

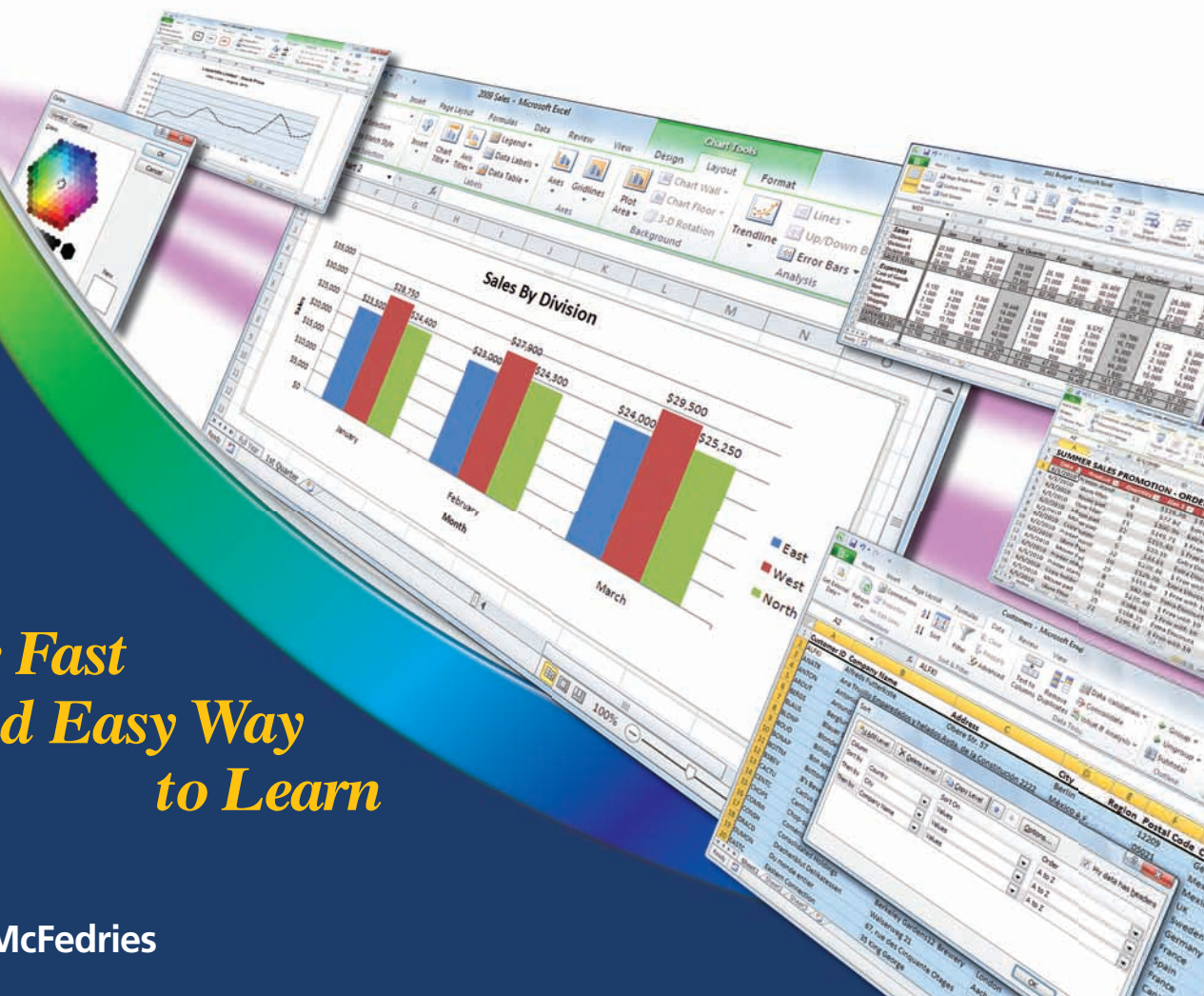


Read Less-Learn More®

Teach Yourself **VISUALLY™** **Microsoft® Excel® 2010**

*The Fast
and Easy Way
to Learn*

Paul McFedries



Teach Yourself

VISUALLY™

Excel® 2010



by Paul McFedries



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Author's Acknowledgments

The book you hold in your hands is not only an excellent learning tool, but it is truly beautiful, as well. I am happy to have supplied the text that you will read, but the gorgeous images come from Wiley's crack team of artists and illustrators. The layout of the tasks, the accuracy of the spelling and grammar, and the veracity of the information are all the result of hard work performed by project editor Lynn Northrup and technical editor Namir Shammass. Thanks to both of you for your excellent work. My thanks, as well, to executive editor Jody Lefevre for asking me to write this book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold


Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

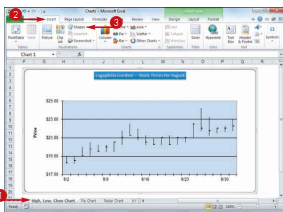
Draw a Shape

Excel's Shapes gallery comes with more than 150 predefined objects called *shapes* (or sometimes *AutoShapes*) that enable you to quickly and easily draw anything from simple geometric figures such as lines, rectangles, and ovals, to more elaborate items such as starbursts, flowchart symbols, and callout boxes.

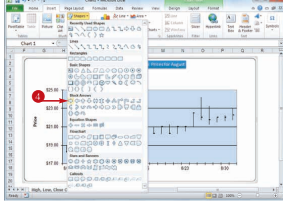


Draw a Shape

- 1 Display the worksheet on which you want to draw the shape.
- 2 Click the **Insert** tab.
- 3 Click the **Shapes** button.



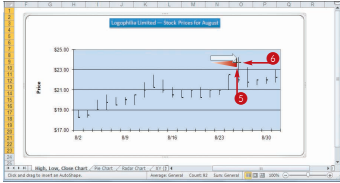
- 4 Click the shape you want to draw. The cursor changes to +.



Adding and Editing Worksheet Graphics

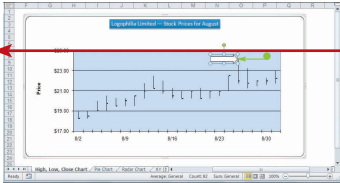
chapter 14

- 5 Click and drag the mouse + to draw the shape.
- 6 When the shape is the size you want, release the mouse button.



The program draws the shape and adds edit handles around the shape's edges.


Notes: If you need to move or size the shape, see "Move or Resize a Graphic" later in this chapter.



TIPS

Is there an easy way to draw a perfect circle or square?

Yes, Excel offers an easy technique for drawing circles and squares. Hold down the **Shift** key as you click and drag the shape to constrain the shape into a perfect circle or square. When you finish drawing the shape, release **Shift**.



Can I add text to a shape?

Yes, you can add text to the interior of any 2-D shape (that is, any shape that is not a line). After you draw the shape, right-click the shape, click **Edit Text**, and then type your text inside the shape. You can use the Home tab's Font controls to format the text. When you finish, click outside of the shape.




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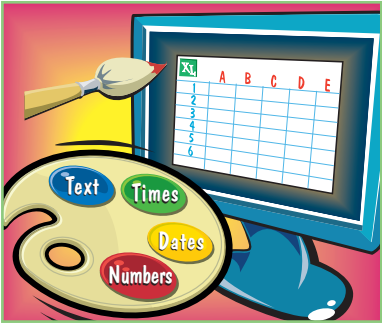


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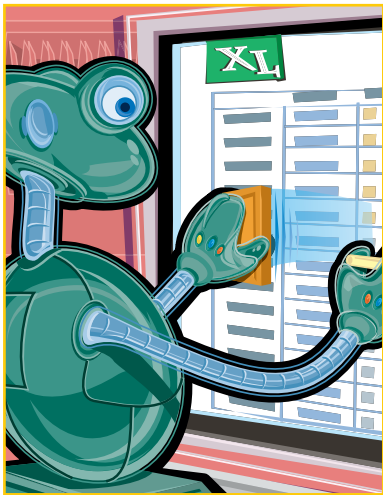
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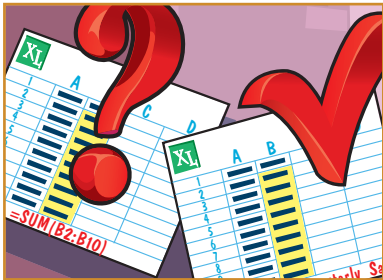
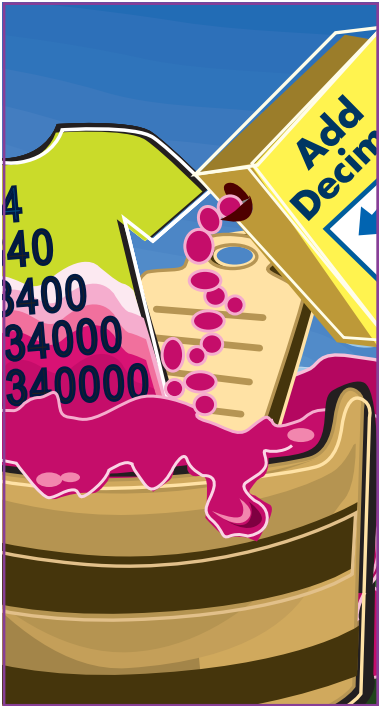


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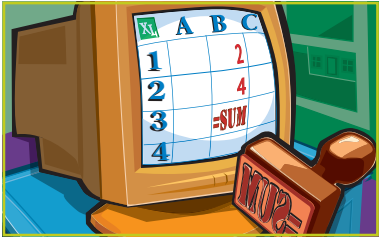
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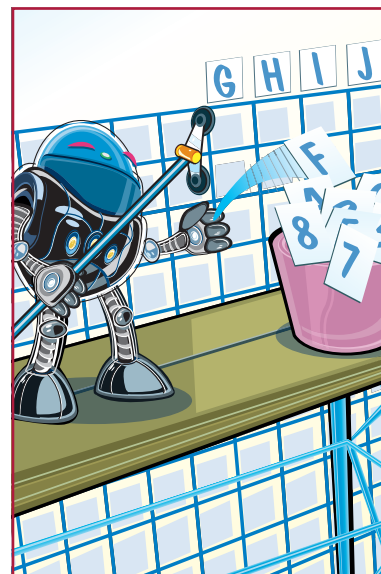


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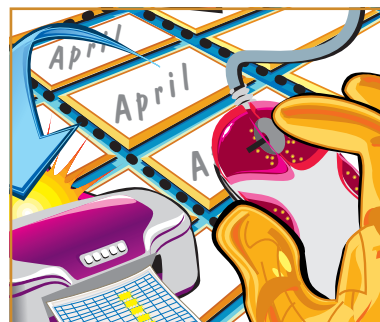
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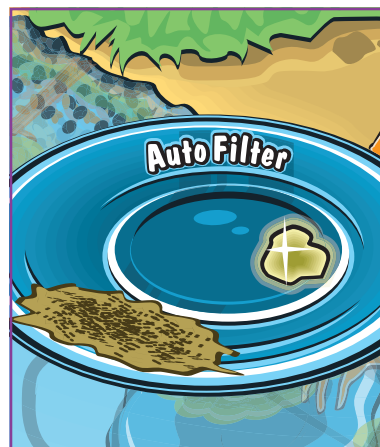


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