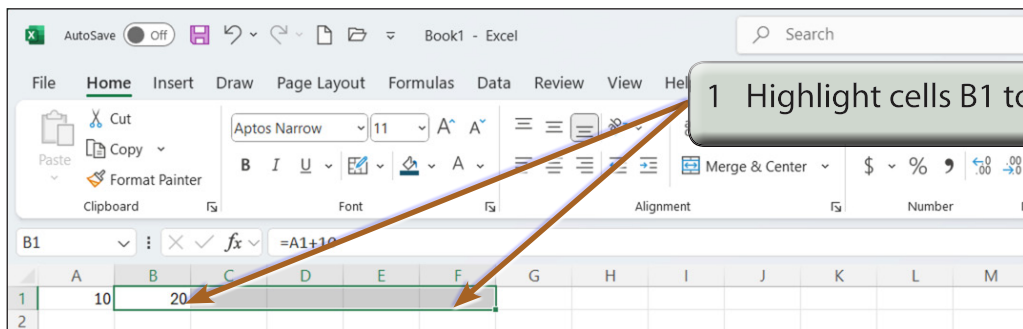


2 In cell A1 enter the value: 10

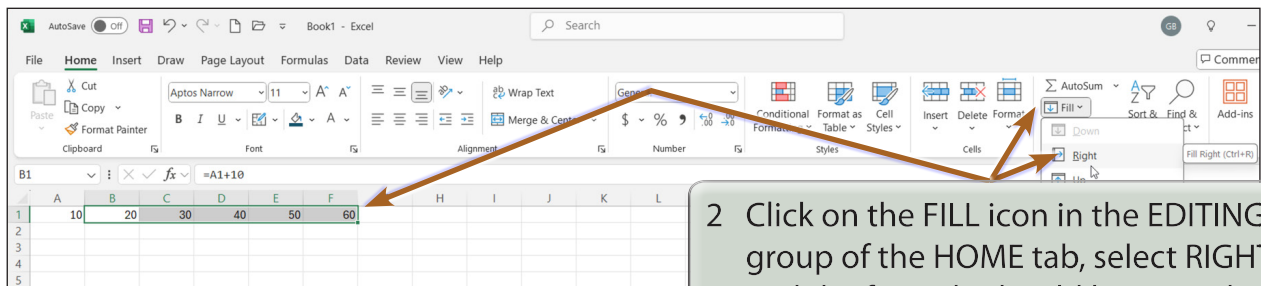
3 Move the cursor to cell B1 and enter the formula:
=A1 + 10

Fill Right

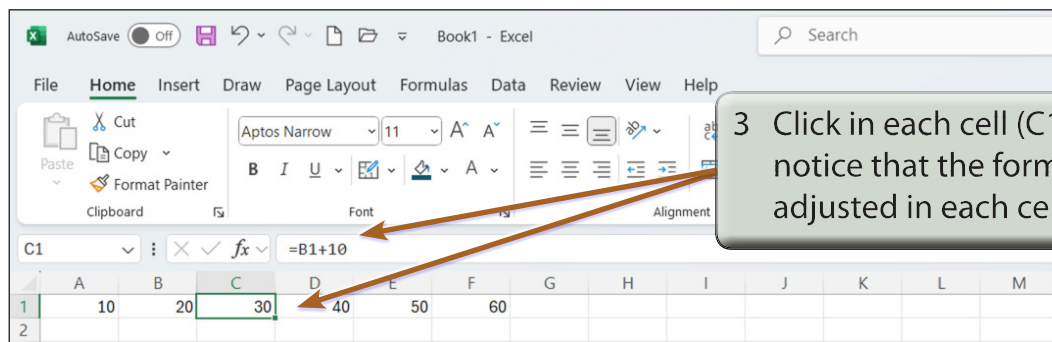
Suppose that we want a similar formula in the next 4 cells. Instead of having to go to each cell in turn and entering the formula, Excel provides you with a short cut.



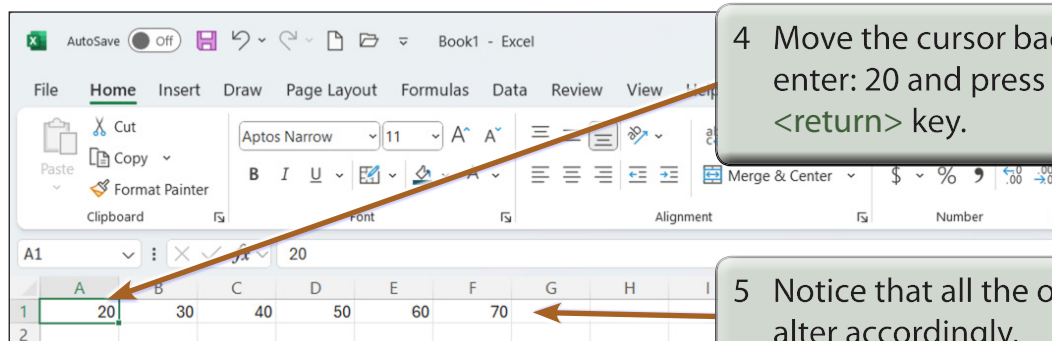
1 Highlight cells B1 to f1.



2 Click on the FILL icon in the EDITING group of the HOME tab, select RIGHT and the formula should be copied to each of the highlighted cells.

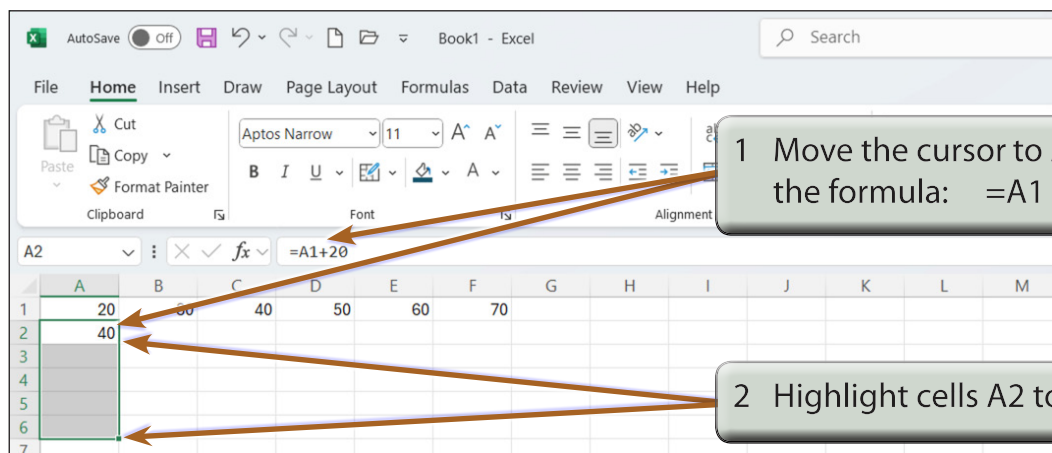


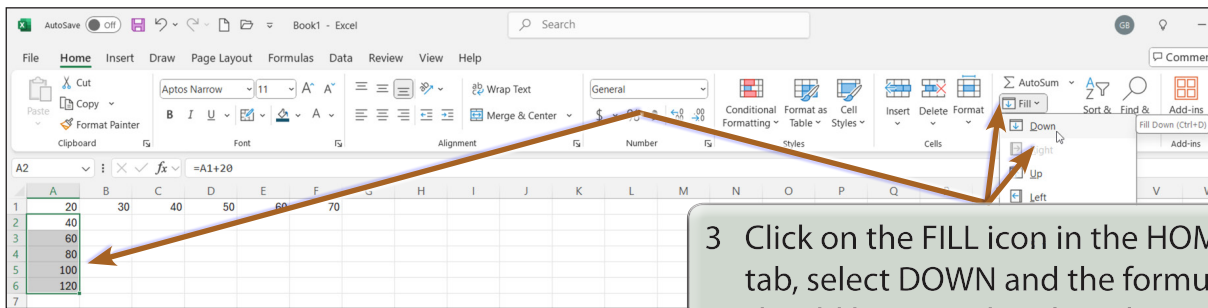
NOTE: This is called **RELATIVE COPYING** and it means that the structure of the formula is copied; that is, one column back in the same row plus 10.



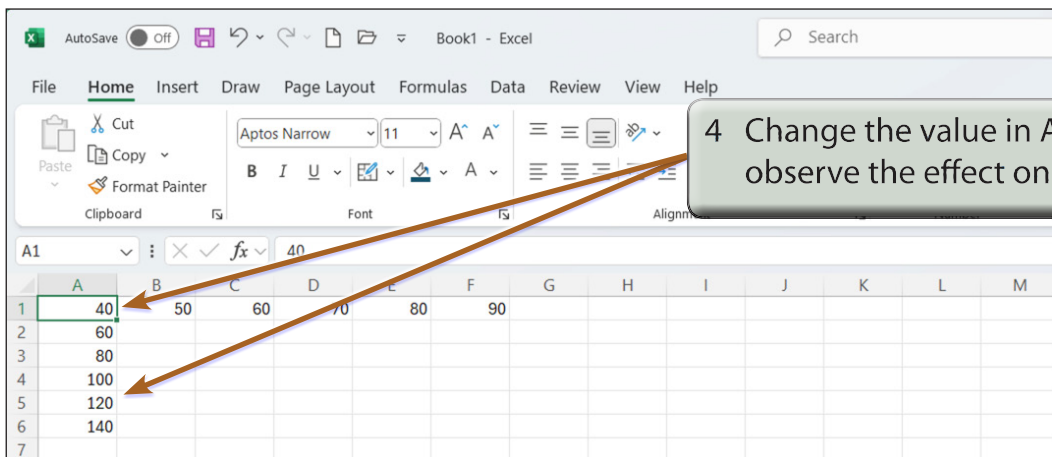
Fill Down

You can also fill cells down.





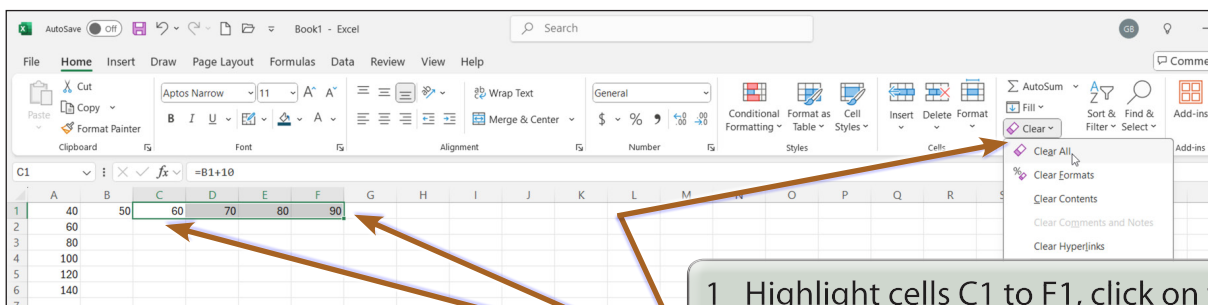
3 Click on the FILL icon in the HOME tab, select DOWN and the formula should be copied to the other 4 highlighted cells.



4 Change the value in A1 to 40 and observe the effect on the other cells.

Autofill

AUTOFILL enables you to fill cells by simply dragging a 'handle'.



1 Highlight cells C1 to F1, click on the CLEAR icon in the EDITING group of the HOME tab and select CLEAR ALL to clear the cell contents.

2 Select cell B1.

3 Move the pointer over the 'handle' at the bottom right corner of the cell until the pointer changes to a + and drag the 'handle' to the cell F1.

4 Click on the cell A2 and AUTOFILL it down to A10 by dragging its AUTOFILL 'handle' down.

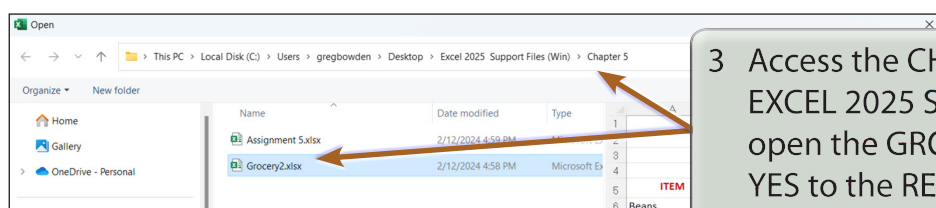
Rearranging Data

When using larger and more involved spreadsheets it is often necessary to insert data in specific positions or to rearrange the order of the data. Microsoft Excel offers a number of useful features to make this process easier. Some of these features include inserting rows and columns, editing cells and sorting data into order.

Loading The Prepared Template

A larger version of the Grocery workbook has been prepared for you and it will need to be opened from the EXCEL 2025 SUPPORT FILES.

- 1 Load Microsoft Excel 2025 or close the current workbook.
- 2 Click on the OPEN button in the QUICK ACCESS TOOLBAR or select OPEN from within the FILE tab or FILE menu.

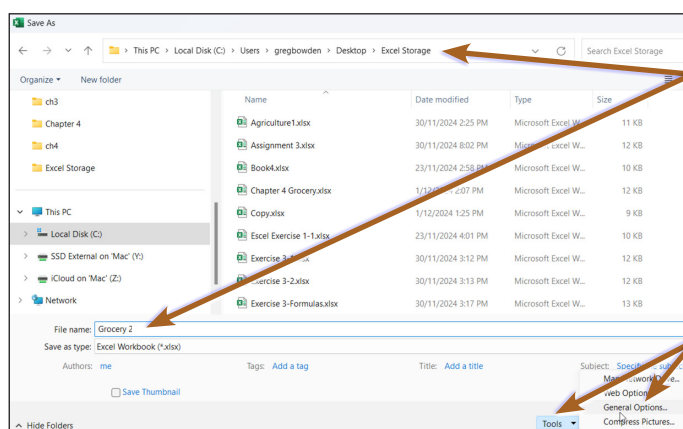


- 3 Access the CHAPTER 5 folder of the EXCEL 2025 SUPPORT FILES and open the GROCERY2 file, selecting YES to the READ-ONLY message.

Saving the Document

The document will be saved and the READ-ONLY option turned off.

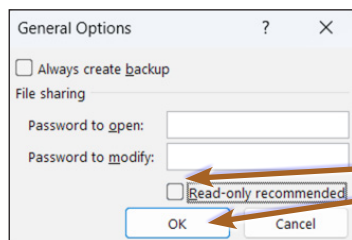
- 1 Click on the SAVE icon in the QUICK ACCESS TOOLBAR and select OK to the warning message.



- 2 Access your STORAGE folder and call the file:

Grocery 2

- 3 On the Windows system click on the TOOLS icon at the base of the SAVE AS dialogue box and select GENERAL OPTIONS. On the Macintosh system click on the OPTIONS button.

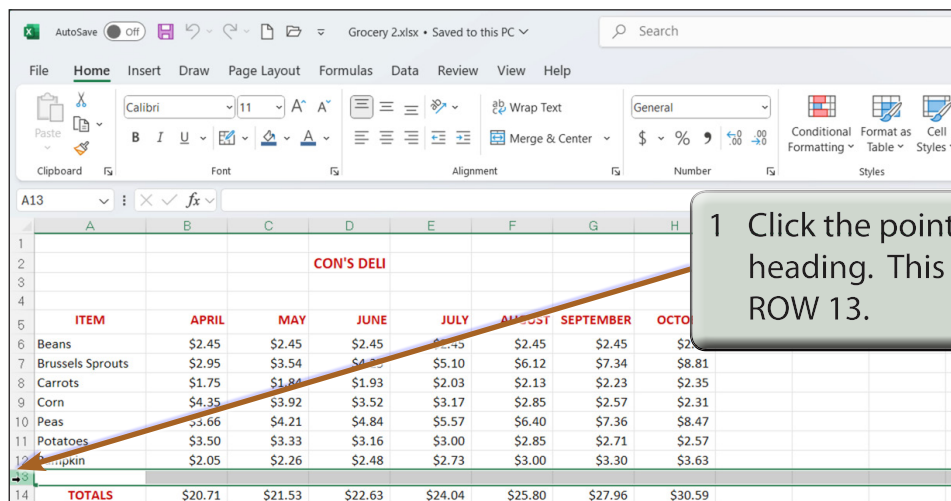


4 Turn off READ-ONLY RECOMMENDED and select OK.

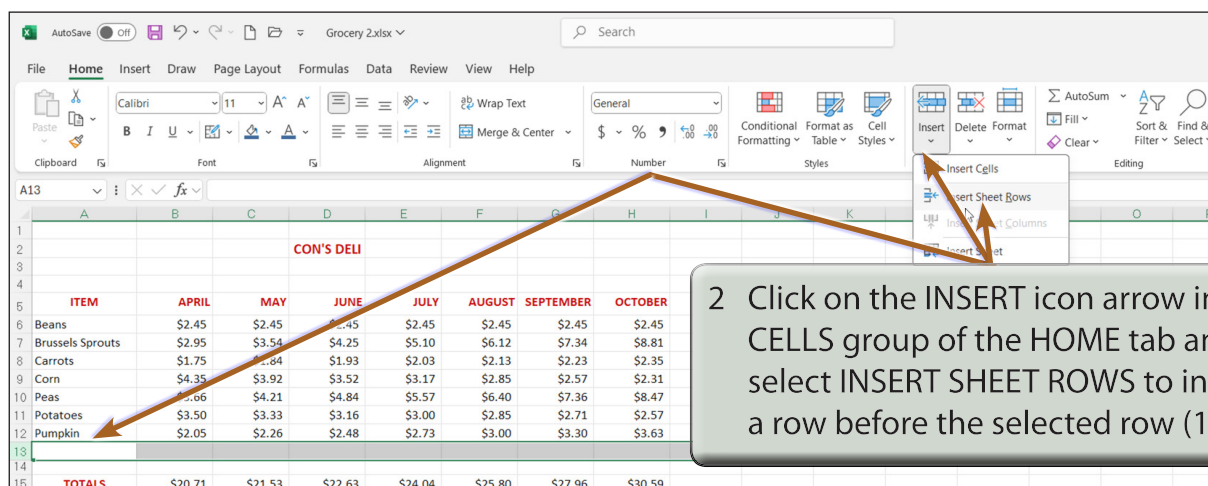
5 Select SAVE to save the document.

Inserting Rows or Columns

Rows or Columns can be inserted anywhere in the spreadsheet. Let's assume that three new foods have become available and the store wishes to have them included in the worksheet. To do this 3 rows will be inserted after the Pumpkin row.



1 Click the pointer over the ROW 13 heading. This should highlight all of ROW 13.



2 Click on the INSERT icon arrow in the CELLS group of the HOME tab and select INSERT SHEET ROWS to insert a row before the selected row (13).

Using Worksheets

Microsoft Excel provides worksheets at the bottom of the screen. In fact, a workbook (file) can have up to 256 worksheets. Each worksheet is a separate spreadsheet and when you save a workbook all its worksheets are saved with it. This means that large spreadsheets can be split up into smaller sections with each section placed in a separate worksheet. To illustrate the use of worksheets, paysheets for three employees of a used car business will be created in separate worksheets.

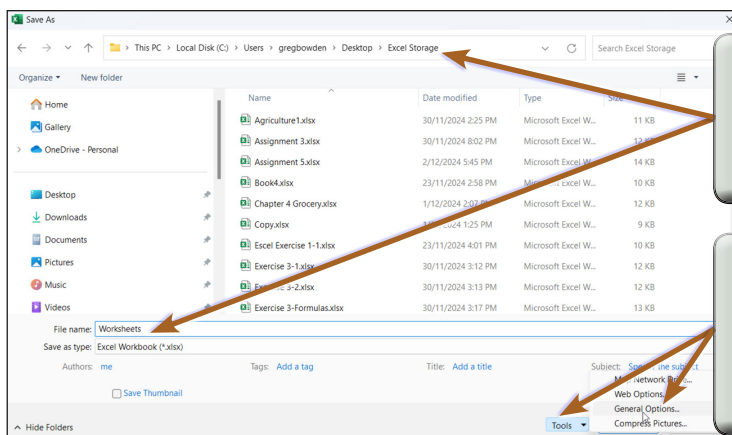
Loading a Prepared File

The first paysheet has been prepared for you and it needs to be loaded from the EXCEL 2025 SUPPORT FILES.

- 1 Load Microsoft Excel or close the current workbook.
- 2 Click on the OPEN button in the QUICK ACCESS TOOLBAR or select OPEN from within the FILE tab or FILE menu.
- 3 Access the EXCEL 2025 SUPPORT FILES folder and open the CHAPTER 6 folder.
- 4 Load the PAYSHEET file and select YES to the READ-ONLY dialogue box. The worksheet shows the weekly pay advice information for the manager of the business.

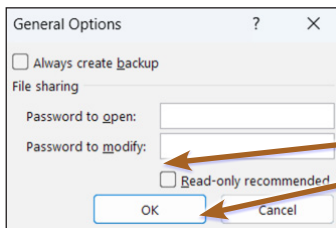
Saving the Workbook

- 1 Click on the FILE tab or FILE menu and select SAVE AS.



- 2 Access your STORAGE folder and set the FILE NAME to:
Worksheets

- 3 Click on the TOOLS button and select GENERAL OPTIONS or, on the Macintosh system, click on the OPTION button.

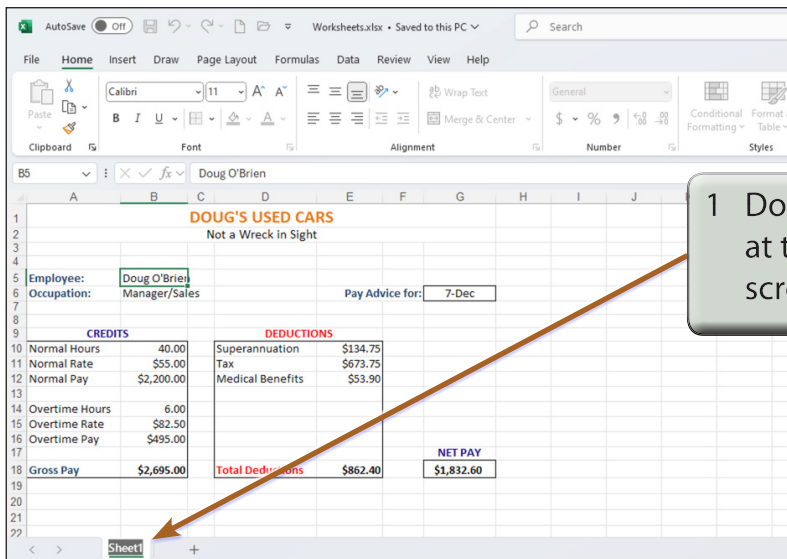


4 Turn off READ-ONLY RECOMMENDED and select OK to return to the SAVE AS dialogue box.

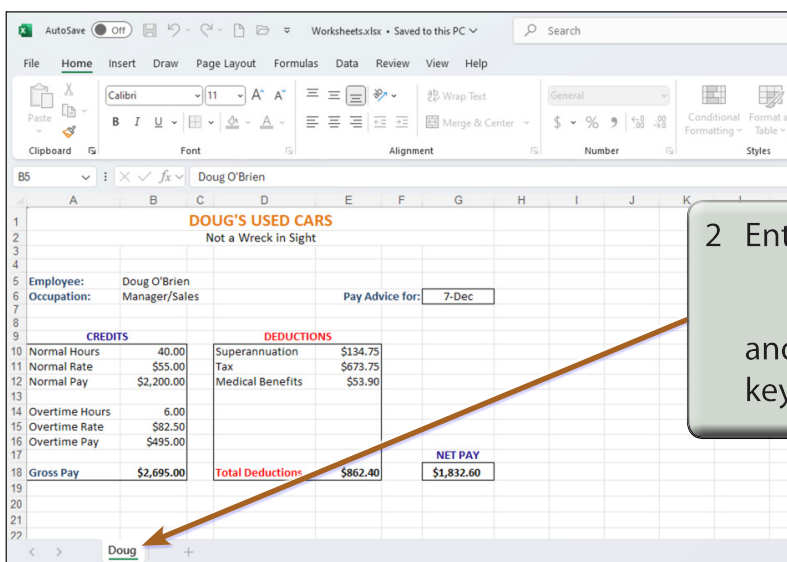
5 Click on SAVE to save the file.

Naming a Worksheet

When using worksheets it is a good idea to name each sheet so that you know what information is contained in that sheet.



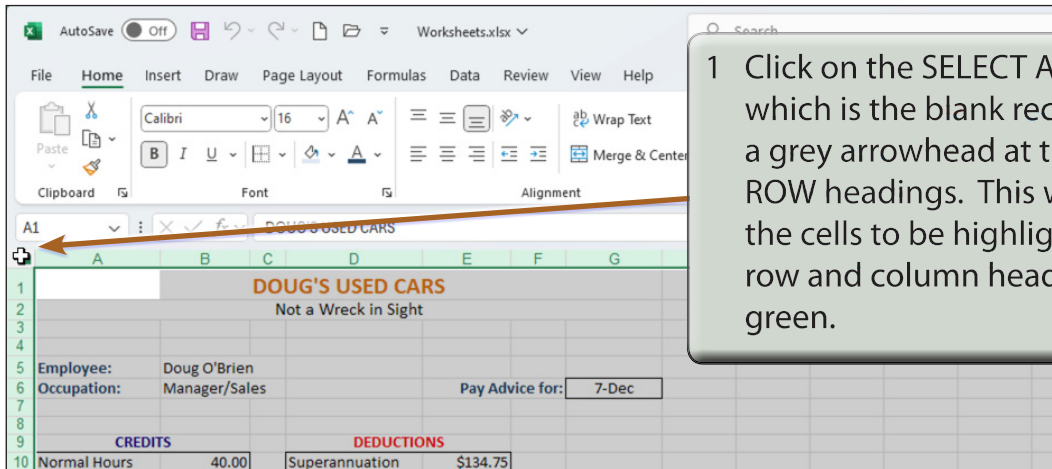
1 Double click on the SHEET1 label at the bottom left of the worksheet screen to highlight the label.



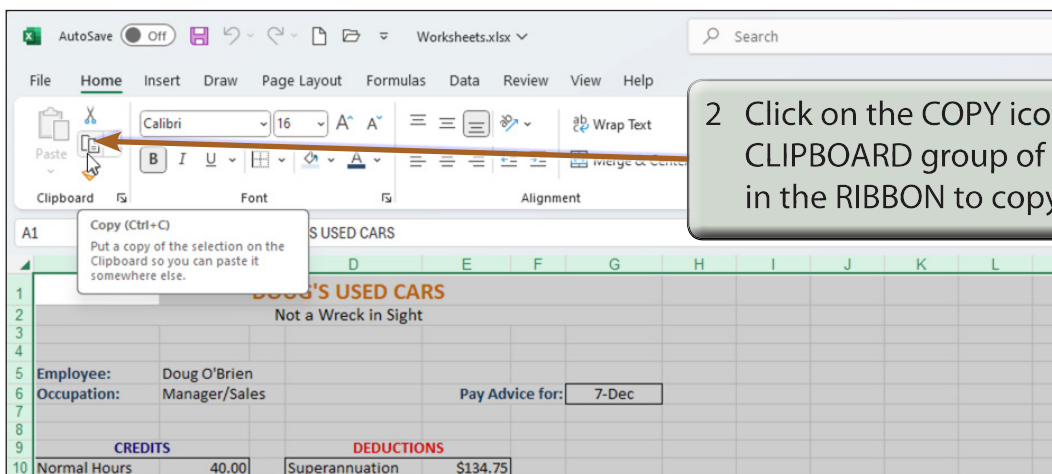
2 Enter the name:
Doug
and press the <enter> or <return> key.

Copying Data to a New Worksheet

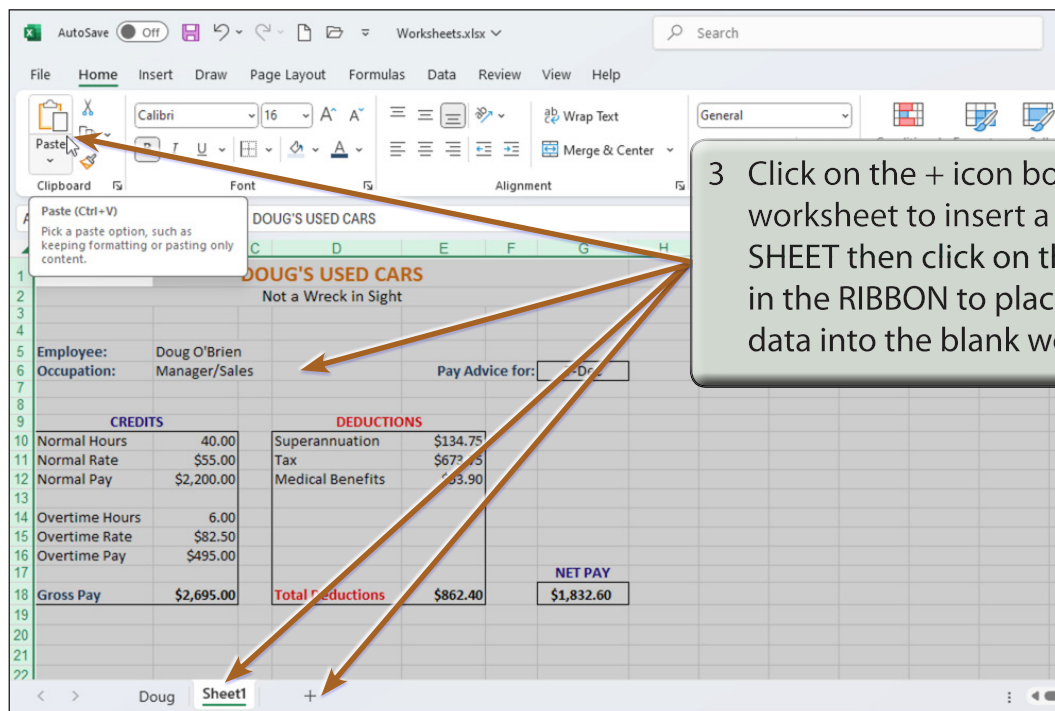
We can copy the information in Doug's worksheet to a new worksheet and then modify it for the second employee.



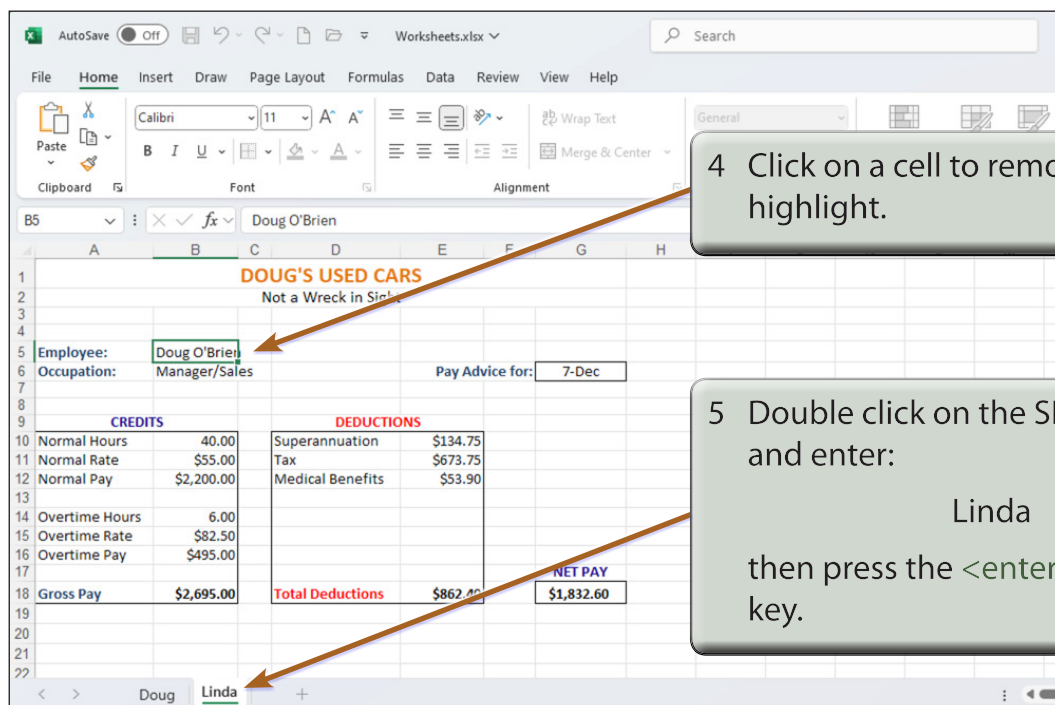
NOTE: We could just highlight the table, but using **SELECT ALL** is easier.



NOTE: You can also press **CTRL+C** or **COMMAND+C** to copy cells.



NOTE: You can also press CTRL+V or COMMAND+V to paste cells.



Displaying Data in Charts

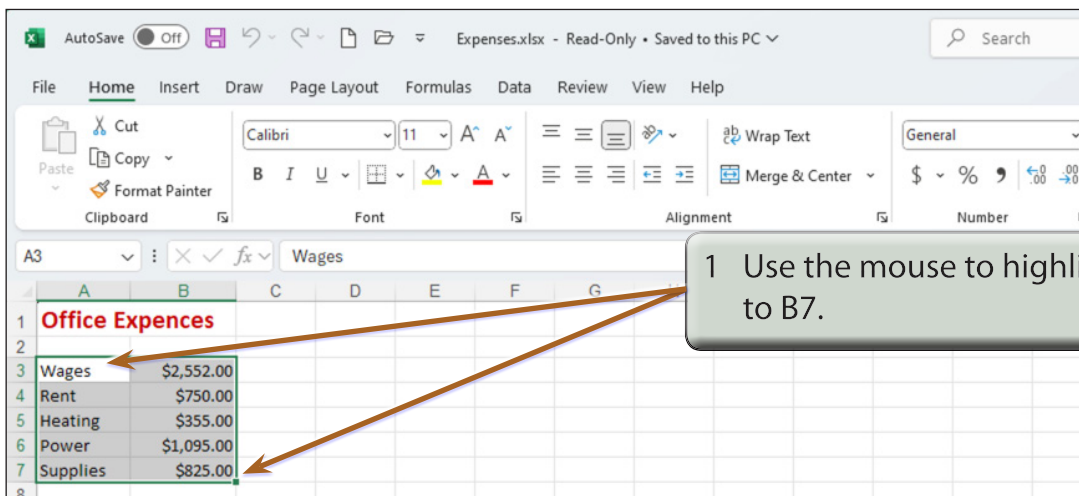
It is advantageous to display spreadsheet information in graphical form so that the information can be more easily understood and so comparisons between items can be made quickly and easily. Microsoft Excel has extensive charting facilities that allow you to produce a comprehensive range of graphic displays.

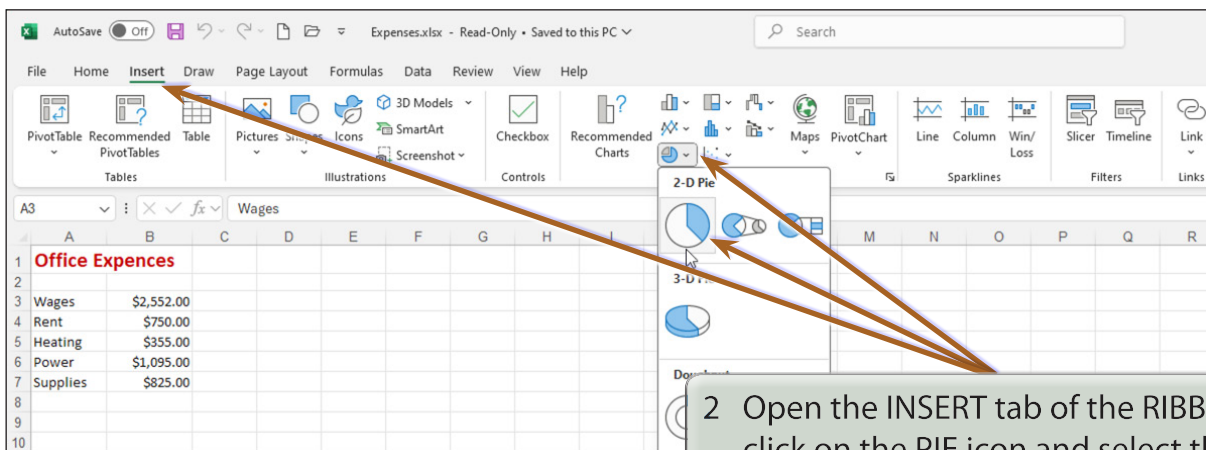
Loading the Spreadsheet

- 1 Load Microsoft Excel or close the current file.
- 2 Click on the OPEN button in the QUICK ACCESS TOOLBAR or select OPEN from within the FILE tab or FILE menu.
- 3 Access the EXCEL 2025 SUPPORT FILES folder, open the CHAPTER 7 folder and open the EXPENSES file as a READ-ONLY document.
- 4 The template shows the expenses for a particular office over a one month period.

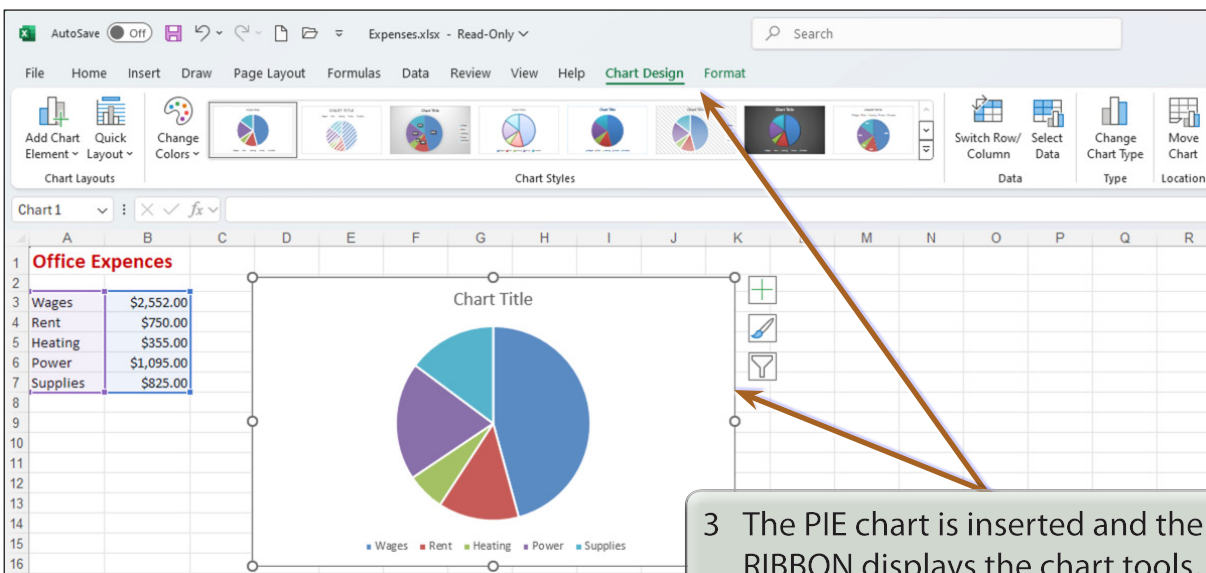
Creating a Pie Chart

Before a chart can be created you must indicate which cells are to be included in the plot. You can place a chart in the same sheet as the spreadsheet table or in a sheet of its own. For this first chart we will place the chart in the same sheet as the spreadsheet table.

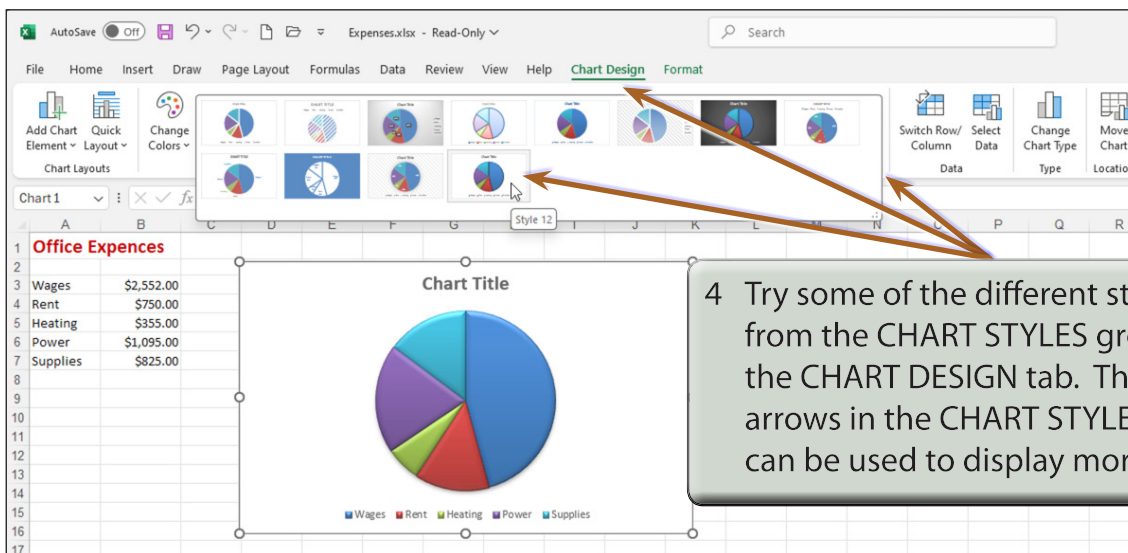




2 Open the INSERT tab of the RIBBON, click on the PIE icon and select the first 2-D PIE chart.



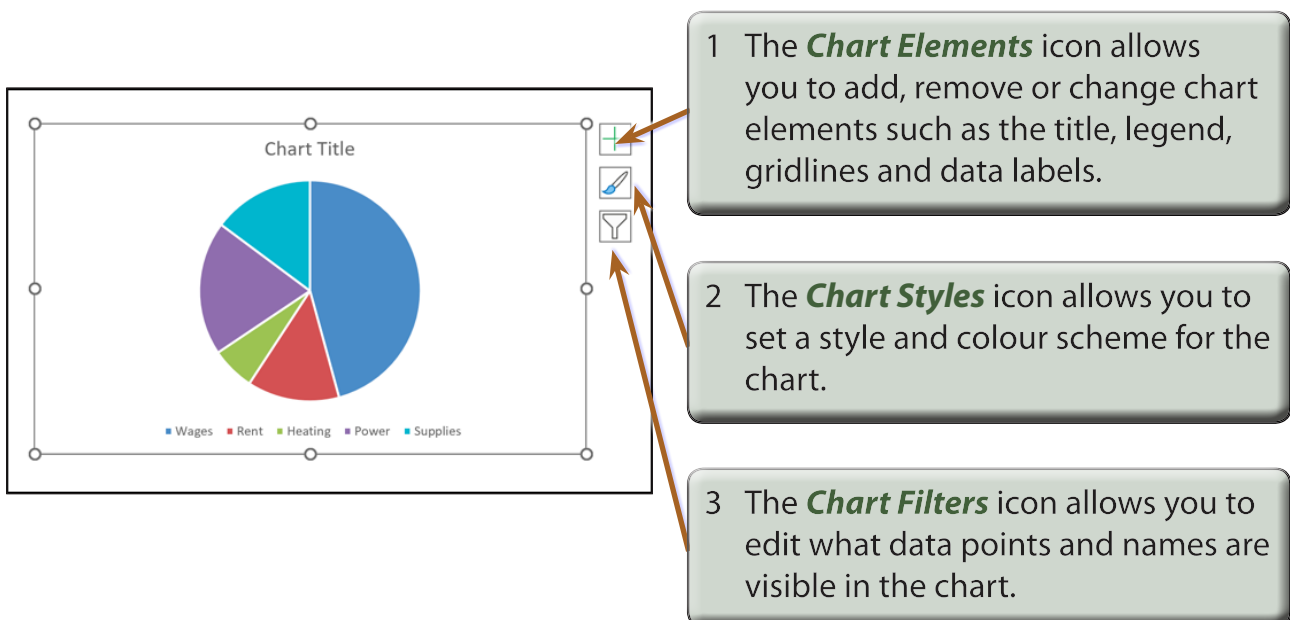
3 The PIE chart is inserted and the RIBBON displays the chart tools, which are divided into the CHART DESIGN and FORMAT tabs.



5 Select the first 2D Pie Chart style (STYLE 1).

The Chart Icons

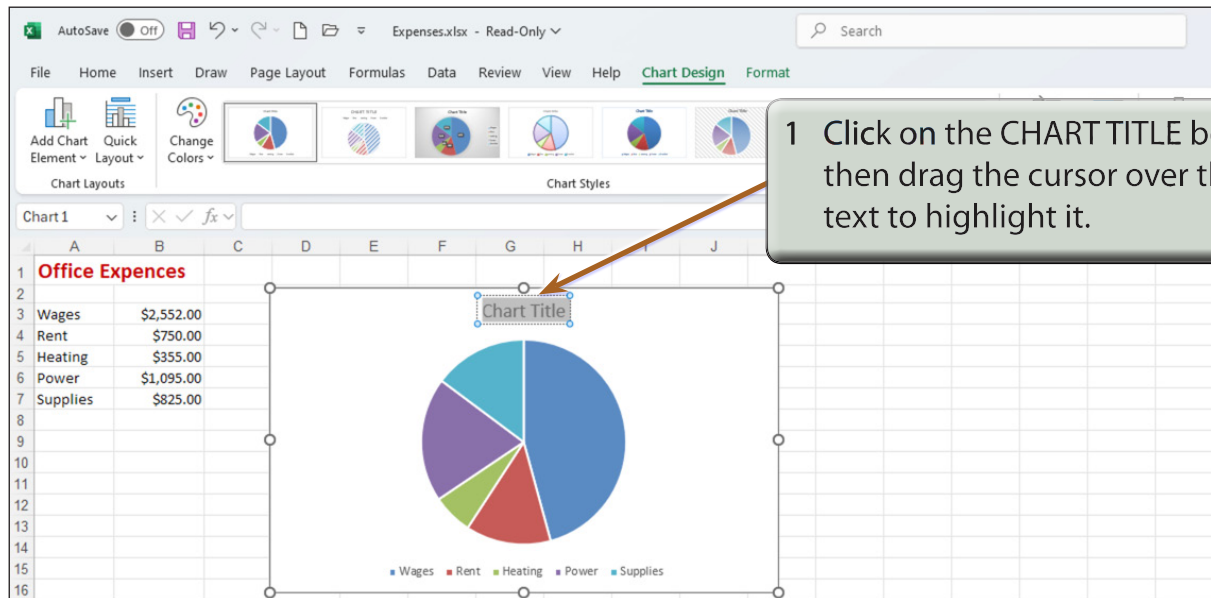
On the Windows system three icons are added to the right of the chart to allow you to customise the chart. The icons have the following functions.



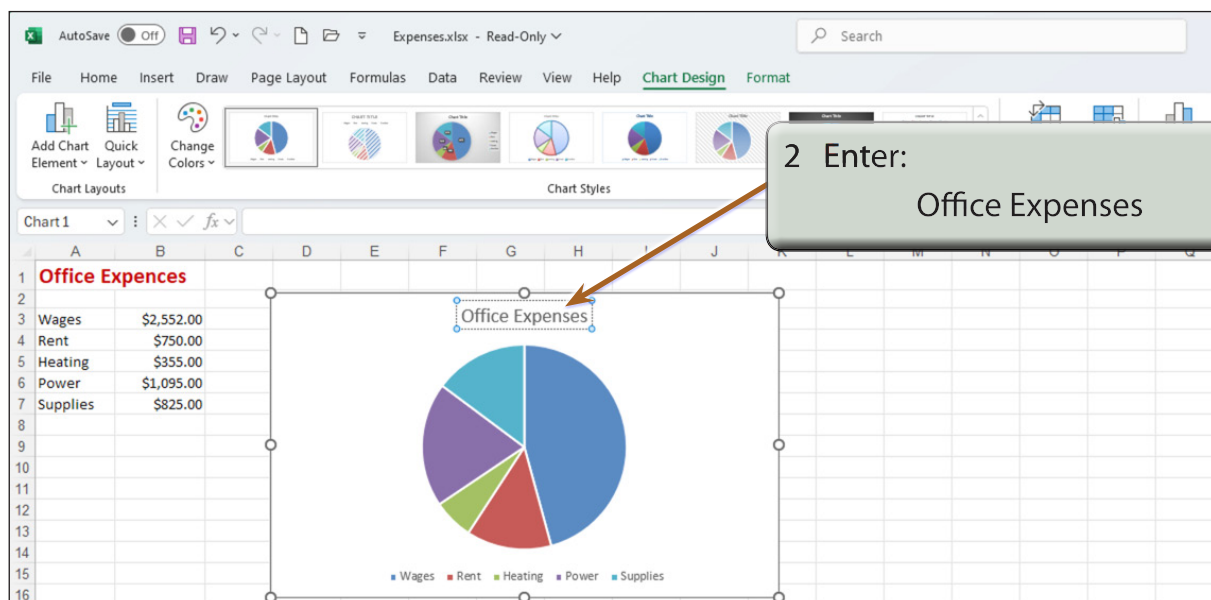
On the Macintosh system, customizing the chart is conducted using the CHART DESIGN and FORMAT tabs of the RIBBON.

Setting the Chart Title

The chart title is set by replacing the default title text at the top of the chart.



NOTE: You can also double click on the Title text to quickly highlight it.



More Detailed Charts

Microsoft Excel allows you to create more detailed charts. To do this a larger spreadsheet will need to be opened.

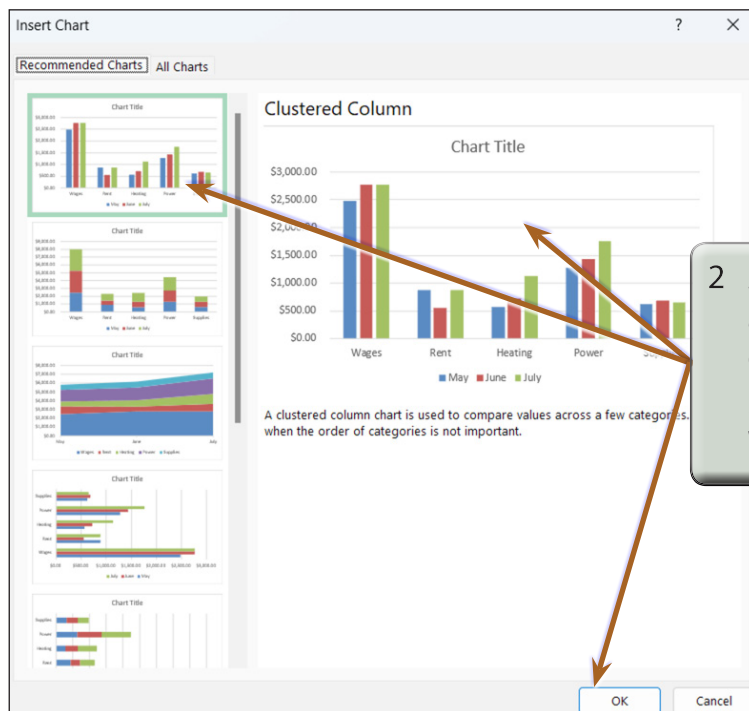
- 1 Load Microsoft Excel and click on the OPEN icon in the QUICK ACCESS TOOLBAR or select OPEN from within the FILE tab or FILE menu.
- 2 Access the EXCEL 2025 SUPPORT FILES folder and open the CHAPTER 8 folder.
- 3 Open the EXPENSES2 template, selecting YES to the READ-ONLY dialogue box.

Recommending a Chart

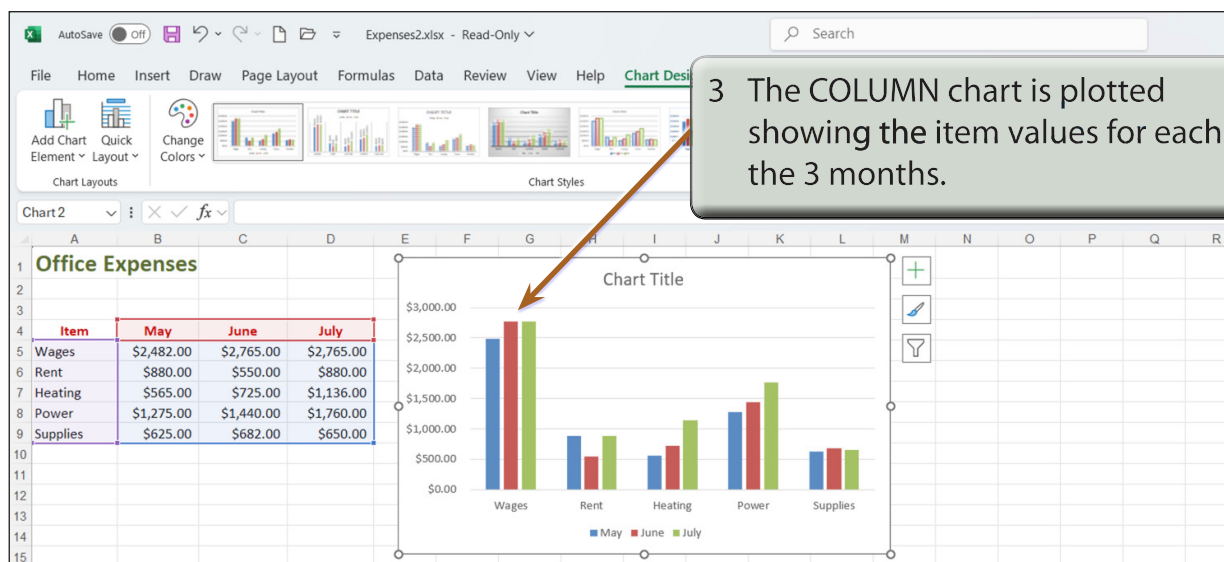
Microsoft Excel can recommend possible charts to suit the data you are plotting.

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected in the ribbon. The 'RECOMMENDED CHARTS' button is highlighted in the 'Charts' group. A callout box with the number '1' contains the instruction: 'Highlight cells A4 to D9, open the INSERT tab in the RIBBON and click on the RECOMMENDED CHARTS icon in the CHART group.' The spreadsheet data is as follows:

Item	May	June	July
Wages	\$2,482.00	\$2,765.00	\$2,765.00
Rent	\$880.00	\$550.00	\$880.00
Heating	\$565.00	\$725.00	\$1,136.00
Power	\$1,275.00	\$1,440.00	\$1,760.00
Supplies	\$625.00	\$682.00	\$650.00



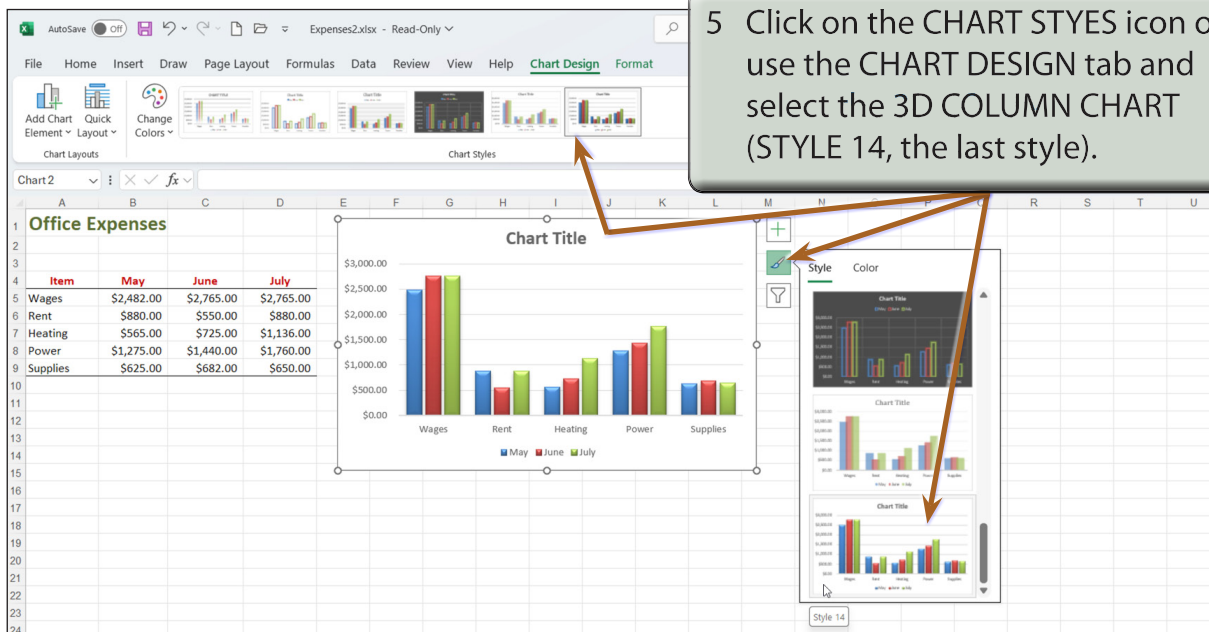
2 A series of possible charts are suggested, but the first (a CLUSTERED COLUMN chart) is the suitable, so select it and in the Windows system click on OK.



3 The COLUMN chart is plotted showing the item values for each of the 3 months.

4 Styles can be applied to the chart in different ways:

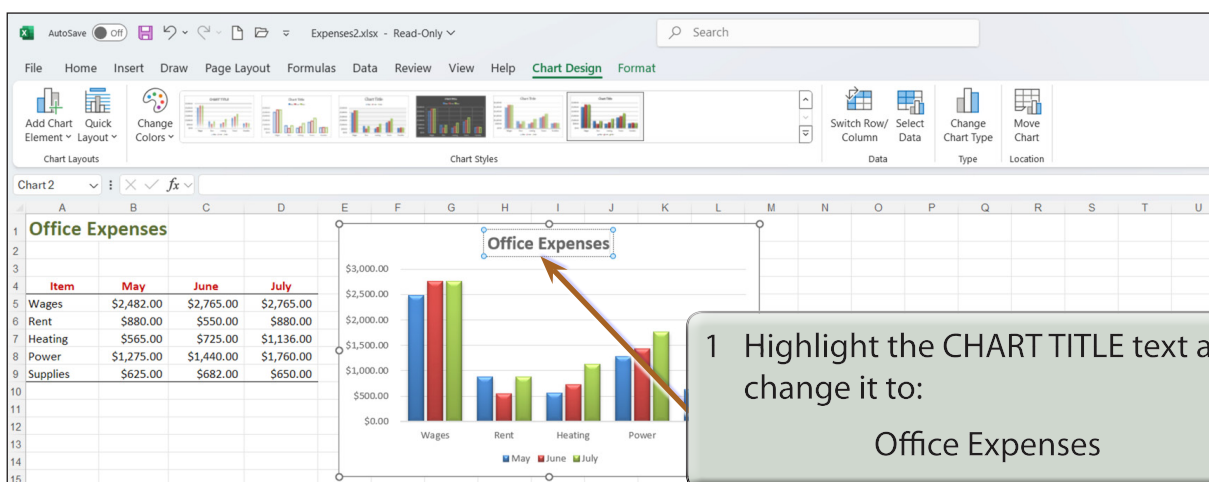
- On the Windows system from the CHART DESIGN tab of the RIBBON or from the CHART STYLES icon next to the chart.
- On the Macintosh system from the CHART DESIGN tab in the RIBBON.

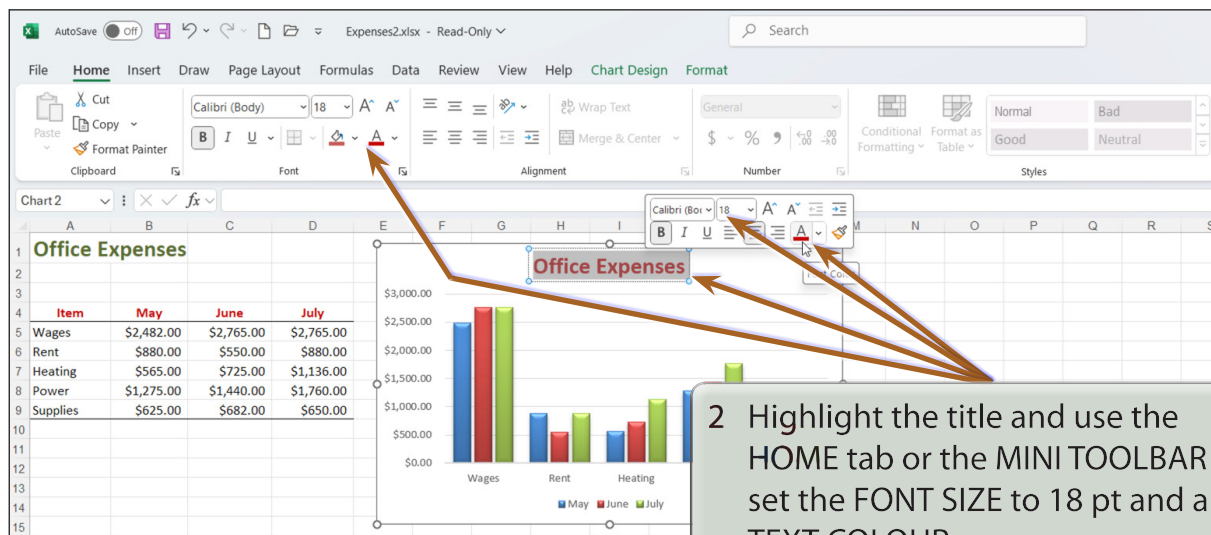


The Column Chart Options

The COLUMN chart has many more options than the PIE chart. We will look at a few of these new options.

A The Chart Title

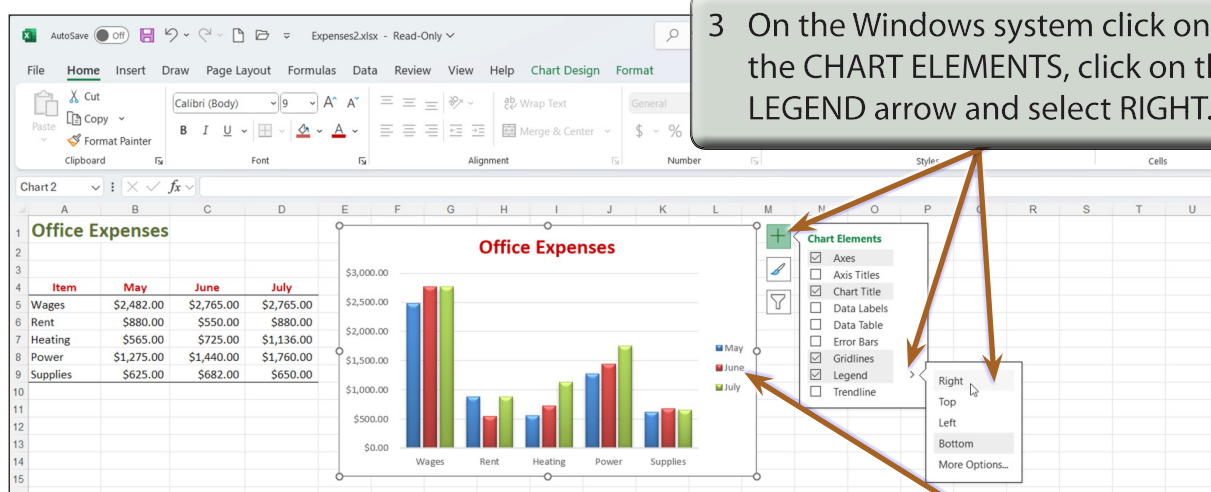




B Moving the Legend

The LEGEND would look better at the right of the chart in this case.

- 1 On the Macintosh system open the CHART DESIGN tab, click on the ADD CHART ELEMENT icon, highlight LEGEND and select RIGHT.
- 2 On the Windows system click on the CHART AREA to reselect the chart.



Sparklines, Maps and Quick Analysis

There are times when you don't want to create a detailed chart, but you still want to show trends in data. Excel provides SPARKLINE CHARTS, which act like mini-charts to show changes in values in selected cells. Excel also provides QUICK ANALYSIS tools to quickly display relevant formatting and displays.

Loading the Spreadsheet

- 1 Load Microsoft Excel or close the current file.
- 2 Open the MONTHLY SALES spreadsheet from the CHAPTER 9 folder of the EXCEL 2025 SUPPORT FILES folder, selecting YES to the READ-ONLY message.
- 3 The template shows the number of items sold by a computer store over a 6-month period.

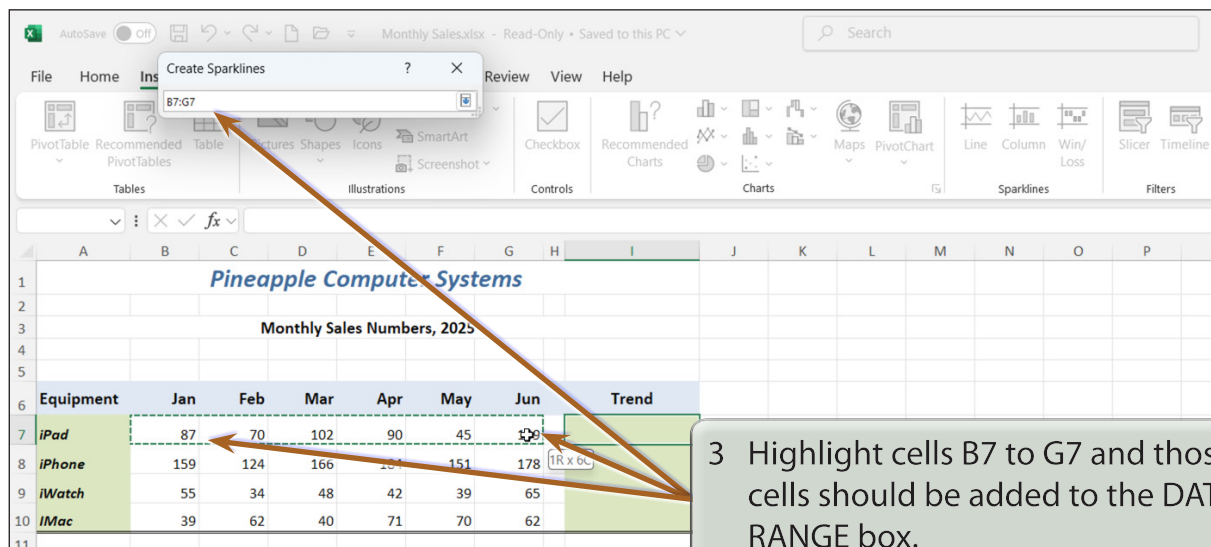
Inserting Sparkline Charts

Line Sparkline
Sparklines are mini charts placed in single cells, each representing a row of data in your selection.

Equipment	Jan	Feb	Mar	Apr	May	Jun	Trend
iPad	87	70	102	90	45	109	
iPhone	159	124	166	184	151	178	
iWatch	55	34	48	42	39	65	
iMac	39	62	40	71	70	62	

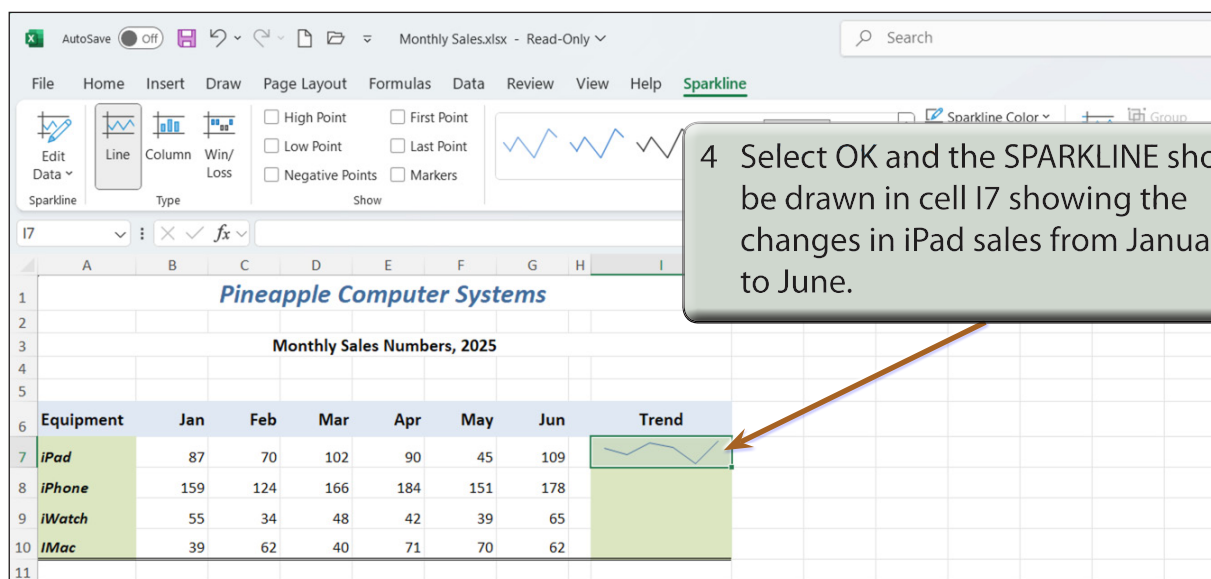
- 1 Move the cursor to cell I7, open the INSERT tab in the RIBBON and click on the LINE icon in the SPARKLINES group. On smaller screens select the SPARKLINES icon and select LINE.

- 2 The CREATE SPARKLINES dialogue box should open.



3 Highlight cells B7 to G7 and those cells should be added to the DATA RANGE box.

Equipment	Jan	Feb	Mar	Apr	May	Jun	Trend
iPad	87	70	102	90	45	109	
iPhone	159	124	166	184	151	178	
iWatch	55	34	48	42	39	65	
IMac	39	62	40	71	70	62	



4 Select OK and the SPARKLINE should be drawn in cell I7 showing the changes in iPad sales from January to June.

Equipment	Jan	Feb	Mar	Apr	May	Jun	Trend
iPad	87	70	102	90	45	109	
iPhone	159	124	166	184	151	178	
iWatch	55	34	48	42	39	65	
IMac	39	62	40	71	70	62	

NOTE: The SPARKLINE tab, which displays the Sparkline tools, is added RIBBON.

Formatting Sparkline Charts

SPARKLINE CHARTS can be formatted using the SPARKLINE tab which is added to the RIBBON when you insert a SPARKLINE chart.

A The Sparkline Styles

1 Try some of the different styles from the STYLE group of the SPARKLINE tab. The MORE icons can be used to display more styles.

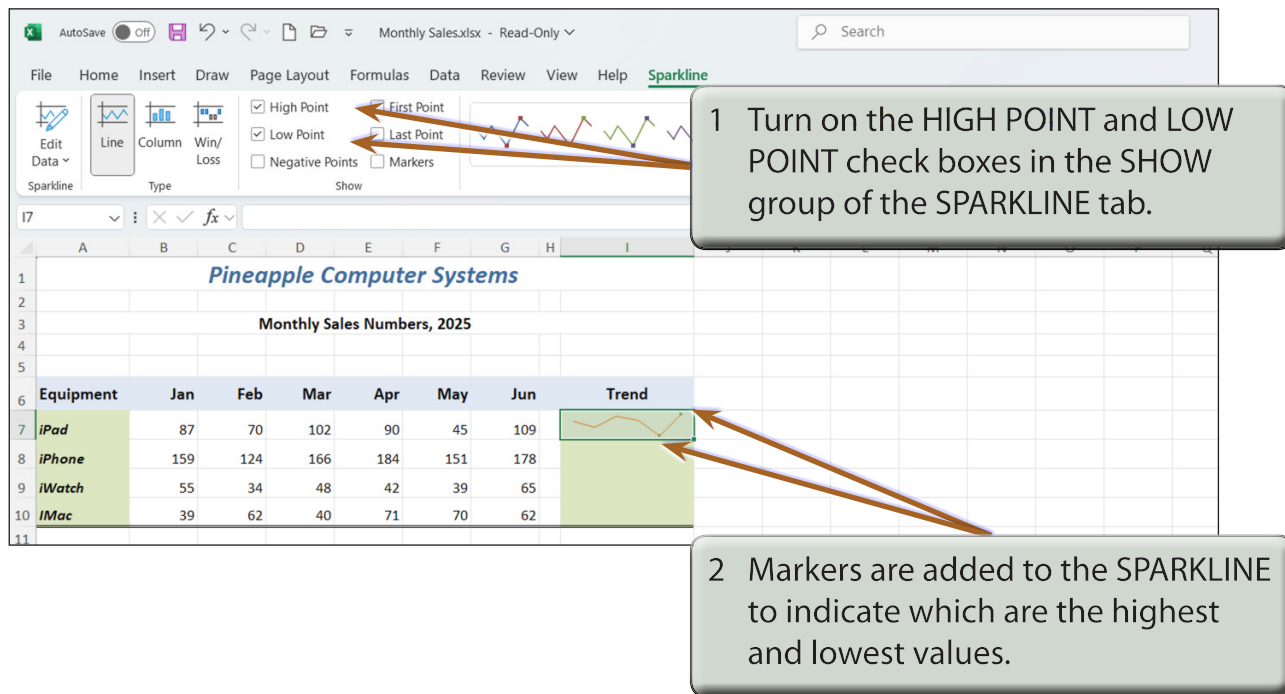
Equipment	Jan	Feb	Mar	Apr	May
iPad	87	70	102	90	45
iPhone	159	124	166	184	151
iWatch	55	34	48	42	39
iMac	39	62	40	71	70

2 You can select your own colour using the SPARKLINE COLOUR icon in the SPARKLINE tab.

Equipment	Jan	Feb	Mar	Apr	May	Jun	Trend
iPad	87	70	102	90	45	109	
iPhone	159	124	166	184	151	178	
iWatch	55	34	48	42	39	65	
iMac	39	62	40	71	70	62	

B The Sparkline Options

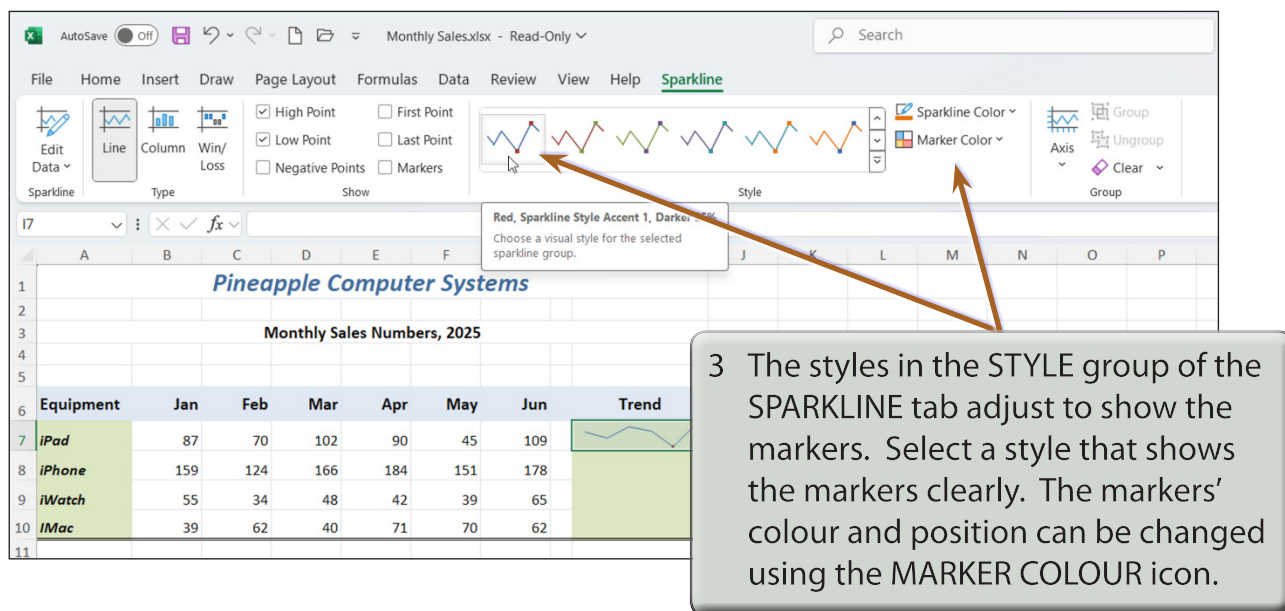
The sparkline chart can be formatted to show markers for each value, such as the high and low point values, the first and last points and negative points.



1 Turn on the HIGH POINT and LOW POINT check boxes in the SHOW group of the SPARKLINE tab.

2 Markers are added to the SPARKLINE to indicate which are the highest and lowest values.

Equipment	Jan	Feb	Mar	Apr	May	Jun	Trend
iPad	87	70	102	90	45	109	
iPhone	159	124	166	184	151	178	
iWatch	55	34	48	42	39	65	
iMac	39	62	40	71	70	62	





3 The styles in the STYLE group of the SPARKLINE tab adjust to show the markers. Select a style that shows the markers clearly. The markers' colour and position can be changed using the MARKER COLOUR icon.

Equipment	Jan	Feb	Mar	Apr	May	Jun	Trend
iPad	87	70	102	90	45	109	
iPhone	159	124	166	184	151	178	
iWatch	55	34	48	42	39	65	
iMac	39	62	40	71	70	62	

The Drawing Tools

Graphics can be used to enhance the appearance of spreadsheets. The DRAWING TOOLS can be used to create the graphics, or images can be imported from a file or online. In this chapter you will create the following spreadsheet. The logo at the top will be created using the DRAWING TOOLS and the pet sketches will be imported.

Henry's Pet Store				
Stock Inventory			20-Dec-24	
Pet	Type	Instock	Sale Price	
	Cats	Adult Female	5	\$125.00
		Adult Male	9	\$200.00
		Kittens	12	\$250.00
		TOTAL	26	
	Dogs	Adult Female	15	\$350.00
		Adult Male	10	\$300.00
		Pups	18	\$375.00
		TOTAL	43	

Opening the Prepared Template

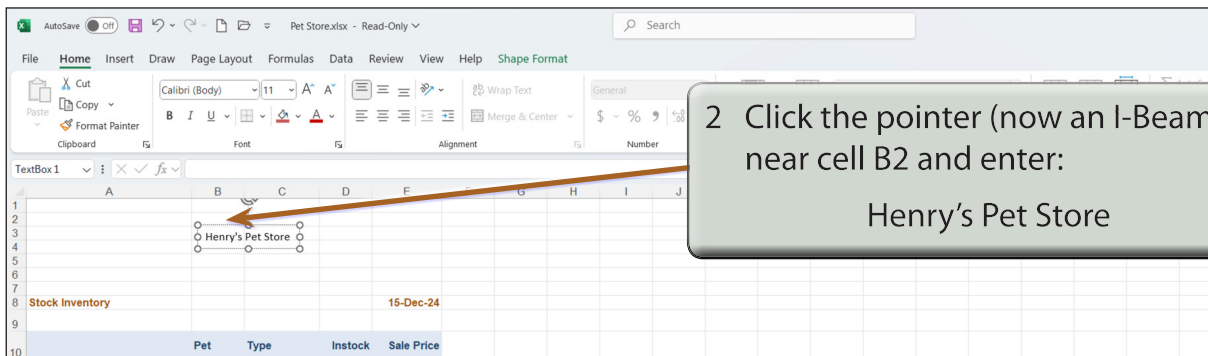
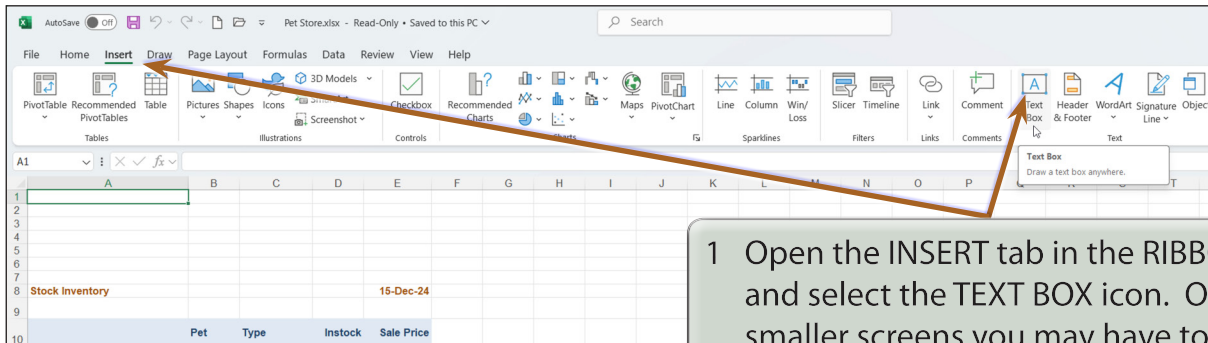
A workbook has been prepared for you and it will need to be opened from the EXCEL 2025 SUPPORT FILES.

- 1 Load Microsoft Excel and click on the OPEN icon in the QUICK ACCESS TOOLBAR or select OPEN from within the FILE tab or FILE menu.
- 2 Access the EXCEL 2025 SUPPORT FILES folder and open the CHAPTER 10 folder.
- 3 Open the PET STORE template, selecting YES to the READ-ONLY dialogue box.

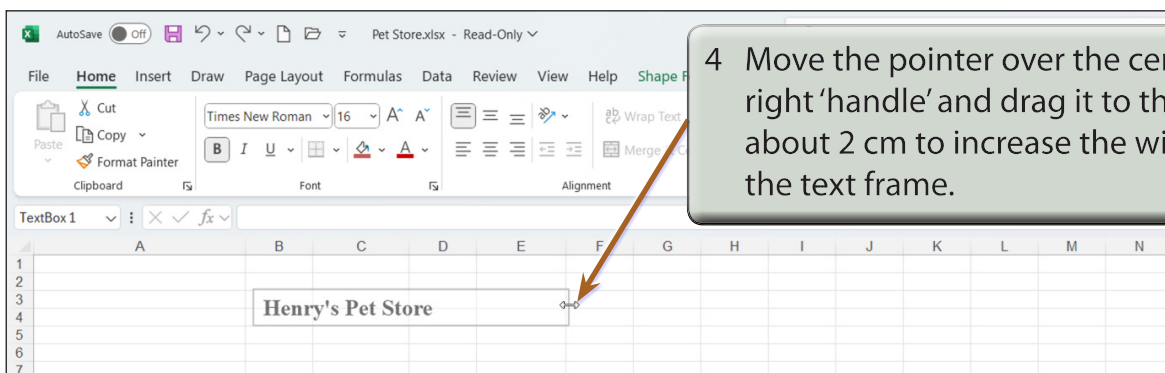
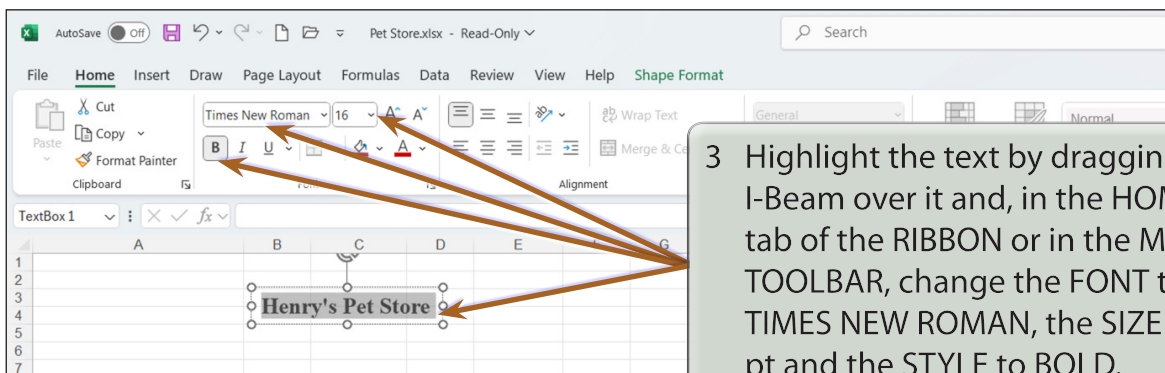
Creating the Logo

The TEXT BOX tool will be used to create the logo. The text created using the TEXT BOX tool is an object that can be moved anywhere over the worksheet.

A Inserting a Text Box

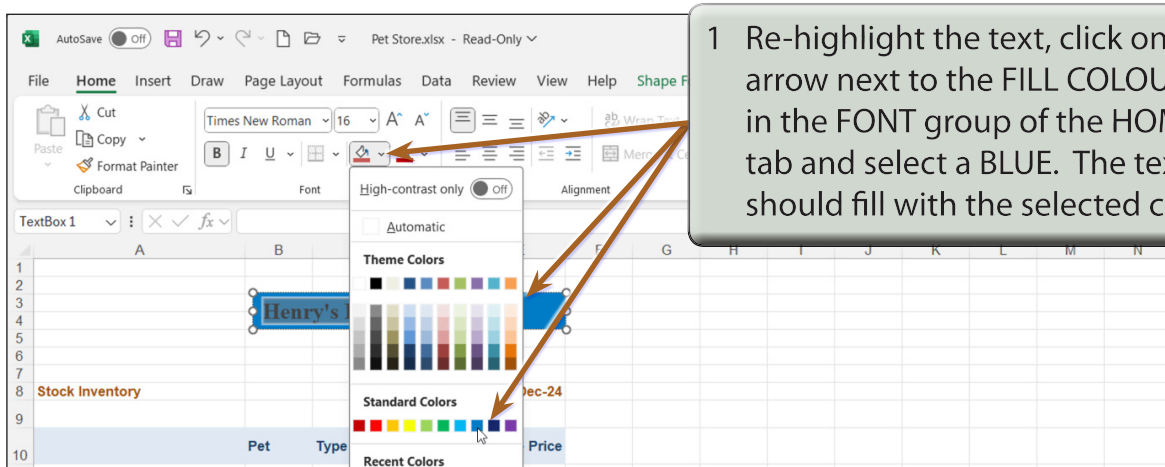


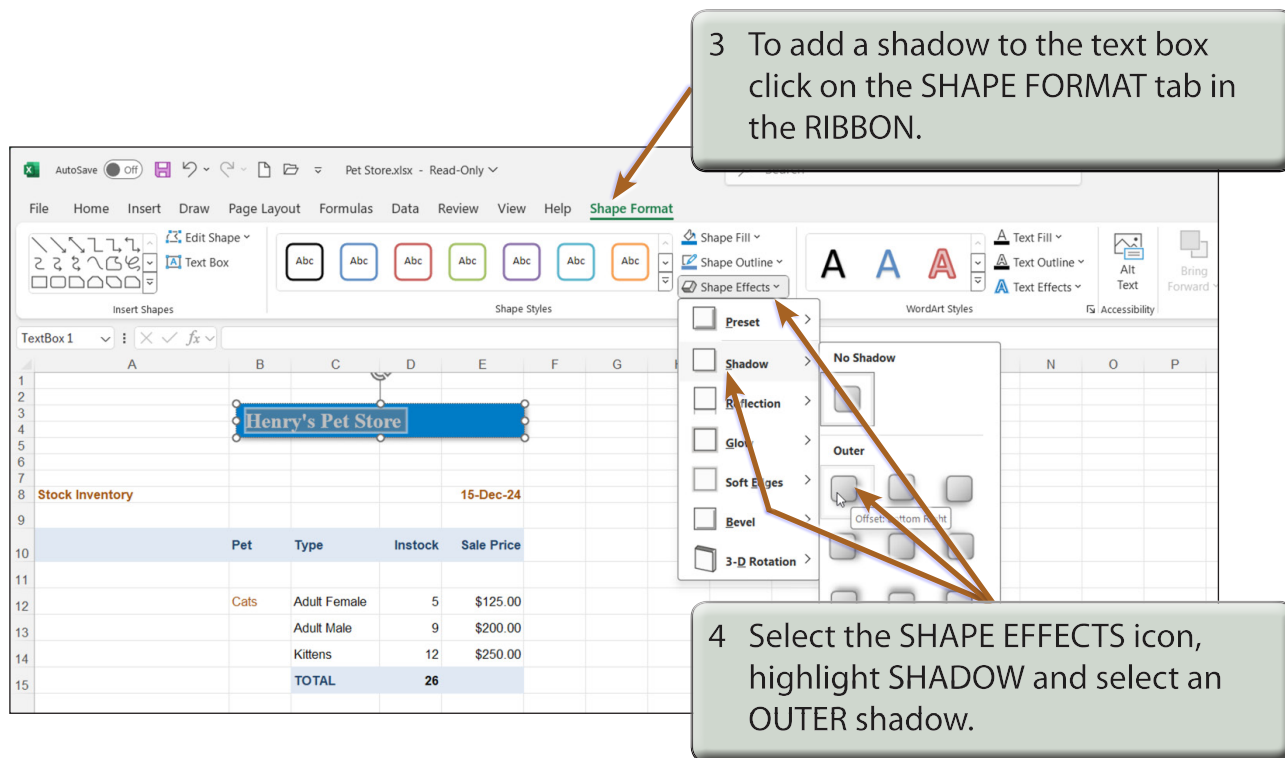
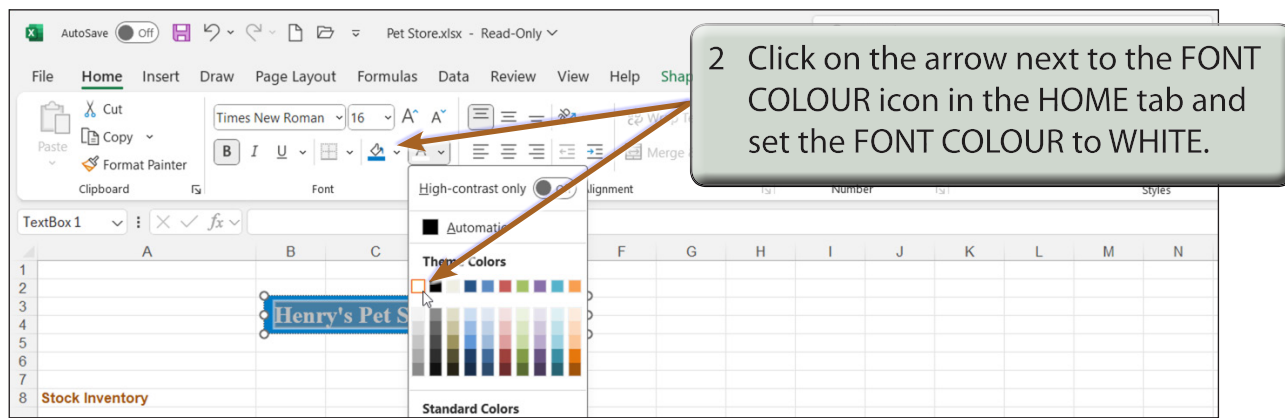
- NOTE:**
- i The text frame is not part of a cell.
 - ii The text frame will adjust in size as you enter the text.



B Adjusting the Text Box Shading

We can change the fill shading of the text box and the text colour.





NOTE: You can click outside the text box to turn the 'handles' off to see how the shadow looks, then click back on the text box border to re-select it and change the shadow style if need be.