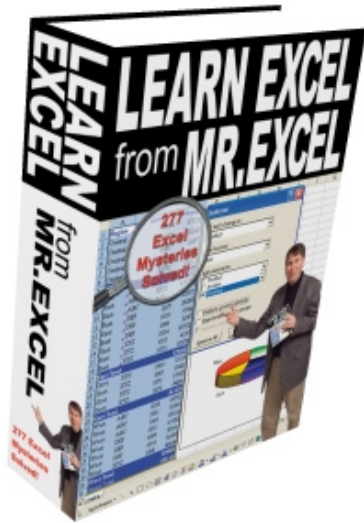




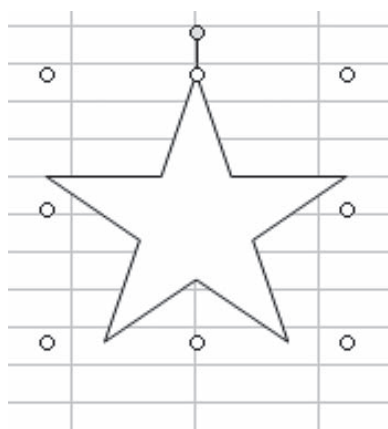
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This week - 9 topics on Autoshapes and the Drawing toolbar.

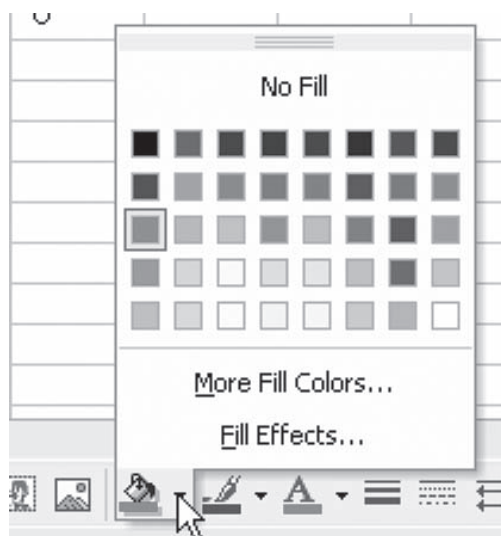
USE THE TOOLBAR TO CHANGE THREE COLORS OF AN AUTOSHAPE

Problem: Is there a quick way to change the colors of an AutoShape, as shown in Fig. 1367?

*Fig. 1367*

Strategy: Towards the right side of the Drawing toolbar there are three buttons to control the Fill Color, Line Color, and Text Color of the AutoShape.

The Fill Color icon is the paint bucket. Touch the paint bucket to use the most recently used color. Otherwise, use the dropdown to access 40 different colors, as shown in Fig. 1368.

*Fig. 1368*

The No Fill option will make a transparent AutoShape. The More Fill Colors option will take you to the Colors dialog, where you can select from 127 standard colors and 16 shades of gray, as shown in Fig. 1369.

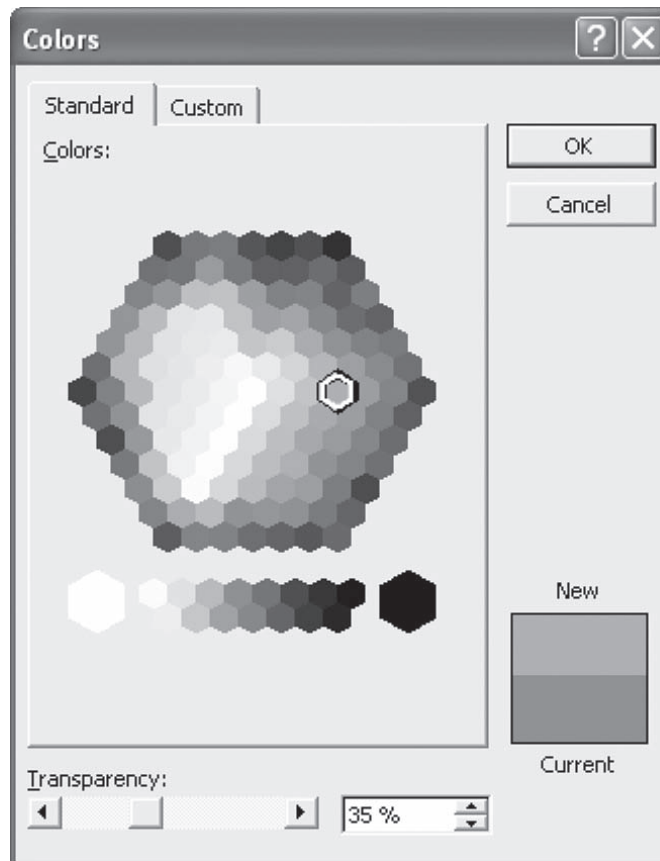
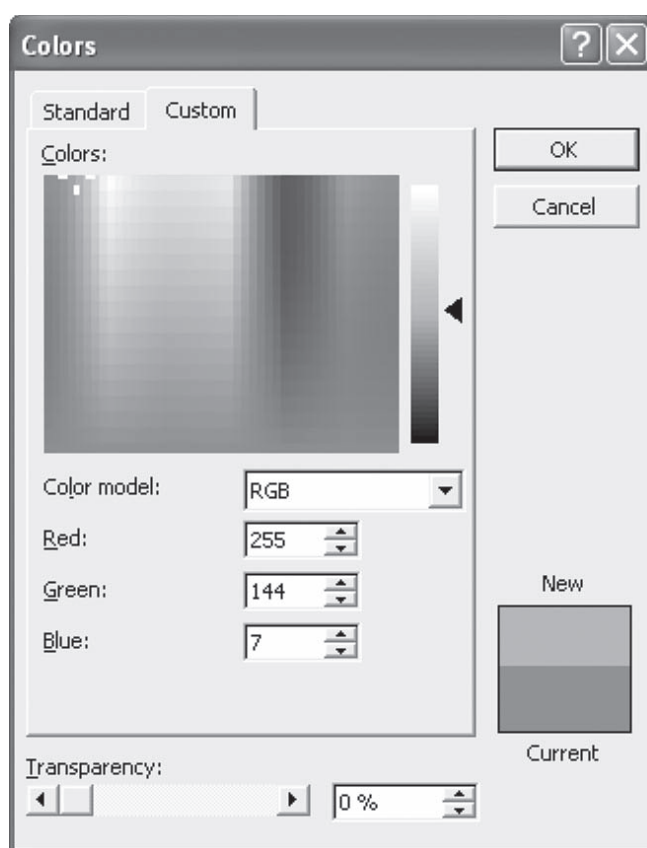
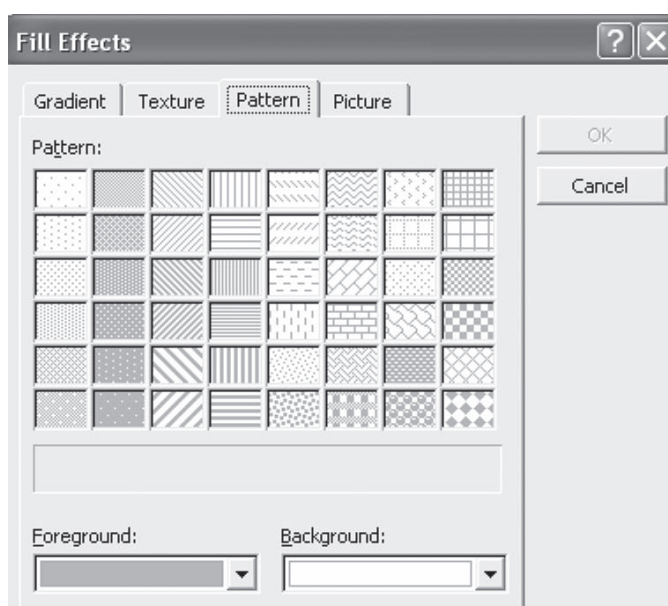


Fig. 1369

On the Color dialog, you can also use the Custom tab to create any of 16.5 million possible colors, as shown in Fig. 1370.

*Fig. 1370*

If you choose Fill Effects, you can choose any gradient, texture, pattern, or picture to fill the AutoShape, as shown in Fig. 1371.

*Fig. 1371*

The Line Color icon in the Drawing toolbar is used to change the line color, as shown in Fig. 1372.

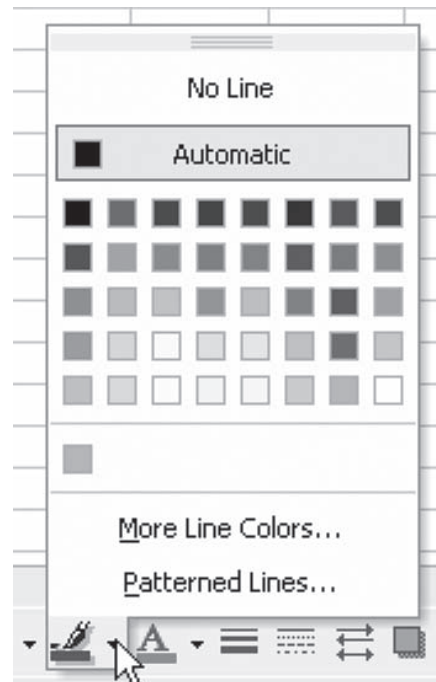


Fig. 1372

Choosing No Line will remove the line. More Line Colors offers the same custom color choices as the Fill Area dialog. The Patterned Lines option allows for various color combinations from one of 48 patterns, as shown in Fig. 1373.

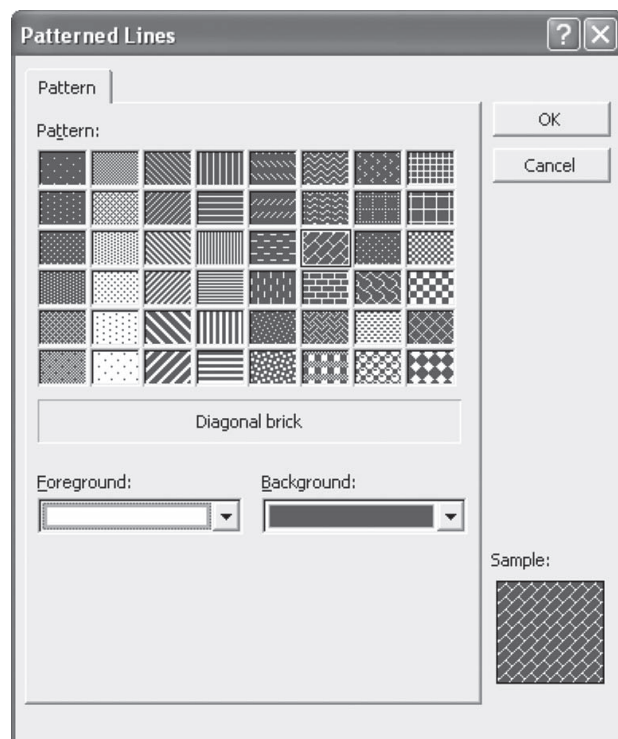


Fig. 1373

If you have an AutoShape with Text, you can adjust the text color by using the Font Color dropdown, as shown in Fig. 1374.

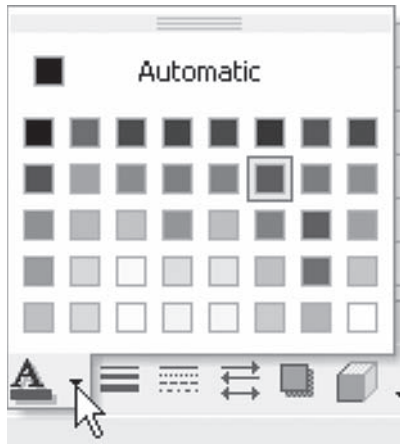


Fig. 1374

Summary: To change the color format of an AutoShape, use the three buttons on the right side of the toolbar.

Commands Discussed: Drawing – Fill Color

ROTATE AN AUTOSHAPE

Problem: How do I rotate an AutoShape?

Strategy: When you select an AutoShape, a green circle appears, as shown in Fig. 1375. Grab the green arrow, click, and rotate. This is a free rotation; you can rotate it in 360 degrees.

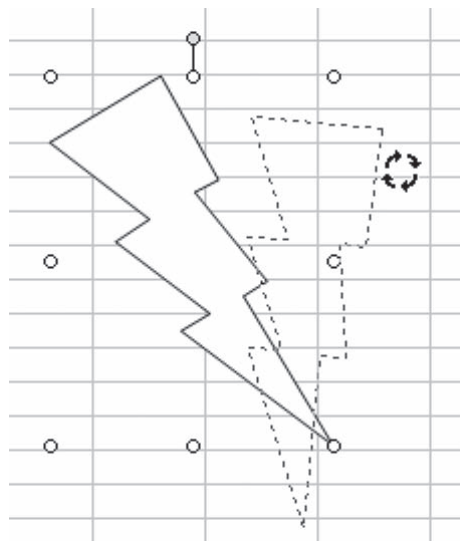


Fig. 1375

Additional Information: If you need to rotate exactly 90, 180, or 270 degrees, use the Draw dropdown on the left side of the Drawing toolbar. Choose Rotate or Flip and then one of the Rotate or Flip commands, as shown in Fig. 1376.

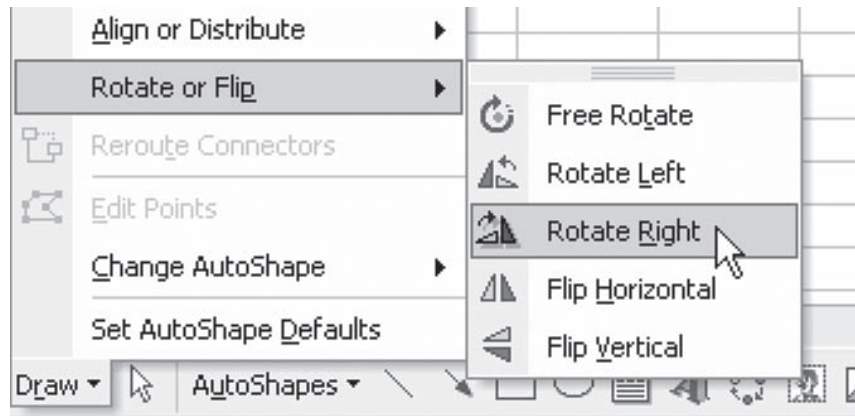


Fig. 1376

Summary: To rotate an AutoShape, select and use the green handle to rotate.

Commands Discussed: Draw – Rotate or Flip

ALTER THE KEY INFLECTION POINT IN AN AUTOSHAPE

Problem: As shown in Fig. 1377, the AutoShape is almost what you want, but not quite. Can you adjust it to a narrower banner?

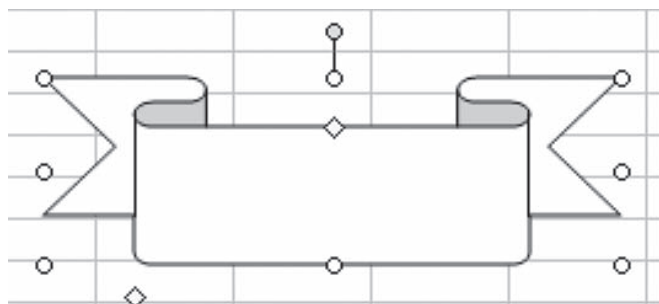


Fig. 1377

Strategy: For many AutoShapes, you can select the shape and it offers one or more yellow diamond-shaped handles. This yellow handle allows you to adjust the inflection point in shapes. In the image above, the lower left diamond handle will allow you to control how much overlap appears on the back ribbon.

As shown in Fig. 1378, you can make the front portion of the ribbon shorter,

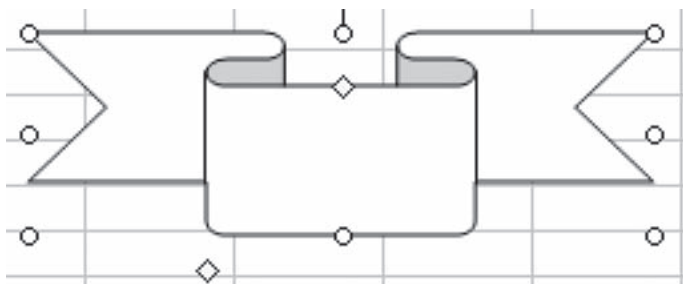


Fig. 1378

or longer, as shown in Fig. 1379.

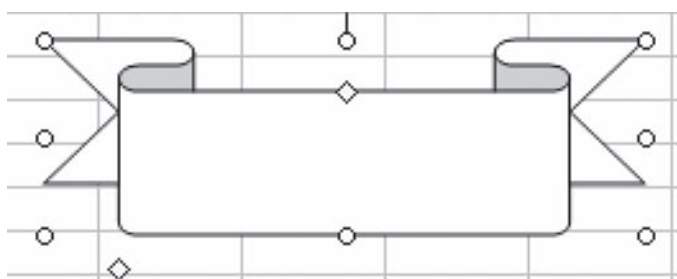


Fig. 1379

This shape offers a top inflection point. This can make the “fold” of the ribbon narrower, as shown in Fig. 1380

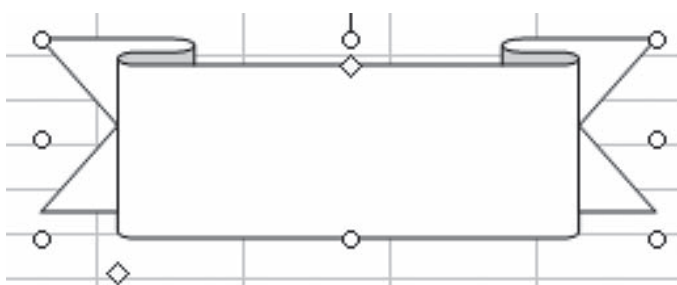


Fig. 1380

or thicker, as shown in Fig. 1381.

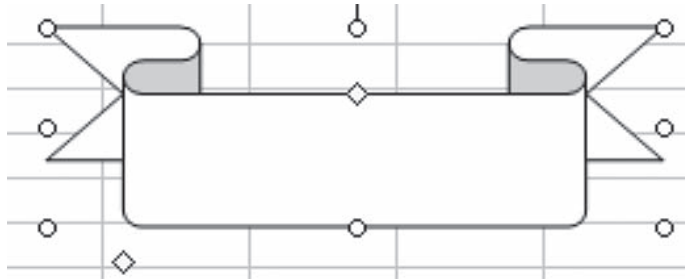


Fig. 1381

For the Double Wave, the bottom inflection handle controls tilt, as shown in Fig. 1382 and Fig. 1383.

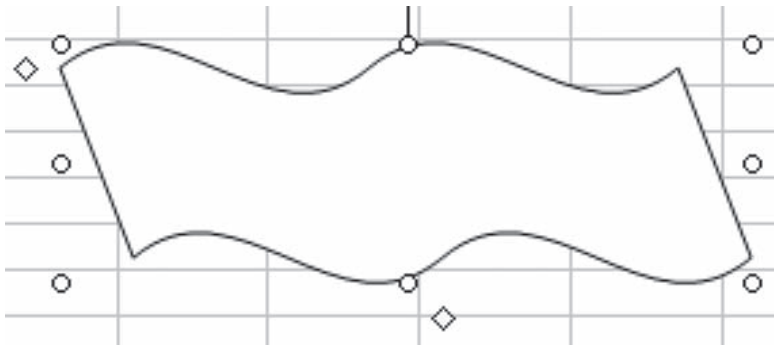


Fig. 1382

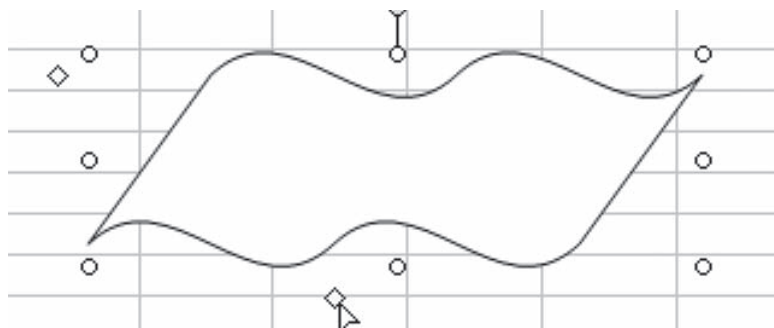


Fig. 1383

Summary: Use the yellow handle with the AutoShape to adjust the inflection of an AutoShape to create an infinite variety of shapes.

ADD A SHADOW TO AN AUTOSHAPE

Problem: How do you add a shadow to an AutoShape?

Strategy: Click the Shadow dropdown on the Drawing toolbar. A list of available shadow styles appears, as shown in Fig. 1384. Select one of the shadow styles to add a shadow.

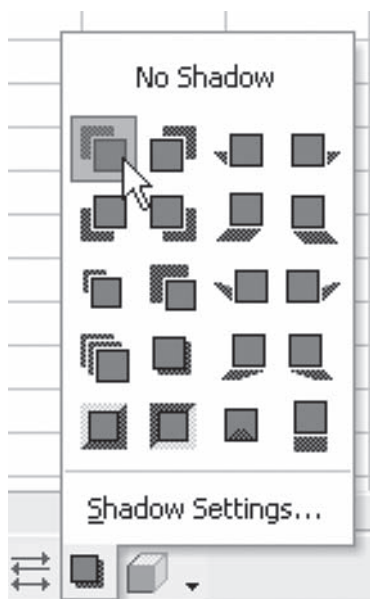


Fig. 1384

There are a variety of shadows available. Fig. 1385 shows the Shadow Style 1.

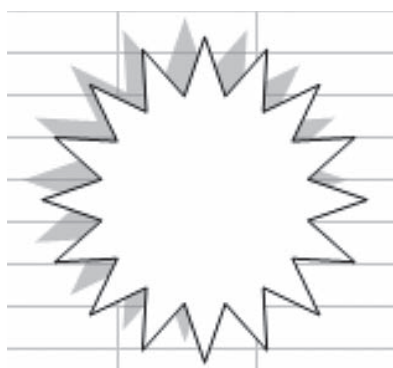


Fig. 1385

Fig. 1386 shows Shadow Style 3

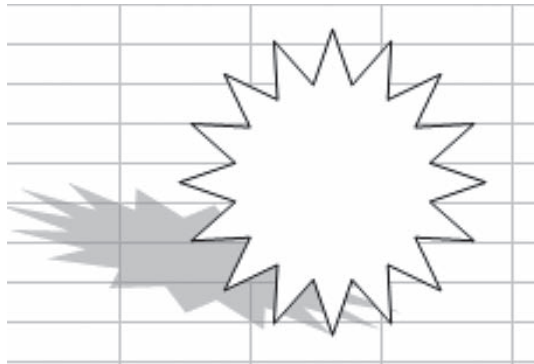


Fig. 1386

By default, the shadow is gray. You can change this. Select Shadow Settings from the Shadow Style dropdown, as shown in Fig. 1387.

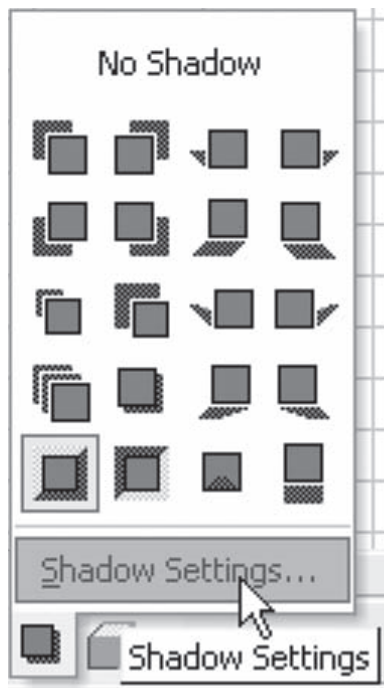
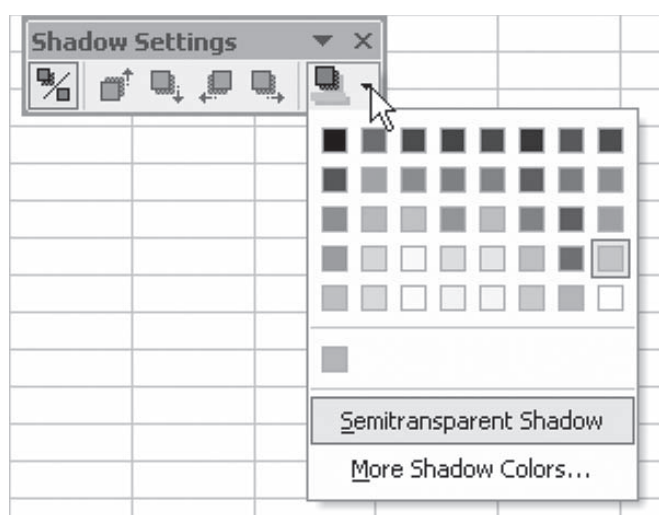
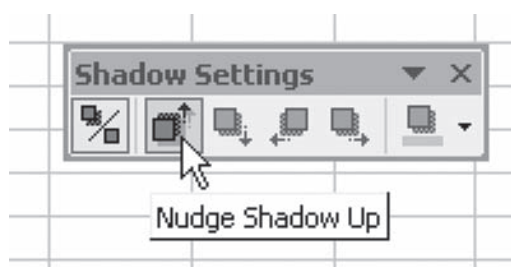


Fig. 1387

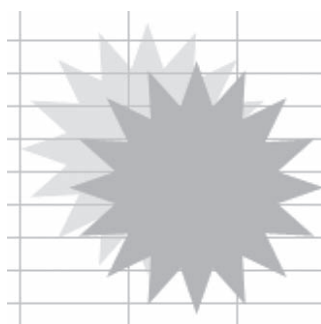
As shown in Fig. 1388, this will display the Shadow Settings toolbar.

*Fig. 1388*

You can change the color of the shadow in this toolbar. In addition, there are four buttons that allow you to adjust the x and y offset of the shadow, as shown in Fig. 1389.

*Fig. 1389*

If you nudge the shadow further up and to the left, it gives the impression that the shape is floating above the page, as shown in Fig. 1390.

*Fig. 1390*

Additional Detail: It is possible to add a shadow to a cell. Select a cell and use the shadow dropdown. Excel adds a transparent rectangle with the shadow, as shown in Fig. 1391.

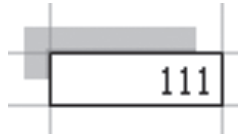


Fig. 1391

Summary: To add and adjust a shadow for an AutoShape, select the Drawing tool bar – Shadow dropdown.

Commands Discussed: Drawing toolbar – Shadow dropdown; Shadow AutoShape – Customize

ADD A 3-D EFFECT TO AN AUTOSHAPE

Problem: How do I add a 3-D effect to an AutoShape?

Strategy: From the Drawing toolbar, select the 3-D dropdown. As shown in Fig. 1392, there are a variety of 3-D effects available.

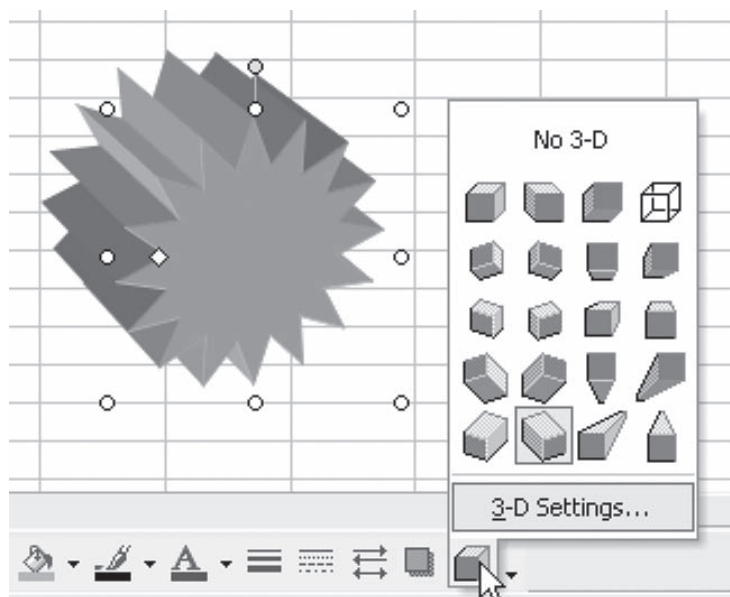


Fig. 1392

I realize this is Excel and not PhotoShop, but you still have a fair amount of control. Choose the 3-D settings button from the dropdown to display the 3-D Settings toolbar, as shown in Fig. 1393.

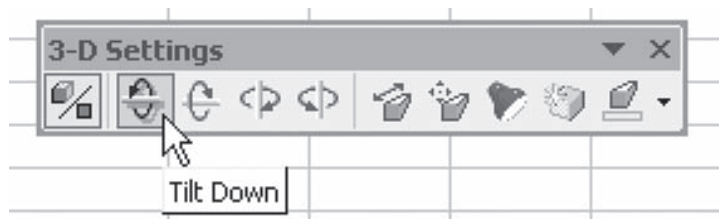


Fig. 1393

The first icon turns the 3-D effect on or off. The next four icons control the tilt and rotation of the effect. Each click on the Tilt or Rotate icons rotates the shape five degrees.

The depth icon controls the depth of the 3-D effect. You can choose from presets or enter a custom value from 9600 to -600, as shown in Fig. 1394.

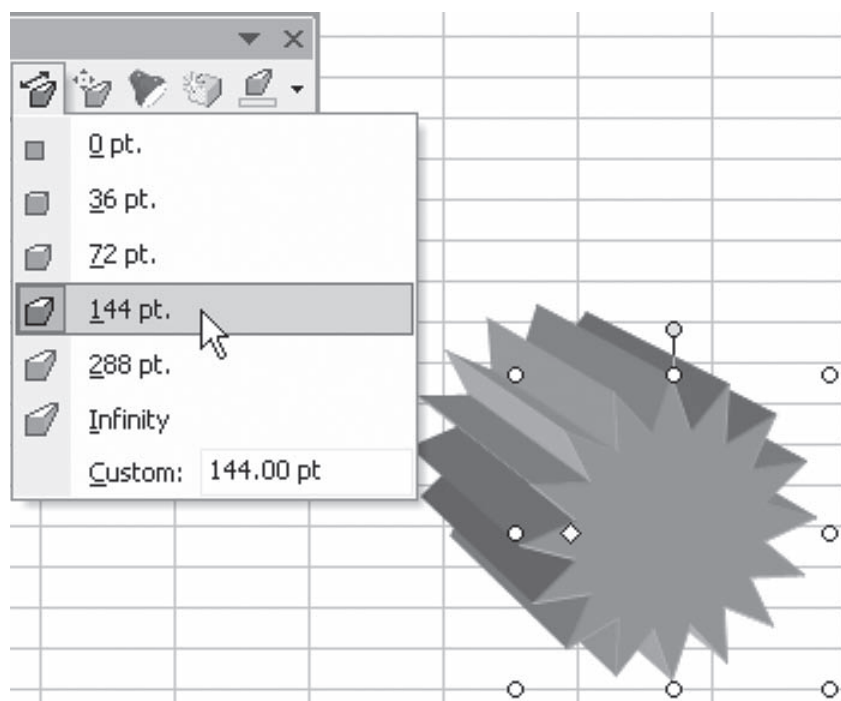


Fig. 1394

As shown in Fig. 1395, a depth setting of 9600 is like choosing Infinity on the dropdown.

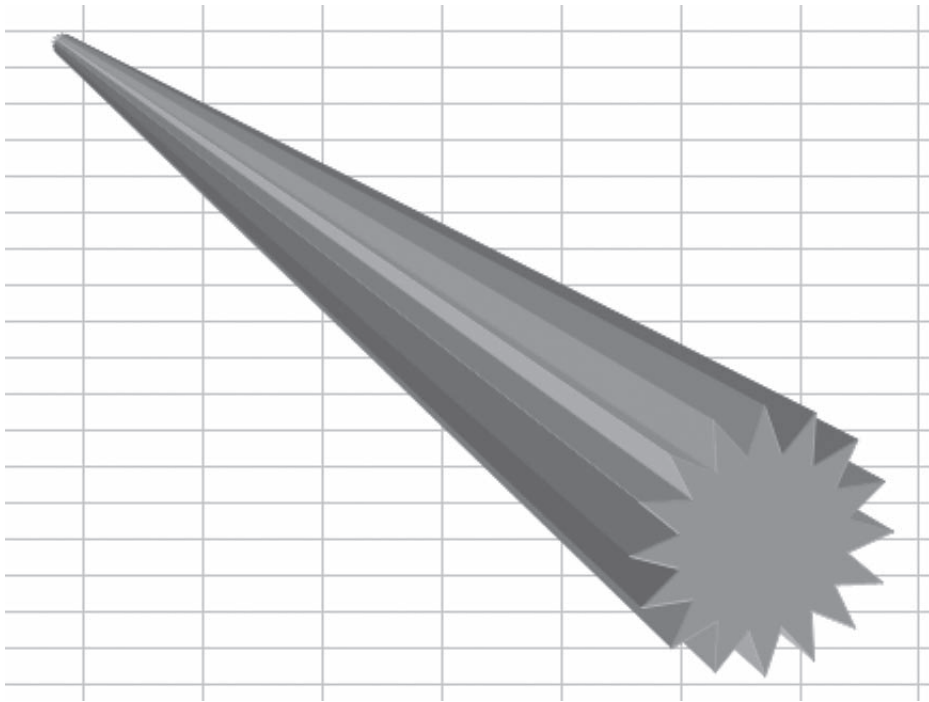


Fig. 1395

A negative depth will cause the AutoShape to leap out of the page, as shown in Fig. 1396.

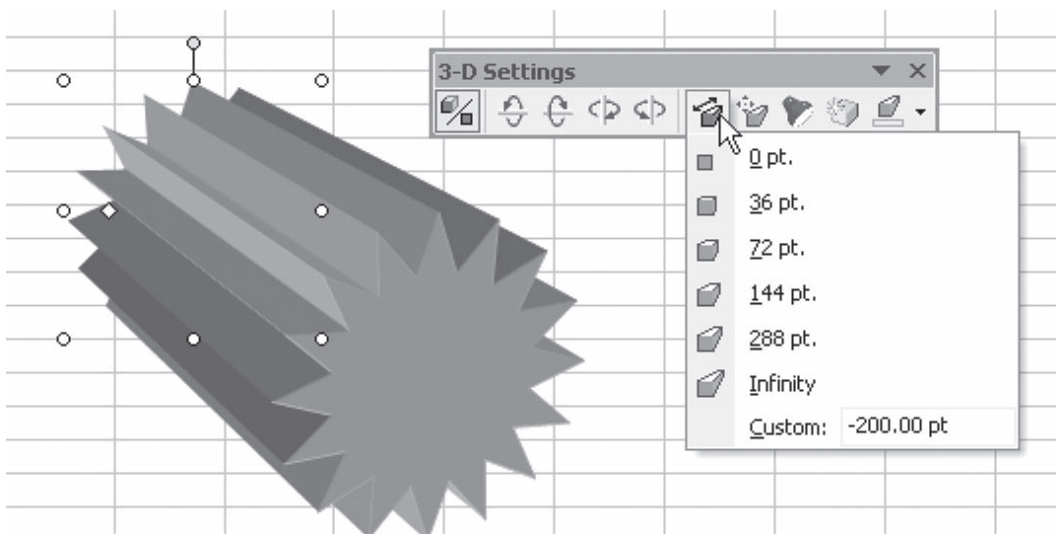


Fig. 1396

As shown in Fig. 1397, there are nine directional choices.

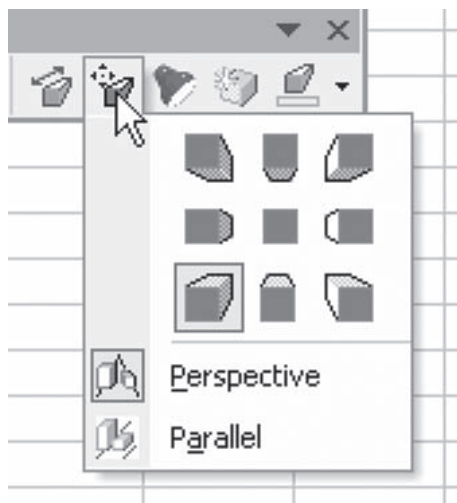


Fig. 1397

For Lighting, you can place one light in one of eight locations, as shown in Fig. 1398. Only the Bright light seems to have a noticeable effect. With the Normal or Dim light, you will barely be able to see the object.

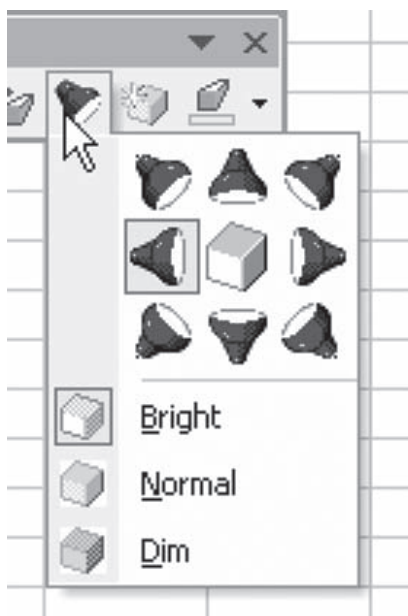


Fig. 1398

As shown in Fig. 1399, the Surface icon offers Matte, Plastic, Metal, or Wire Frame options.

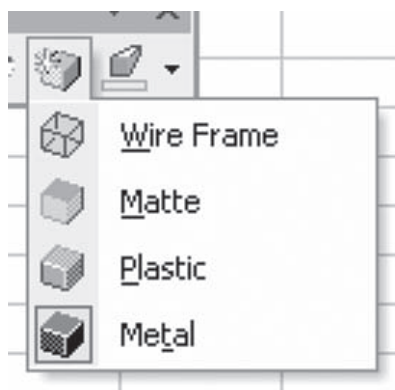


Fig. 1399

The 3-D color changes the color of the 3-D effect. If you have a yellow star and make the 3-D effect orange, then the face of the AutoShape is yellow while the 3-D surface is orange.

Gotcha: Once you select a 3-D effect, the shadow options are removed. You cannot have both a Shadow and 3-D.

Summary: To add a 3-D effect to an AutoShape, use the 3-D dropdown on the Drawing toolbar.

Commands Discussed: Toolbar – 3-D dropdown

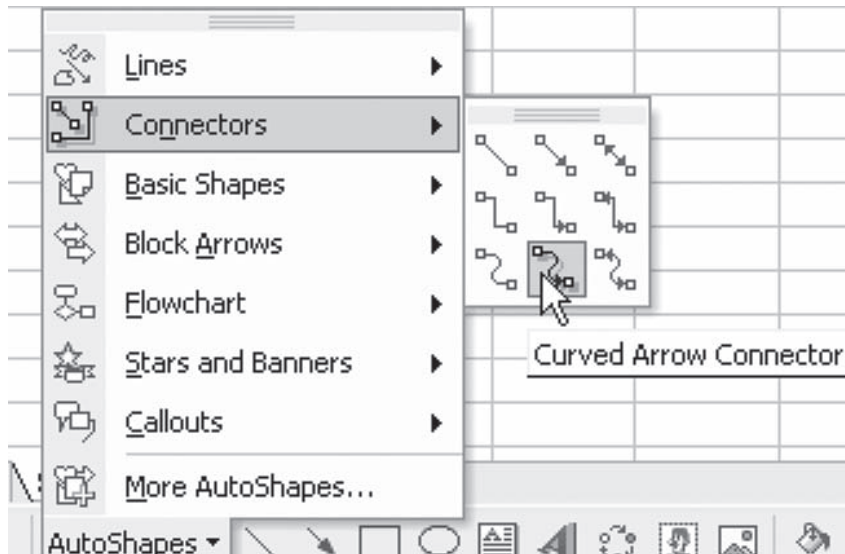
ADD CONNECTORS TO JOIN SHAPES

Problem: Is there a way to join two AutoShapes?

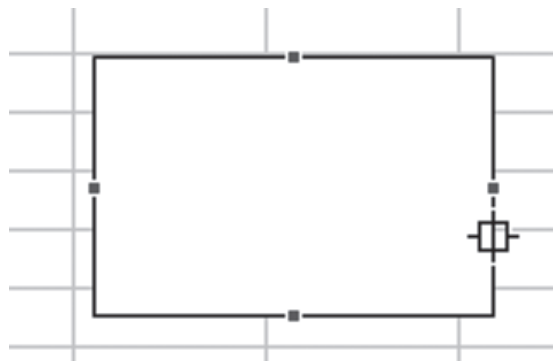
Strategy: One of the AutoShape flyout menus is called Connectors. These are an amazing and very special type of AutoShapes. A connector is designed to join two AutoShapes. The special trick is that as you move the AutoShapes, the connectors will redraw themselves to keep the connection intact.

There are three types of connector lines: straight, bent, and curved. Each type is available with no arrows, one arrow, or two arrows.

- 1) Draw two AutoShapes on your worksheet. Make sure that neither AutoShape is selected. From the AutoShapes dropdown, select a connector, as shown in Fig. 1400.

*Fig. 1400*

- 2) You must start at one of four connector points on an AutoShape. Hover the mouse over the AutoShape to show the four connection points, as shown in Fig. 1401.

*Fig. 1401*

- 3) Click on one connector point and drag towards another AutoShape.

When you get near another object, the mouse will jump to one of the connector points on the other object, as shown in Fig. 1402.

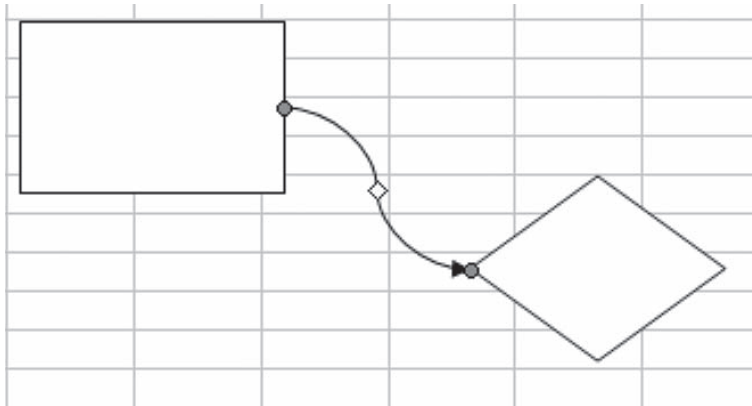


Fig. 1402

As shown in Fig. 1403, as you move the objects on the sheet, they remain connected.

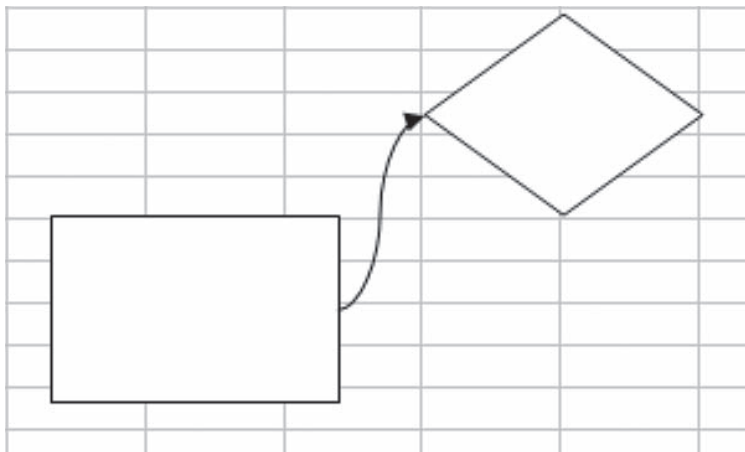


Fig. 1403

Summary: To connect to AutoShapes, use the Connector flyout menu.

Commands Discussed: AutoShape – Connectors

JOIN TWO AUTOSHAPES

Problem: Sometimes, you may want to have a few AutoShapes that are connected as a group. That way, when you move one AutoShape, they will all move together.

Strategy: Group the AutoShapes. Using the mouse, select one AutoShape. Hold down the Ctrl key while you click on additional AutoShapes. Select Draw – Group from the Drawing toolbar, as shown in Fig. 1404.

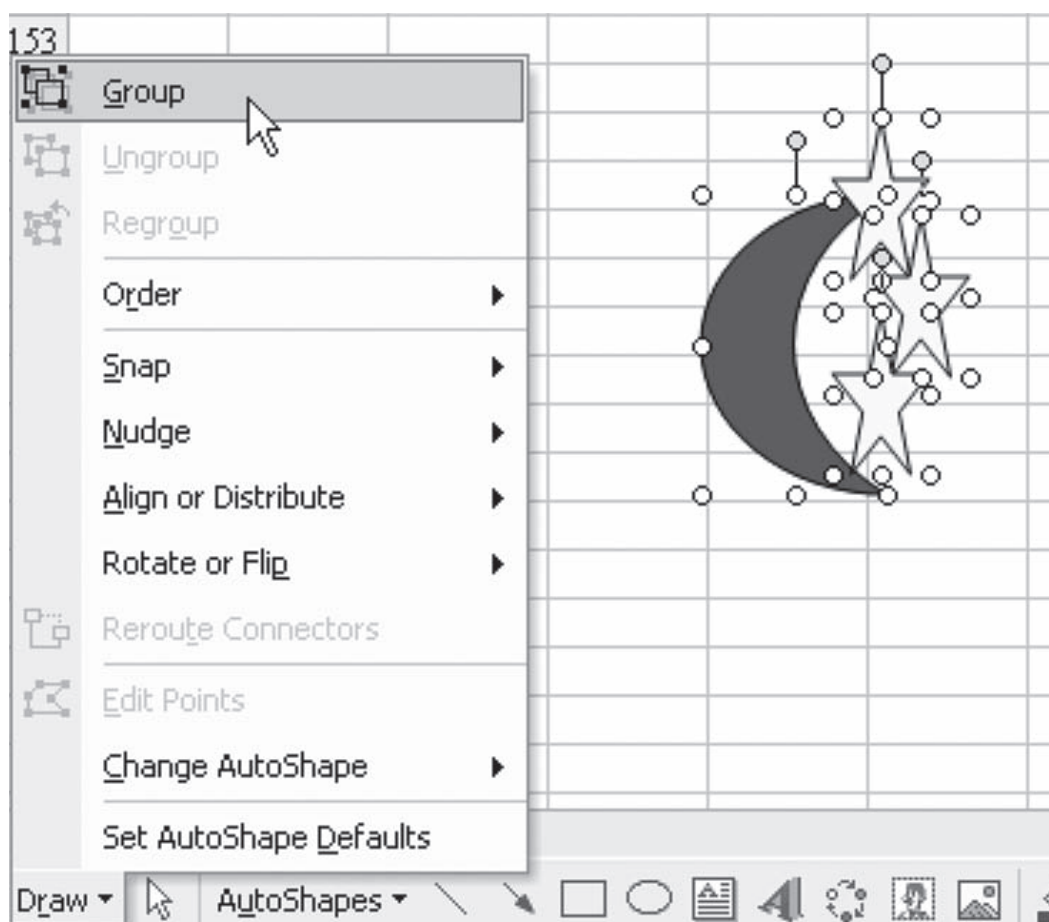


Fig. 1404

Result: When you select the shape and move it, all of the grouped shapes will move, as shown in Fig. 1405.

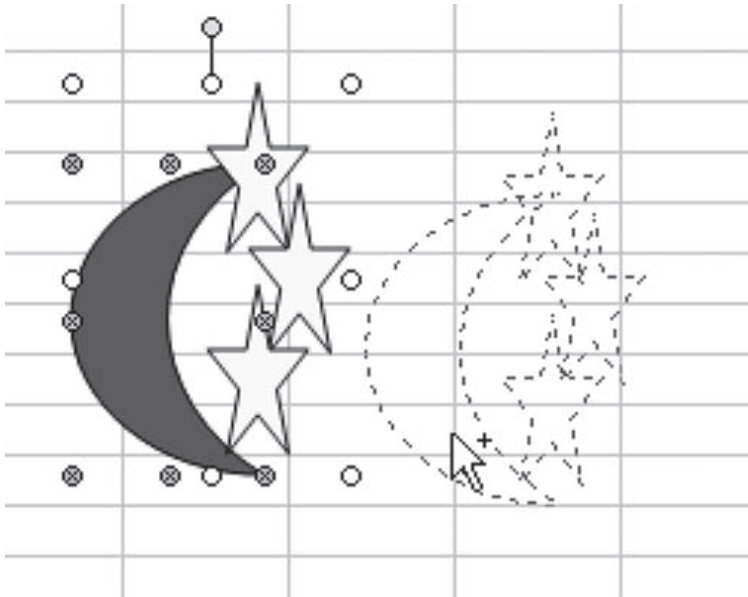


Fig. 1405

Gotcha: If you change the property of a grouped shape, all of the properties will change, as shown in Fig. 1406.



Fig. 1406

Summary: To group AutoShapes together, select an AutoShape and, while holding the Ctrl key down, select the other AutoShapes to be grouped, and then use Draw – Group.

Commands Discussed: Draw – Group

CHANGE PROPERTIES OF ONLY ONE AUTOSHAPE IN A GROUP

Problem: You've grouped AutoShapes so that they will move together. Now you need to change the properties of only one of the shapes. If you try to change the properties, all of the shapes will inherit the new property, as shown in Fig. 1407.



Fig. 1407

Strategy: Choose the grouped shapes. From the toolbar select Draw–Ungroup, as shown in Fig. 1408.

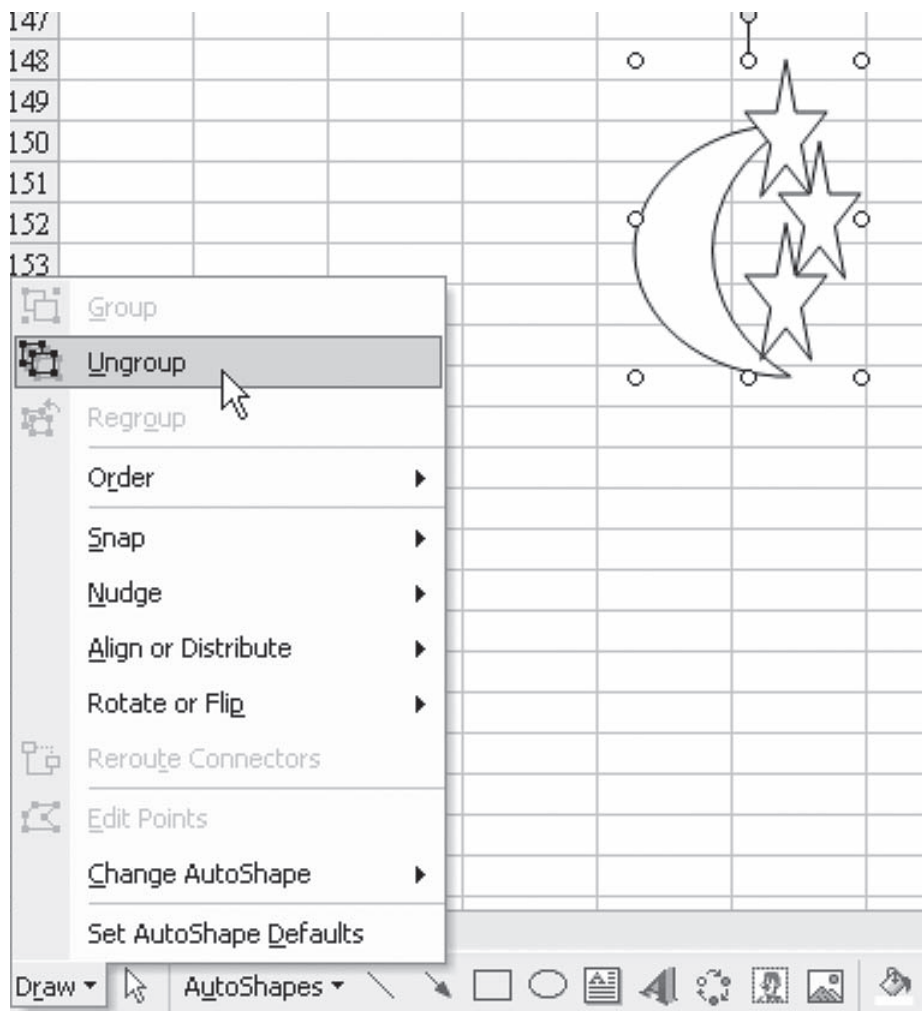
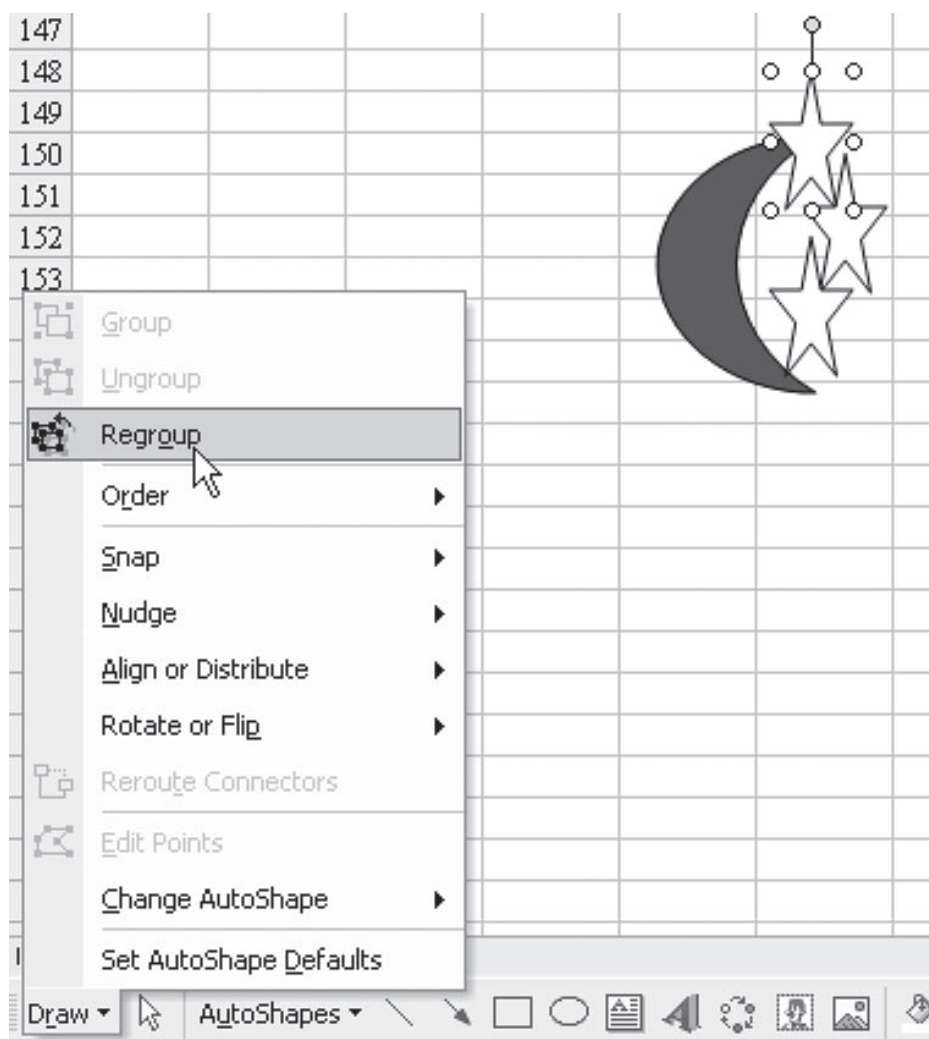


Fig. 1408

Select the one shape to change and change any attributes. With the shapes still selected, choose Draw – Regroup, as shown in Fig. 1409. The original set of shapes will be grouped again.

*Fig. 1409*

Summary: To change the attributes of only one shape in a group, select Draw – Ungroup, change the desired shape’s attributes, and then choose Draw – Regroup.

Commands Discussed: Draw – Ungroup; Draw – Regroup

WHEN TWO AUTOSHAPES OVERLAP, CONTROL WHICH IS ON TOP

Problem: You need one AutoShape to partially overlap another AutoShape. By default, the newer shape will appear on top of the older shape. In Fig. 1410, the starburst was drawn first and then the rectangle was added.

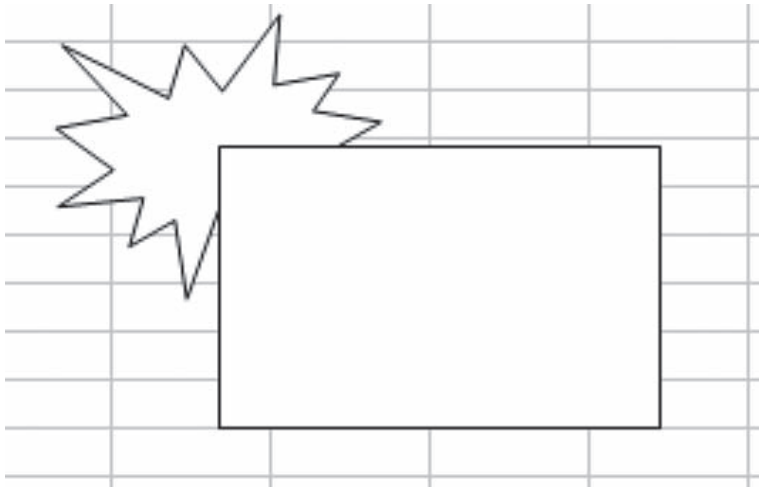


Fig. 1410

Strategy: To bring a shape in front of another shape, follow these steps:

- 1) Select the shape to move forward.
- 2) From the Draw menu on the Drawing toolbar, select Order – Bring to Front, as shown in Fig. 1411.

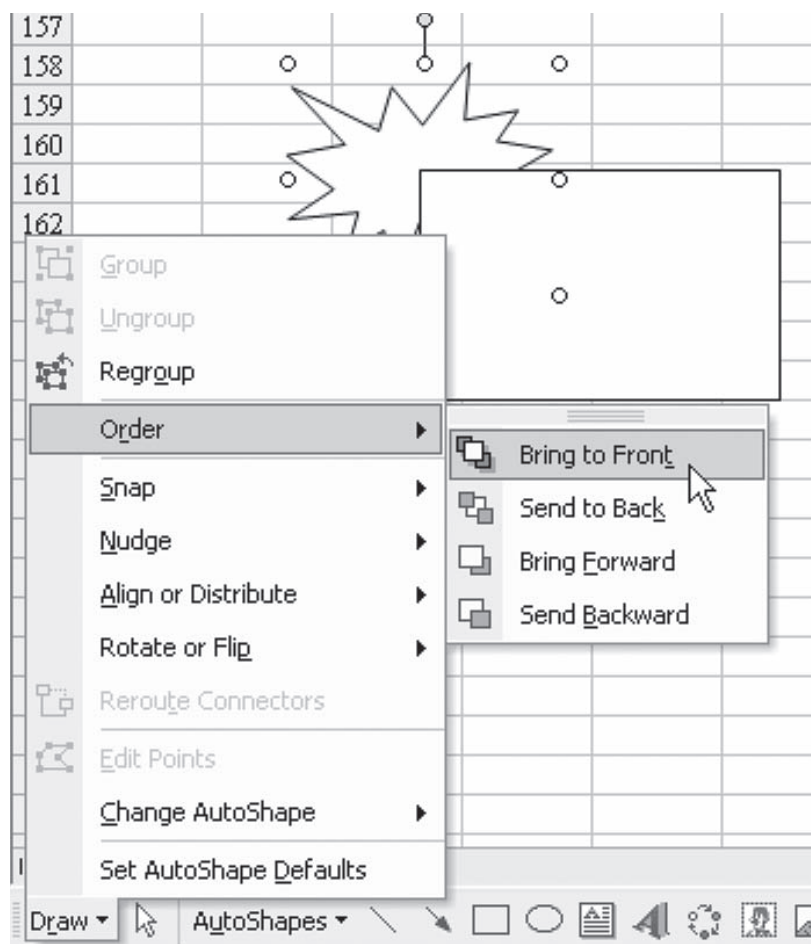


Fig. 1411

Result: As shown in Fig. 1412, the selected shape will appear in front of all other shapes.



Fig. 1412

Additional information: You can also move it back. If there are several shapes that are overlapping, you may wish to use the Move Back or Move Forward commands. Move Back can move a shape from the front to a position between two other shapes.

Summary: To control the positioning of overlapping AutoShapes, select the shape to be moved, and then use Draw – Bring to Front or Back.

Commands Discussed: Draw – Bring to Front; Draw – Send to Back; Draw – Move Forward; Draw – Move Backward.