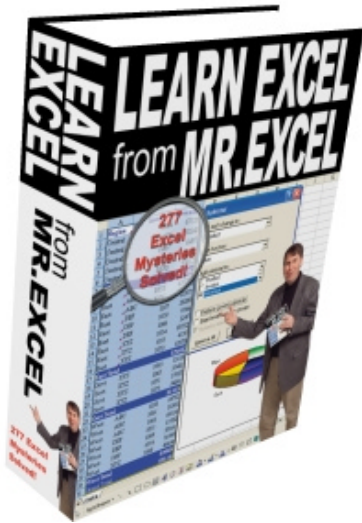




Free Preview – Week #50
Learn Excel from Mr Excel
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Encourage your friends to sign up at
<http://www.mrexcel.com/learn-excel.html>

This week - 7 topics - custom autoshapes, putting cell contents
in an authoshape, business diagrams, org charts, WordArt, MapPoint.

MAKE ANY LOGO INTO AN AUTOSHAPE

Problem: You are looking for a fun way to kill some time while the Internet is down.

Strategy: Paste your company's or any other logo to a worksheet. From the Drawing toolbar, select AutoShape – Lines – FreeForm, as shown in Fig. 1413.

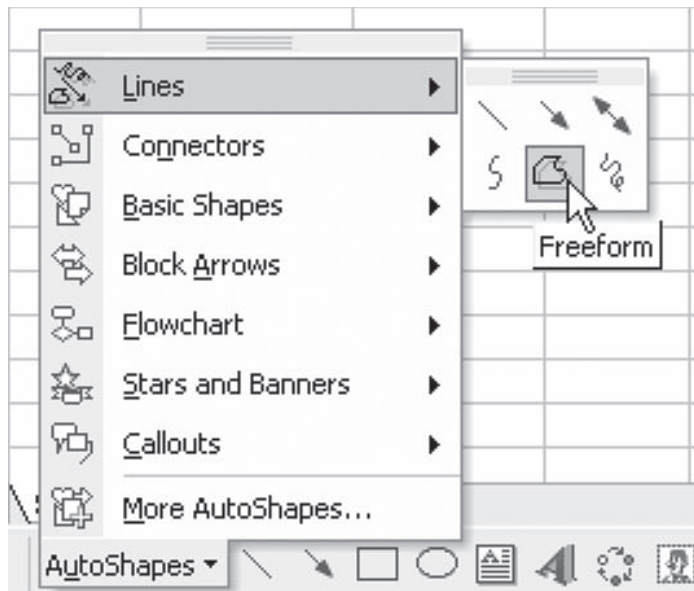


Fig. 1413

This is great for drawing straight lines. Trace your company logo. Start at one corner of the logo. Click on the corner, as shown in Fig. 1414.



Fig. 1414

As shown in Fig. 1415, move the mouse to the next corner and click again.



Fig. 1415

Continue clicking at each corner. When you get back to the original corner of the logo, click again and the AutoShape will appear, as shown in Fig. 1416.



Fig. 1416

You can now move, color, re-size, and rotate the AutoShape. As shown in Fig. 1417, here is Max Cell with a little color and 3-D added in.



Fig. 1417

Result: You will have an AutoShape of your logo that you can resize or shrink to your heart's content.

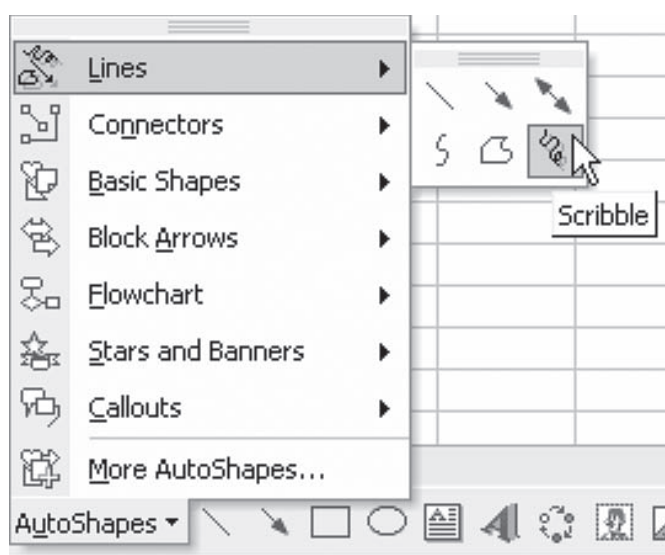
Summary: Use the Freeform AutoShape tool to draw any angular shape.

Commands Discussed: AutoShape – Lines – FreeForm

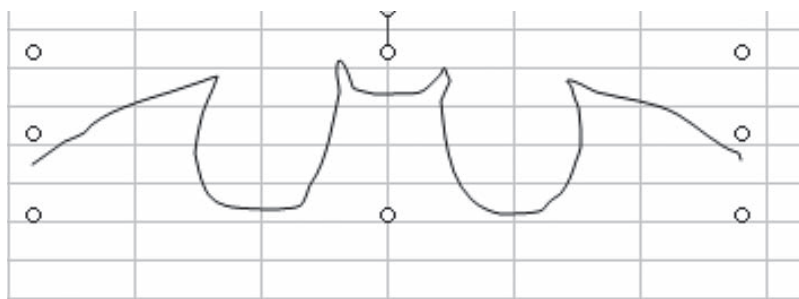
USE THE SCRIBBLE TOOL

Problem: Your logo is not an angular logo, like the MrExcel logo. You want to try out the previous technique.

Strategy: As shown in Fig. 1418, there is a Scribble tool in the AutoShape – Lines menu.

*Fig. 1418*

With the scribble tool, you can create either a line or a shape. If you scribble and do not close the shape, Excel will create a line, as shown in Fig. 1419.

*Fig. 1419*

However, if you use the scribble tool and are careful to end very near to where you began, Excel will create a closed shape from your scribble, as shown in Fig. 1420.

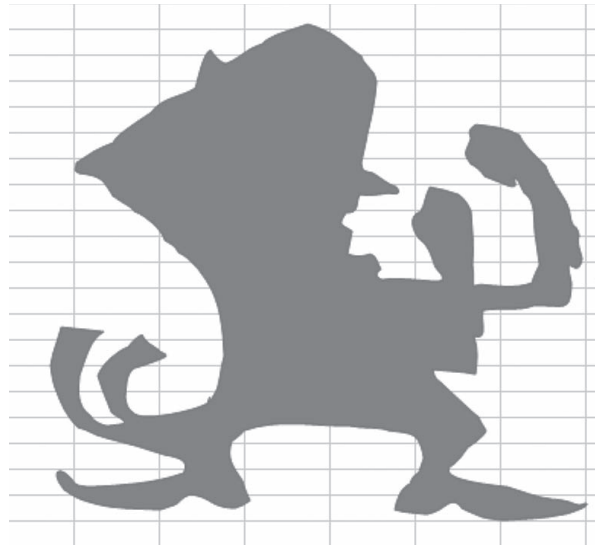


Fig. 1420

As shown in Fig. 1421, you can then add shadows, color, or 3-D effects to the shape.

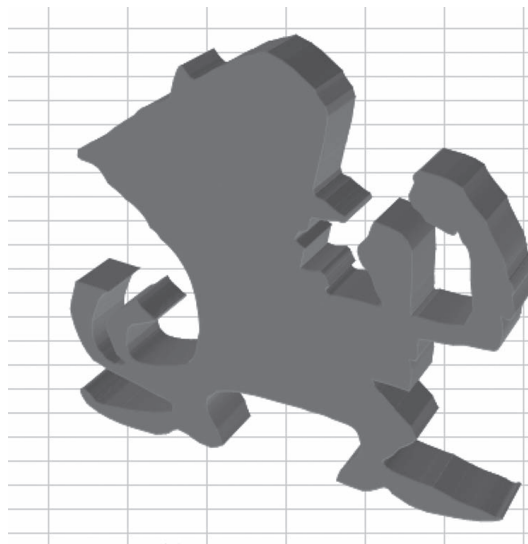


Fig. 1421

Summary: Use the Scribble AutoShape tool to draw any shape.

Commands Discussed: AutoShape – Lines – Scribble

PLACE CELL CONTENTS IN AN AUTOSHAPE

Problem: Rather than static text in an AutoShape, you want to display the results of a calculation in the Shape, as shown in Fig. 1422.

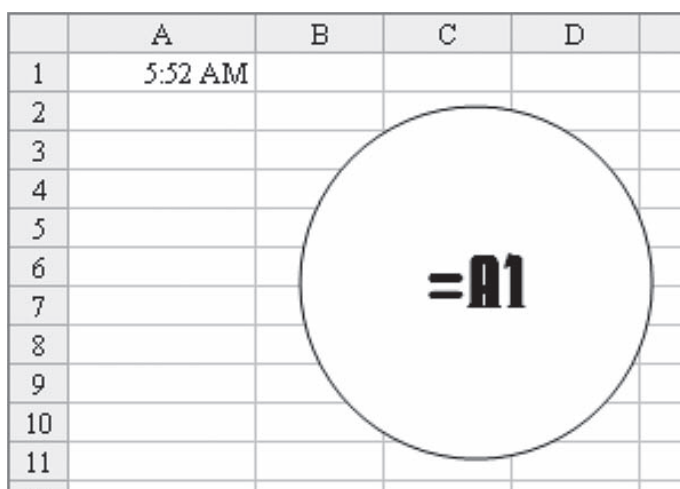


Fig. 1422

Strategy: This is possible, although the method shown in Fig. 1422 is not the way to do it.

**Part
IV**

- 1) Select the AutoShape. Click in the formula bar; type =A1, as shown in Fig. 1423. Hit Enter.

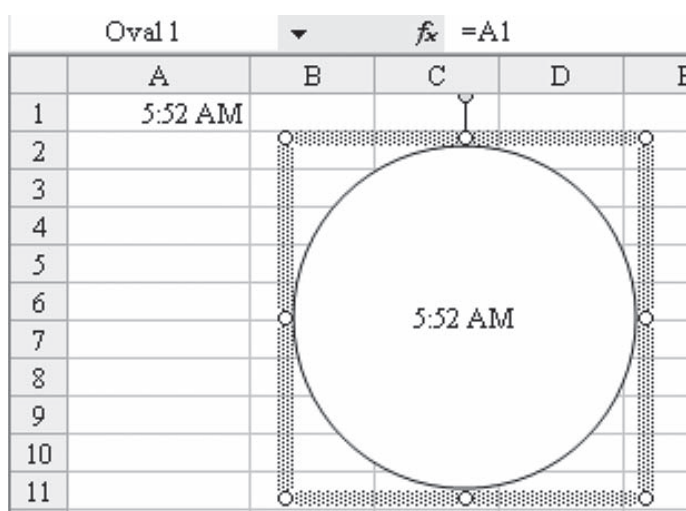


Fig. 1423

- 2) Format to center and enlarge the text. Right-click the dots surrounding the shape, and then choose Format AutoShape. Use a large, bold font. Center horizontally and vertically on the Alignment tab, as shown in Fig. 1424.

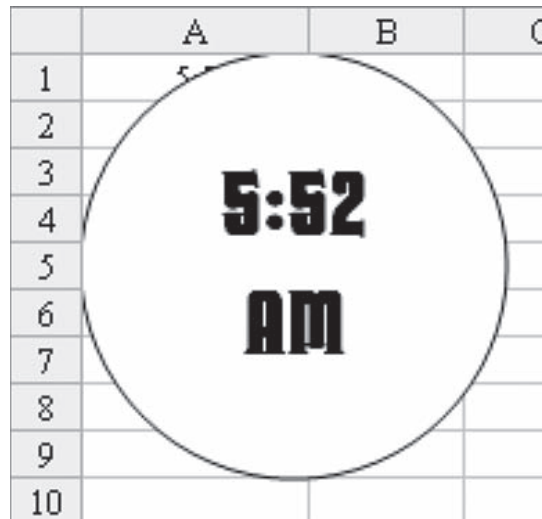


Fig. 1424

Additional Information: The formula in the formula bar can only refer to a single cell. You cannot enter a formula in the formula bar for an AutoShape. However, there is a workaround. Say that you want to display today's order total in a banner at the top of an order entry log. The banner will appear in rows 1 through 4 of the log.

- 1) Move the banner out of the way and build a formula in cell D2 to hold the text for the banner. The formula might be:

= "Today's Order Total:" & CHAR(10) & TEXT(SUM(C8:C200), "\$#,###0")

The Char(10) function will add a linefeed in the result if Cell wrap is turned on. Otherwise, you will get a square character, as shown in Fig. 1425.

	D2		fx ="Today's Order Total:"&CHAR(10)&TEXT(SUM(C8:C200),"\$#,##0")							
	A	B	C	D	E	F	G	H	I	J
1	XYZ COMPANY									
2	ORDER ENTRY LOG			Today's Order Total: □\$2,308						
3	DATE:	12/1/2004								
4										
5										
6										
7	Order #	Rep	Amount							
8	1901	Joe	174							
9	1902	Mary	244							
10	1903	Joe	210							
11	1904	Mary	136							
12	1905	Joe	167							
13	1906	Mary	249							

Fig. 1425

- 2) Draw a banner. Select the banner and enter =D2 as the formula for the banner. As shown in Fig. 1426, format the banner to be center-aligned with an interesting font. (This is ParkwayResortHotel from my friends at the Chank! Foundry).

	fx =D2					
	D	E	F	G	H	
	Today's Order Total: □\$2,308					
at						
174						
244						
210						
136						
167						

Fig. 1426

- 3) Finally, move the banner so that it covers the formula in D2. As new orders are entered in the log, the total will update, as shown in Fig. 1427.

	A	B	C	D	E	F	G
1	XYZ COMPANY						
2	ORDER ENTRY LOG						
3	DATE:	12/1/2004					
4							
5							
6							
7	Order #	Rep	Amount				
8	1901	Joe	174				
9	1902	Mary	244				
10	1903	Joe	210				
11	1904	Mary	136				
12	1905	Joe	167				
13	1906	Mary	249				
14	1907	Joe	215				
15	1908	Mary	137				
16	1909	Joe	117				
17	1910	Mary	140				
18	1911	Joe	229				
19	1912	Mary	149				
20	1913	Joe	141				
21	1914	Joe	187				

Fig. 1427

Gotcha: The text in the AutoShape is only updated when the worksheet is calculated.

Summary: This technique will allow you to put the results of a cell into an AutoShape.

Functions Discussed: =CHAR(); =TEXT()

DRAW BUSINESS DIAGRAMS WITH EXCEL

Problem: Your manager needs you to graphically document the steps in a project plan, as shown in Fig. 1428.

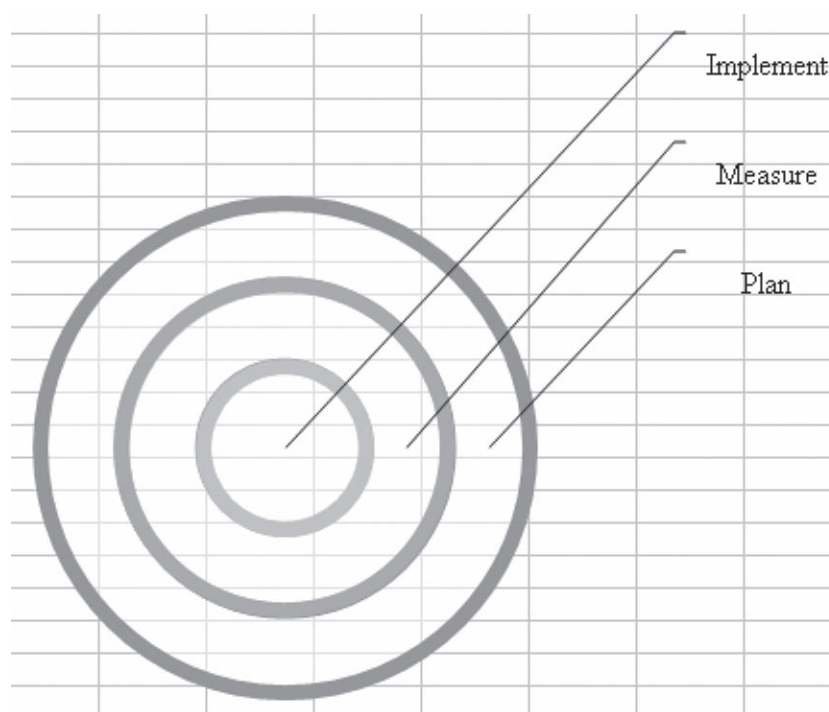


Fig. 1428

Strategy: Excel offers five fairly sophisticated tools for creating certain types of business diagrams. All five types are accessed from either the Insert – Diagram option on the menu or from this icon on the Drawing toolbar, as shown in Fig. 1429.

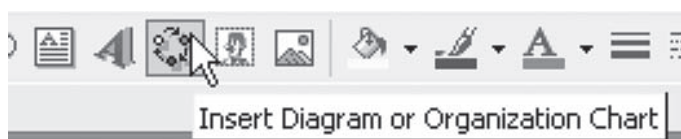


Fig. 1429

Ignoring the OrgChart option for now, the other five types are all somewhat interchangeable. As shown in Fig. 1430, these are the diagram types available: Cycle, Radial, Pyramid, Venn, and Target.

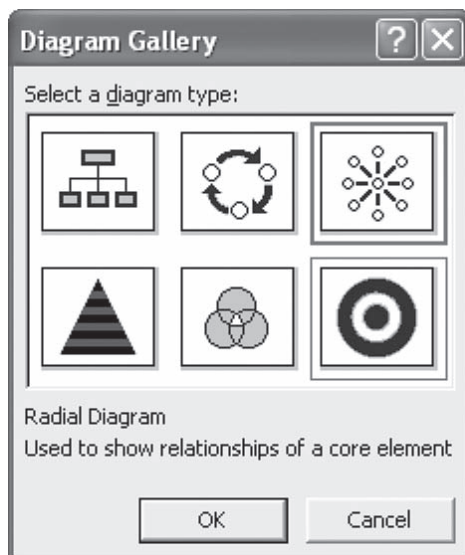


Fig. 1430

Each type of diagram offers a handful of predefined formats. After you have the data input, you can easily switch from one format to another, or from one diagram type to another.

Choose a Cycle Diagram and hit OK. The Cycle Diagram is the middle choice in the top row. It is used to show a process with a continuous cycle.

A default diagram draws with three steps. Each step says “Click to Add Text”. Click in the first text box and type “Identify Opportunities for Improvement”, as shown in Fig. 1431.



Fig. 1431

The next step is “Identify Root Causes”. The third step is “Identify Possible Solutions”. At this point, you need to add a fourth and a fifth step. As shown in Fig. 1432, in the Diagram toolbar, choose Insert Shape to add a fourth step. Choose this button a second time to add a fifth option.

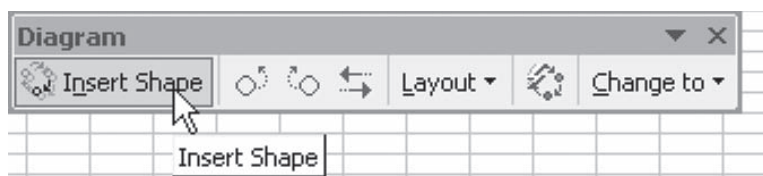


Fig. 1432

Type the text for the fourth and fifth steps. You will have a basic default diagram, as shown in Fig. 1433.

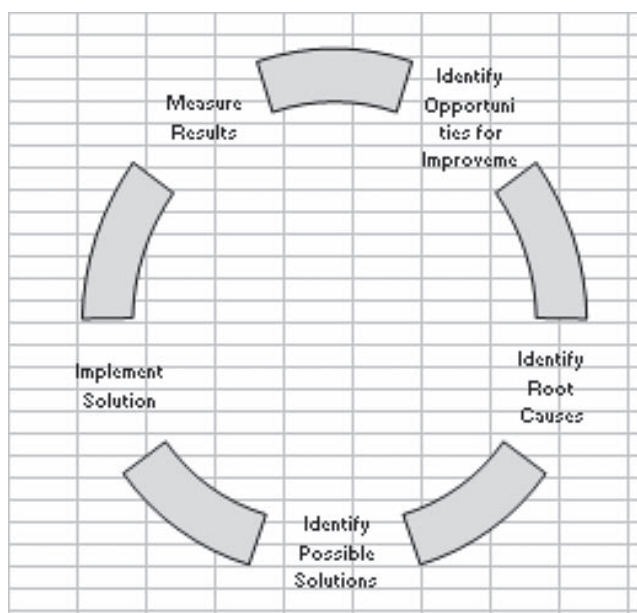


Fig. 1433

As shown in Fig. 1434, choose the AutoFormat button in the Diagram toolbar.

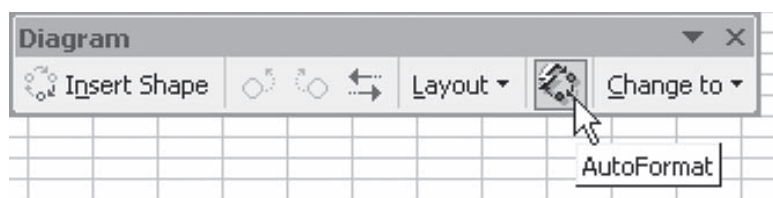


Fig. 1434

You will have ten options to choose from, as shown in Fig. 1435.

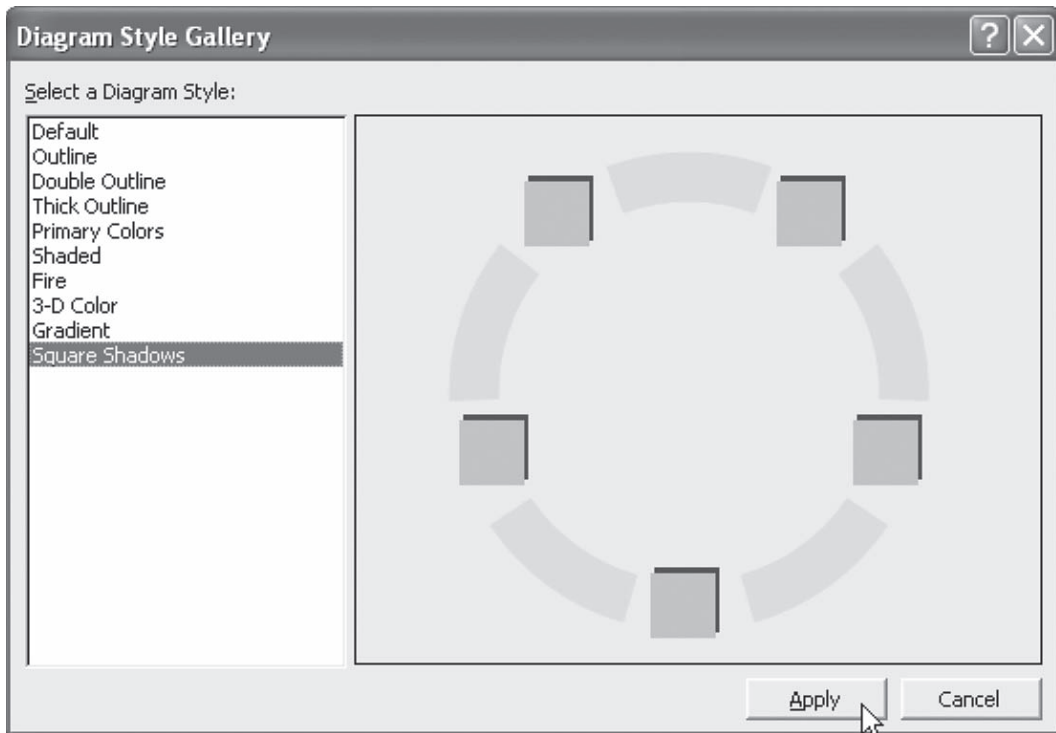


Fig. 1435

As shown in Fig. 1436, the 3-D Color option is pretty cool.

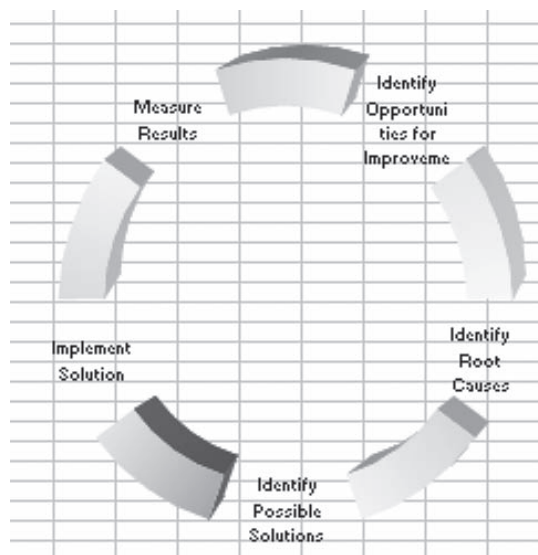


Fig. 1436

After you have a diagram set up, you can see how this data would look in another diagram type. As shown in Fig. 1437, from the Diagram toolbar, select the Change To dropdown to change between the five types.

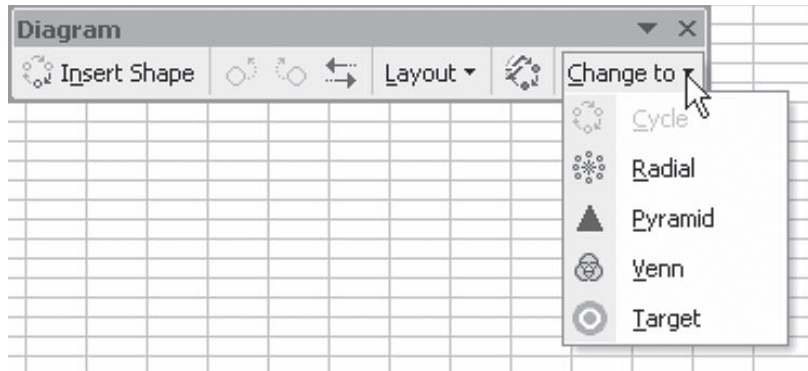


Fig. 1437

As shown in Fig. 1438, here is the same data on a Target chart.

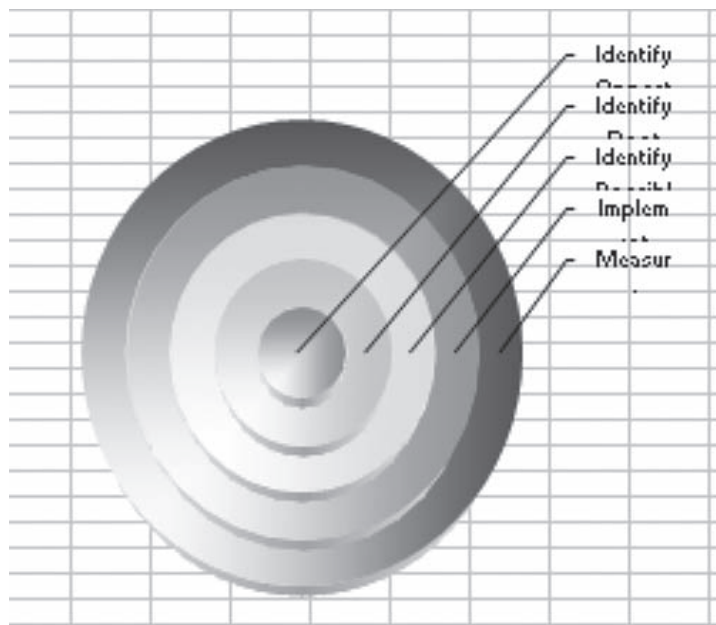


Fig. 1438

In a Target chart, the innermost circle is supposed to be the final step in the process. In this case, you need to reverse the order of the rings. Use the Reverse Diagram button on the Diagram toolbar, as shown in Fig. 1439.

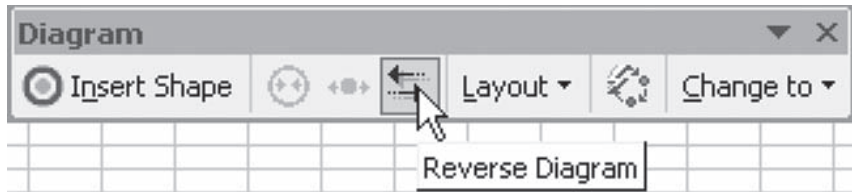


Fig. 1439

As shown in Fig. 1440, here is the same data on a Venn diagram.

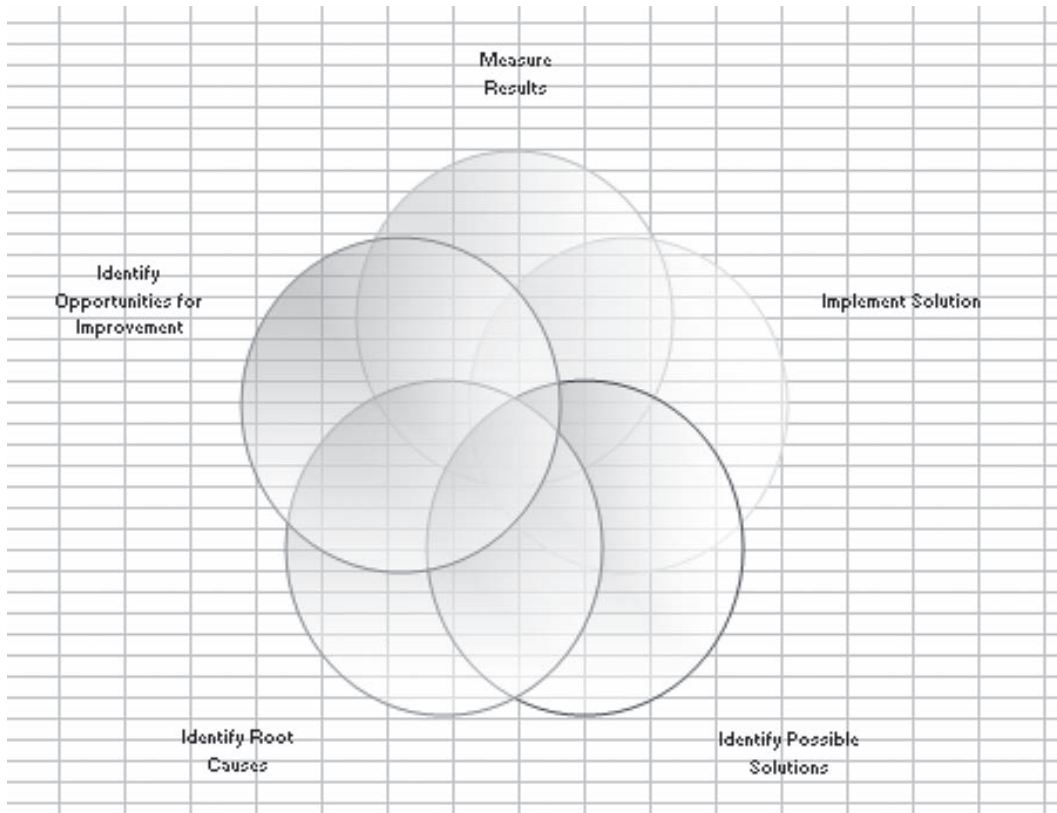


Fig. 1440

Here is a Pyramid diagram, as shown in Fig. 1441.

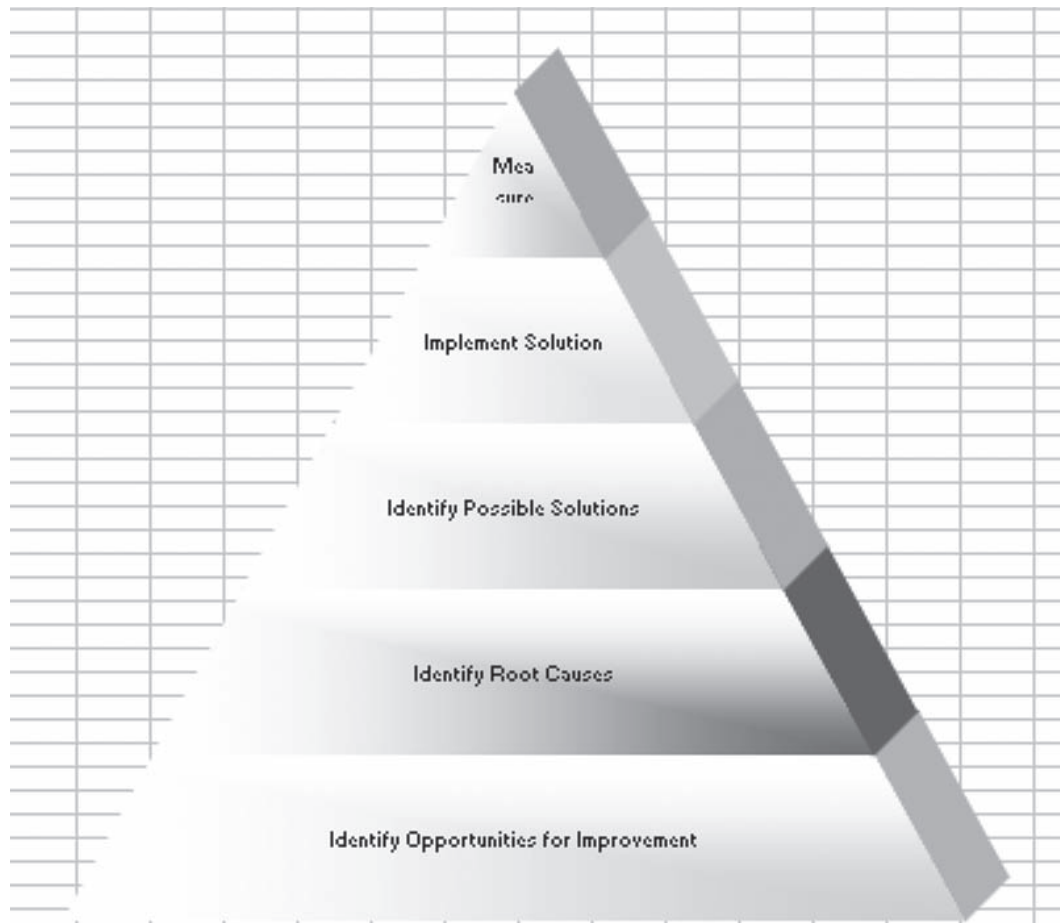


Fig. 1441

And, finally, a Radial diagram, as shown in Fig. 1442.

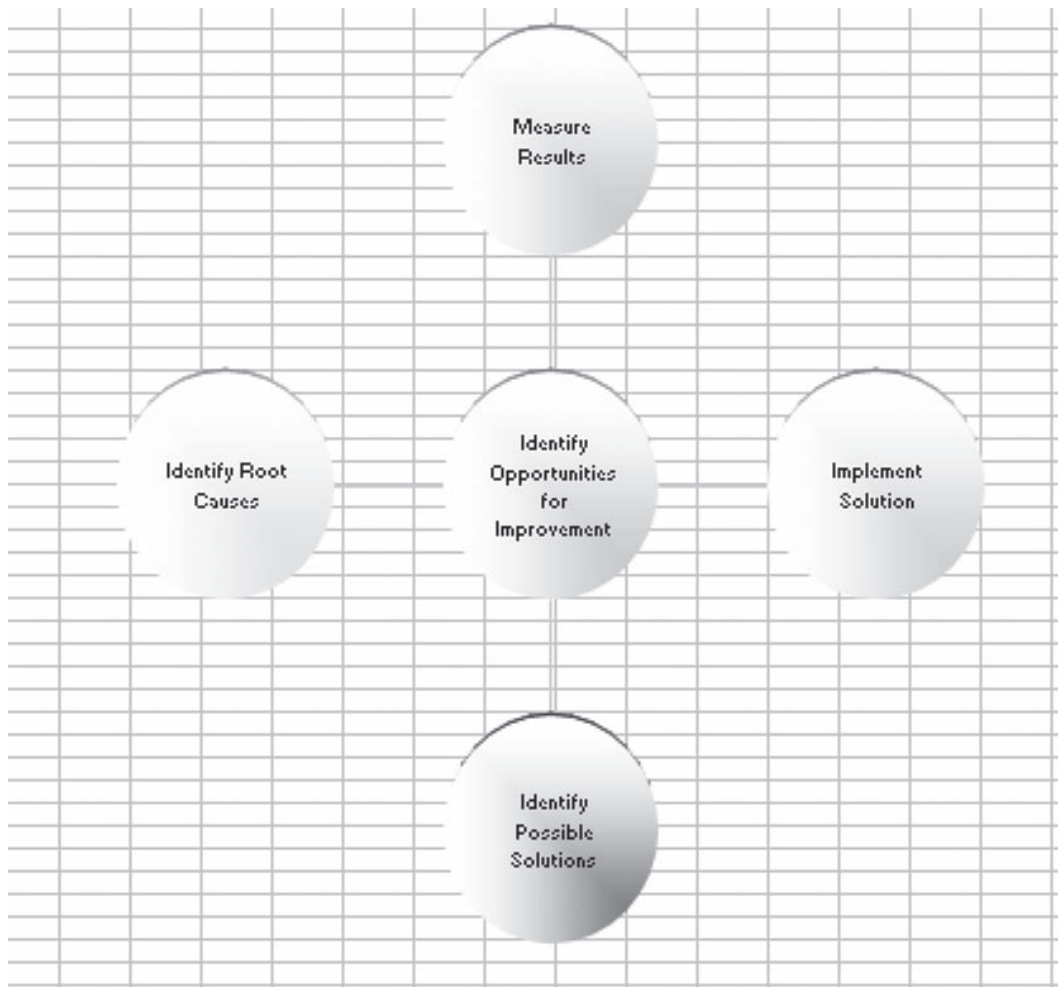


Fig. 1442

While you are creating the diagrams, the Diagram toolbar will offer a variety of tools for rearranging the sequence of tasks. As with a chart, the first click selects all of the elements in the diagram. The second single click accesses an individual element of the diagram. Two single clicks were used to select this one step of the diagram. You can now use the Move Shape Forward or Move Shape Backward icons on the toolbar, as shown in Fig. 1443.

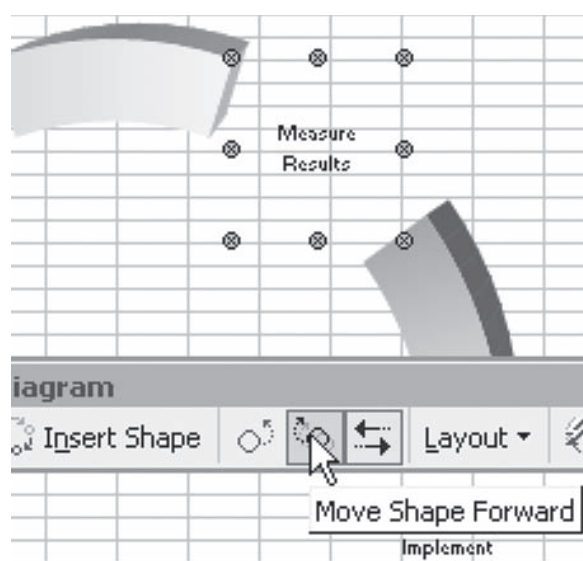


Fig. 1443

Gotcha: Excel will frequently truncate longer text entries in business diagrams. You will have to adjust the font sizes or shorten your words.

Summary: The five business diagrams on the Drawing toolbar are all interchangeable with each other. They each offer ten unique AutoFormats, making for the possibility of 50 different looking diagrams.

Commands Discussed: Insert – Diagram

**Part
IV**

DRAW ORG CHARTS WITH EXCEL

Problem: As shown in Fig. 1444, Excel offers a nice utility for drawing organizational charts, but you want to know more about it.

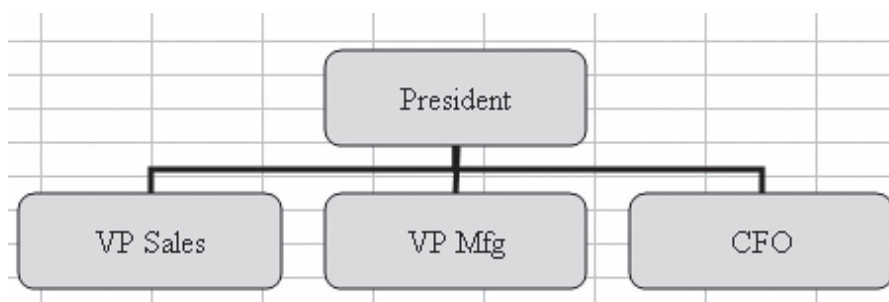


Fig. 1444

Strategy: The Org Chart utility is located in the Insert – Diagram selection on the menu and also on the Add Diagram icon on the Drawing toolbar, as shown in Fig. 1445.

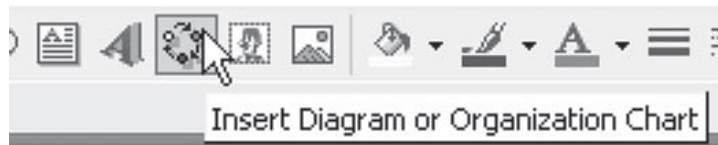


Fig. 1445

In the Diagram Gallery, select Org Chart, as shown in Fig. 1446.

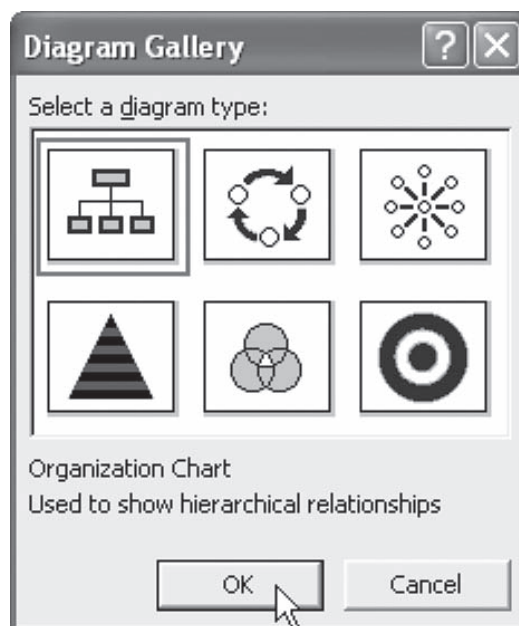


Fig. 1446

As shown in Fig. 1447, Excel will draw a default Org Chart with three branches below a main branch. Click in any box to change the text.

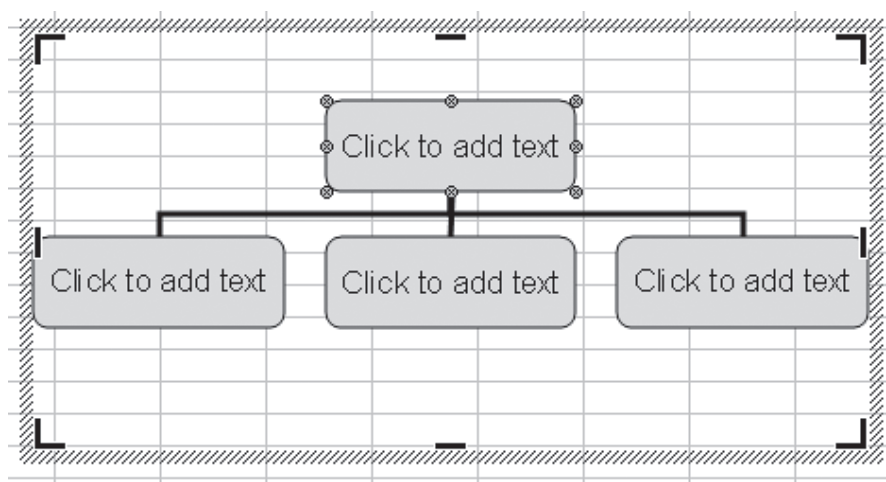


Fig. 1447

The chart can be expanded. Select one of the boxes in the diagram, as shown in Fig. 1448. With the first click, the text box will be selected and it will be surrounded with diagonal lines. With the second click, the box itself will be selected.

Tip

You can replace the two single clicks with a Ctrl+Click.

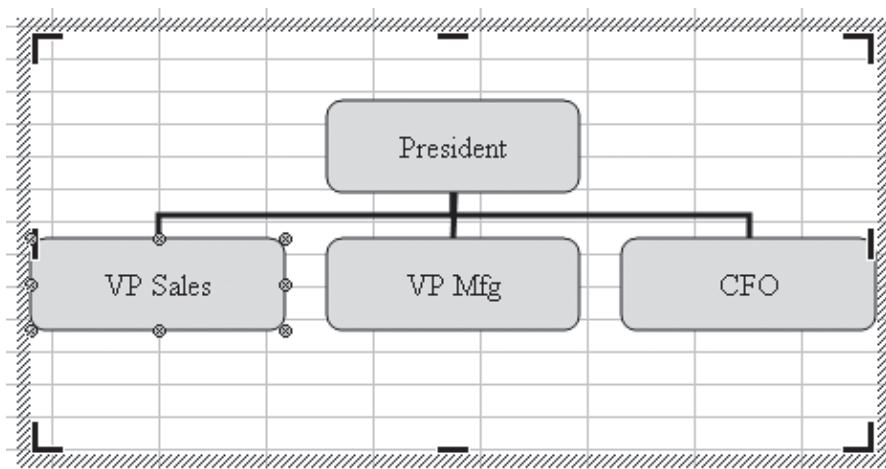
**Part
IV**

Fig. 1448

After you have selected a box, you can insert one of three types of new boxes from the dropdown box on the Organization Chart toolbar: Subordinate, Coworker, and Assistant. See Fig. 1449.

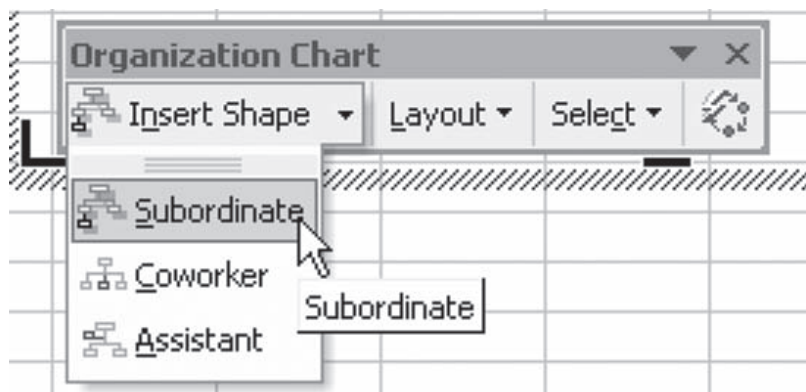


Fig. 1449

This chart has three subordinates and one assistant added to each VP. The chart is starting to get fairly wide, as shown in Fig. 1450.

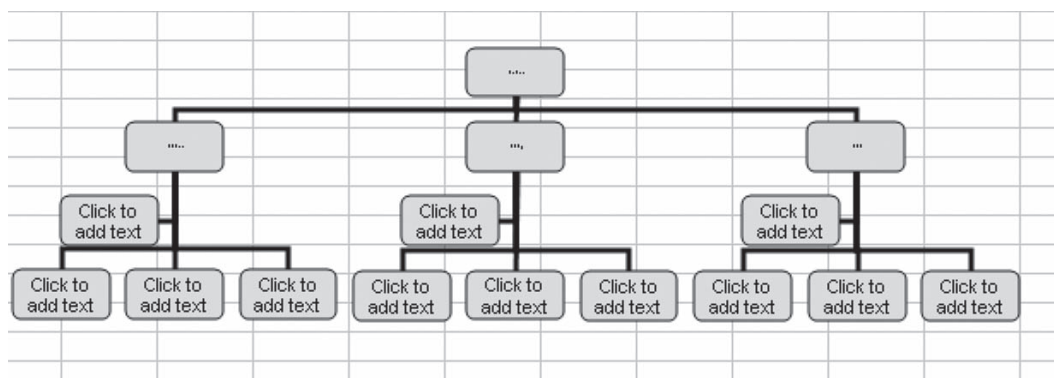


Fig. 1450

Select one of the VP boxes. As shown in Fig. 1451, from the Layout dropdown, choose to have Left Hanging boxes for the subordinates.

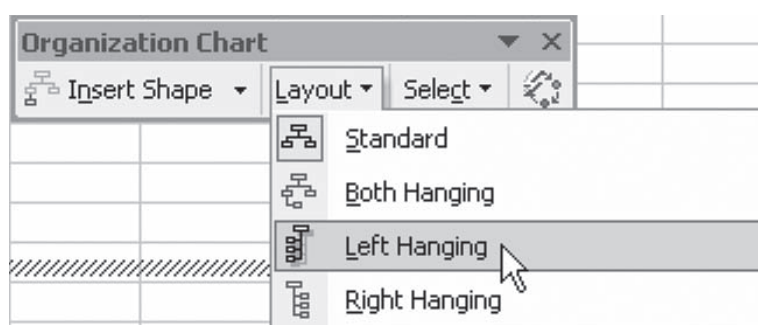


Fig. 1451

The subordinates and assistant for that VP will be arranged vertically, as shown in Fig. 1452.

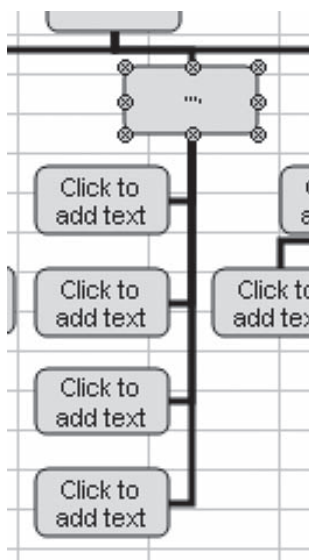


Fig. 1452

As shown in Fig. 1453, select the AutoFormat button on the Organization Chart toolbar.

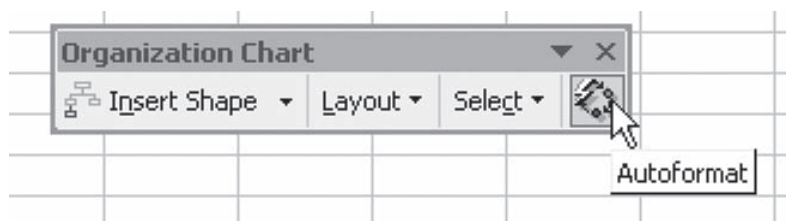


Fig. 1453

You have 16 different formats to choose from, as shown in Fig. 1454.

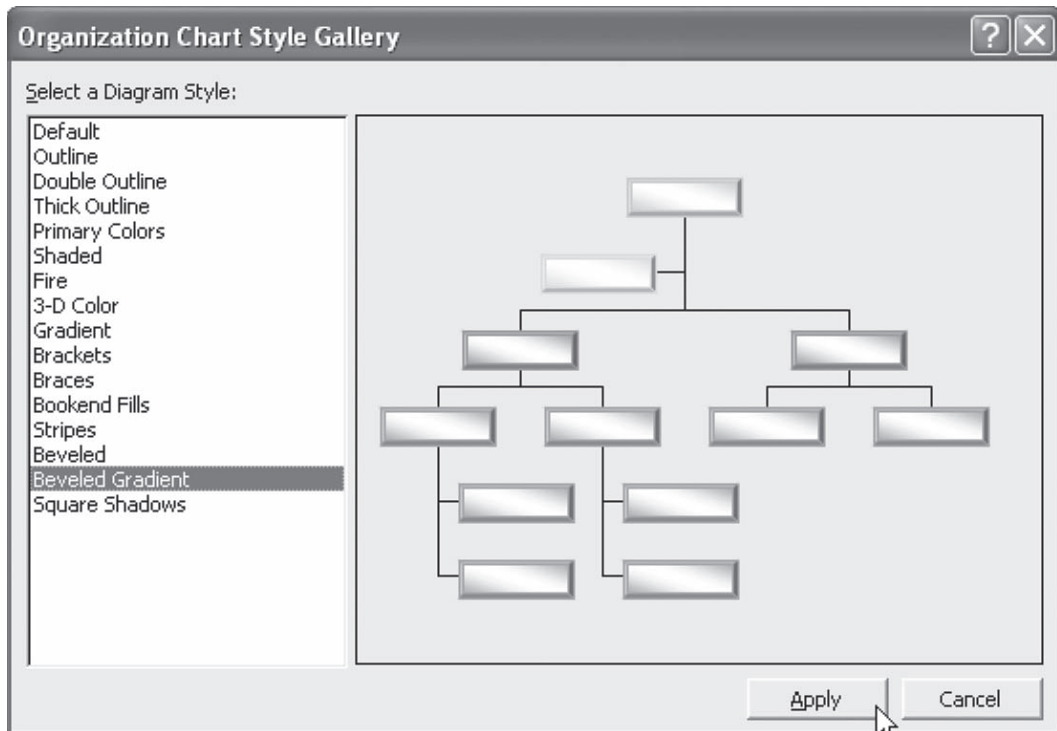


Fig. 1454

You can also create your own formats. Select the VP of Manufacturing. From the toolbar, choose Select – Branch, as shown in Fig. 1455.

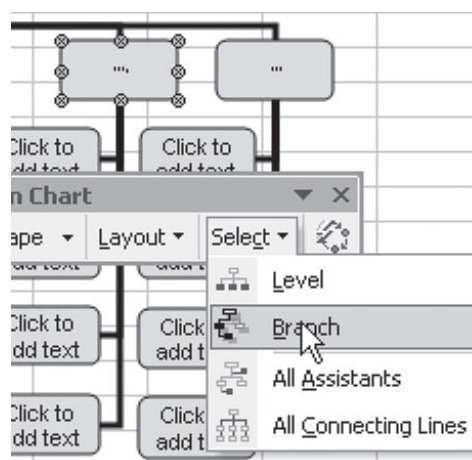


Fig. 1455

This will select the entire Manufacturing branch. You can now use the fill icon on the Drawing toolbar to change the color of that branch, as shown in Fig. 1456.

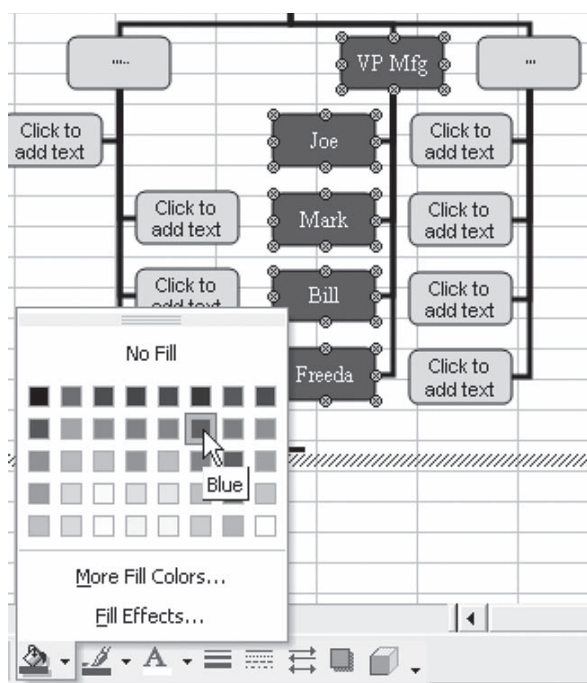


Fig. 1456

While a branch is selected, you can use the Font Size and Name dropdowns on the Formatting toolbar to change the font of the selected boxes.

Summary: You can use Excel to draw fairly complex organizational charts.

Commands Discussed: Insert – Diagram – Org Chart

ADD WORDART TO A CHART OR WORKSHEET

Problem: Create eye-catching spreadsheets by adding WordArt. WordArt is a tool that lets you make flashy headlines out of any words.

Strategy: Display the Drawing toolbar (View – Toolbars – Drawing). Click the WordArt icon, as shown in Fig. 1457.



Fig. 1457

Choose a shape from the WordArt gallery, as shown in Fig. 1458. Although there are 30 shapes shown, you can later adjust these shapes in a seemingly infinite variety of colors, contours, and faces. Choose something now and customize it later.

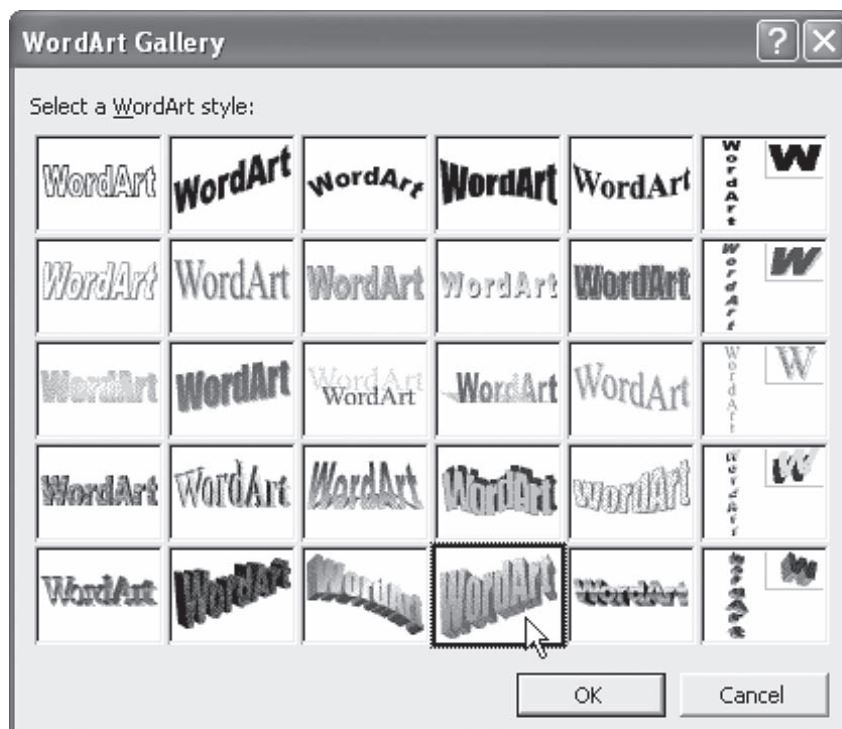


Fig. 1458

Next, you will be asked to enter the text, as shown in Fig. 1459. You can use the Return key to start a new line.

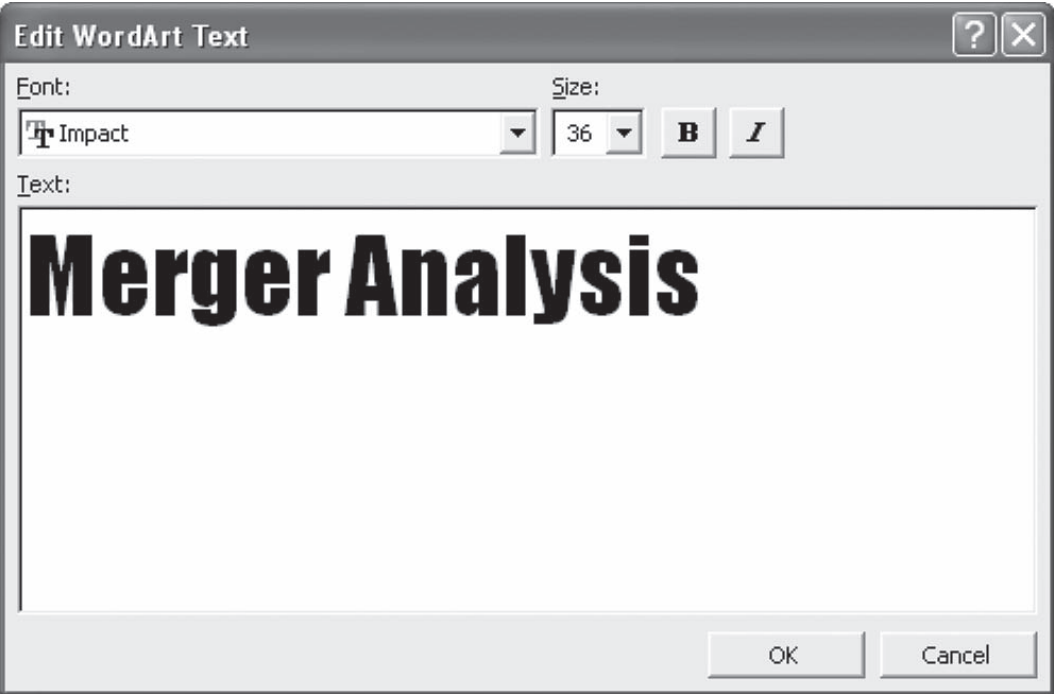


Fig. 1459

Click OK and the WordArt appears, as shown in Fig. 1460.

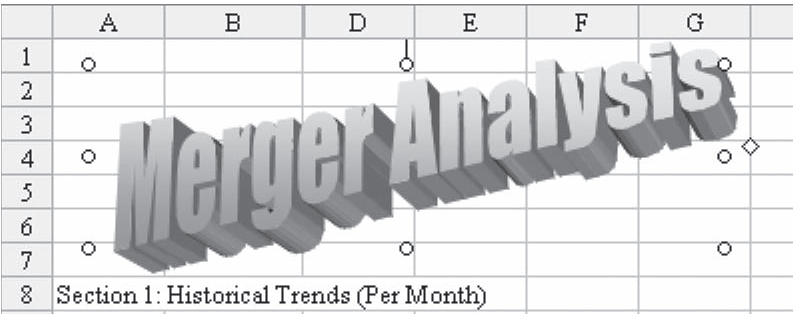


Fig. 1460

You will see handles to stretch or shrink the WordArt. You also will often have a yellow diamond handle to adjust the amount of tilt of the WordArt. As shown in Fig. 1461, in the following image, the WordArt was stretched to the right, and the yellow diamond was moved downwards.

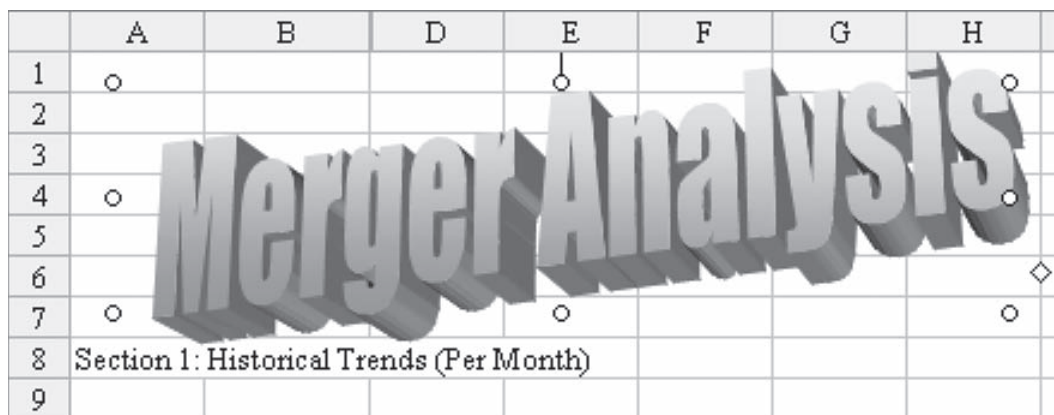


Fig. 1461

When your WordArt is selected, the following buttons are available on the WordArt toolbar.

Edit Text: As shown in Fig. 1462, this button will allow you to edit the text that makes up the WordArt.

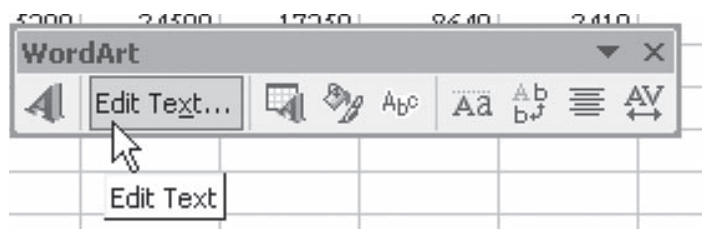


Fig. 1462

WordArt Gallery: The WordArt Gallery button allows you to change to one of the 30 other basic WordArt formats, as shown in Fig. 1463.

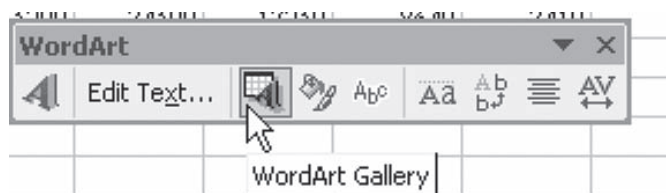


Fig. 1463

Format WordArt: Some of the WordArt shapes have a color for the letters and another color for the outline of the letters. You can change both of these colors in the Format dialog, as shown in Fig. 1464.

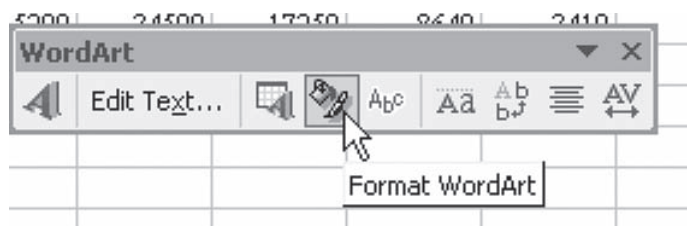


Fig. 1464

As shown in Fig. 1465, the Format dialog gives you options to change the color and, possibly, the line color. You cannot adjust the shadow color here.

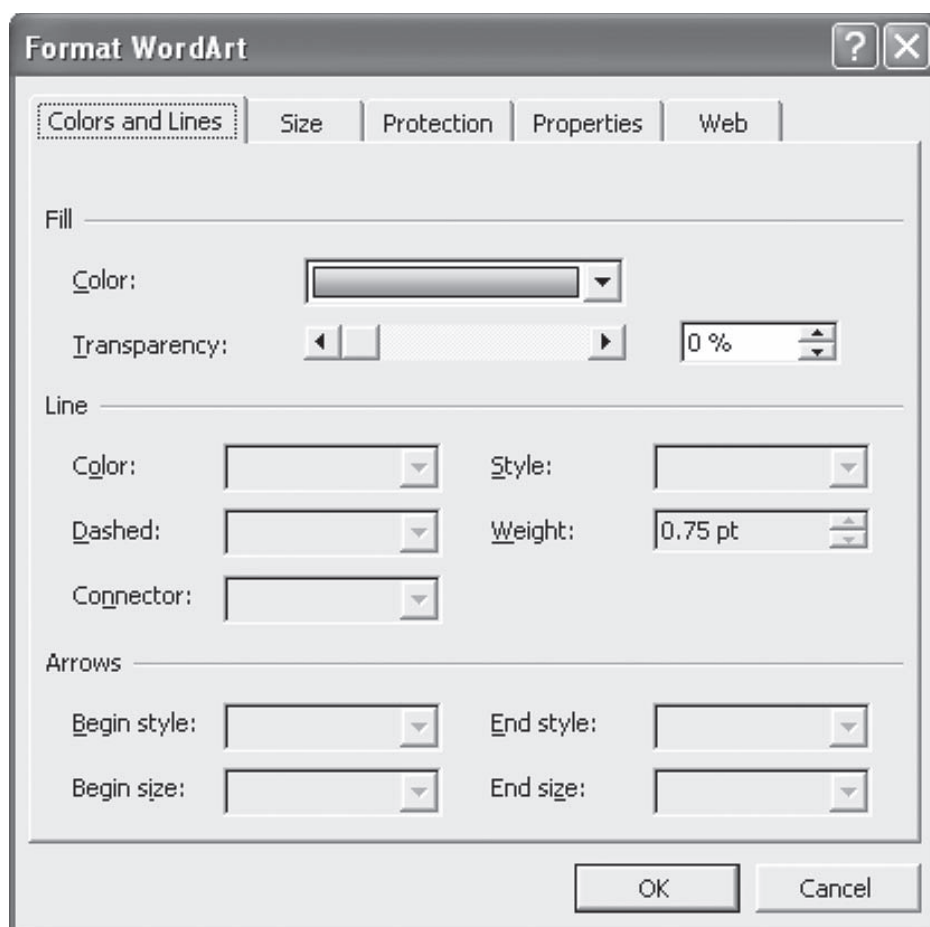


Fig. 1465

WordArt Shape: The WordArt Shape button allows you to choose from 40 different shapes for your WordArt, as shown in Fig. 1466. By choosing one of the 30 basic WordArt formats from the Gallery, you are selecting one particular shape. However, you can change the shape here.

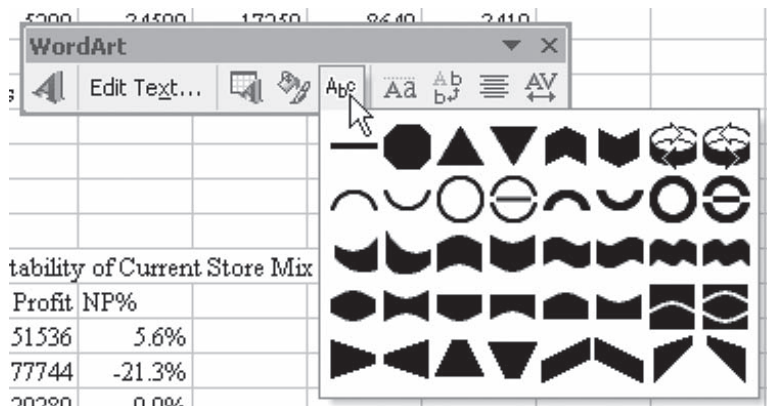


Fig. 1466

As shown in Fig. 1467, this is the WordArt's upward pennant shape. This is the first shape on the 3rd row of Fig. 1466.

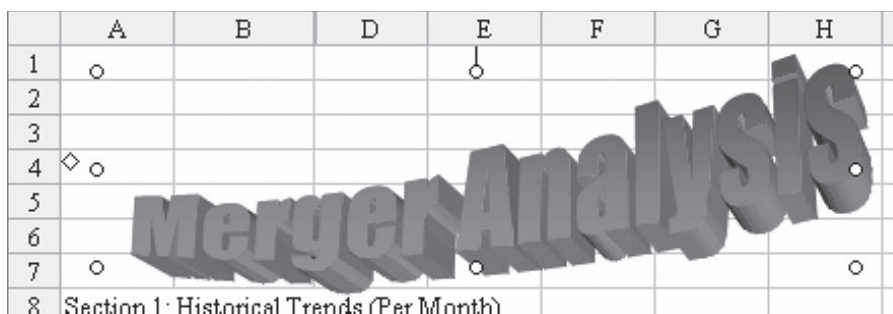


Fig. 1467

The 6th shape on the third row is shown here in Fig. 1468.

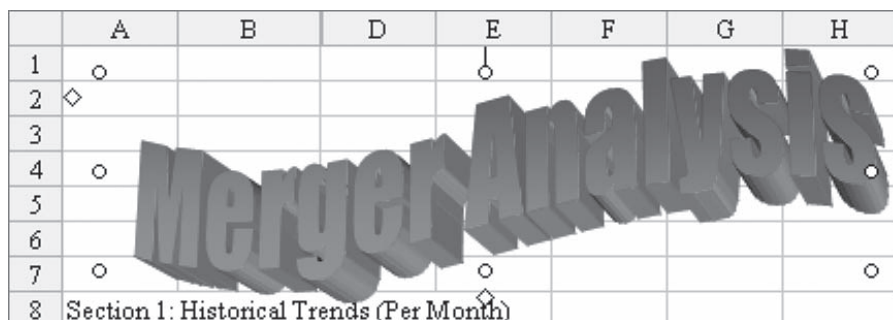


Fig. 1468

Same Letter Heights: The next button is to make all of the letters the same height, as shown in Fig. 1469.

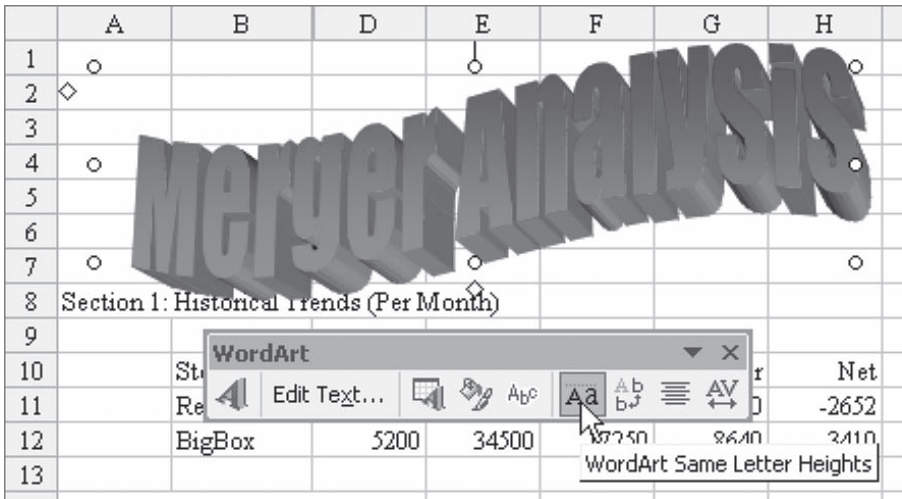


Fig. 1469

Vertical Text: The next button will make the type appear vertical instead of horizontal, as shown in Fig. 1470.

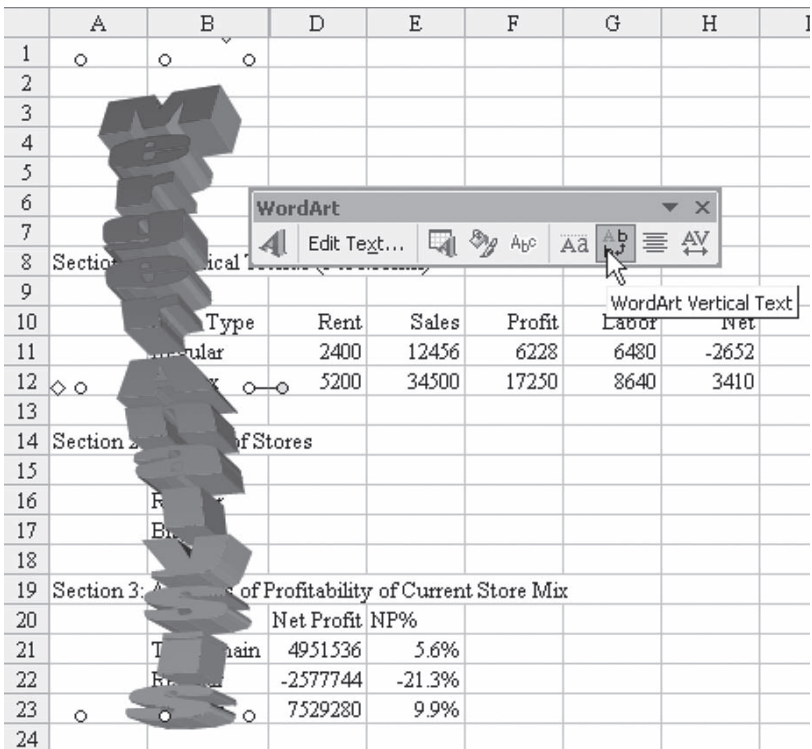


Fig. 1470

Align/Justify: If your WordArt consists of two lines of text, use the next button to indicate whether the lines should be left- or right-aligned, as shown in Fig. 1471. You can also ask for a couple of different methods of justification.

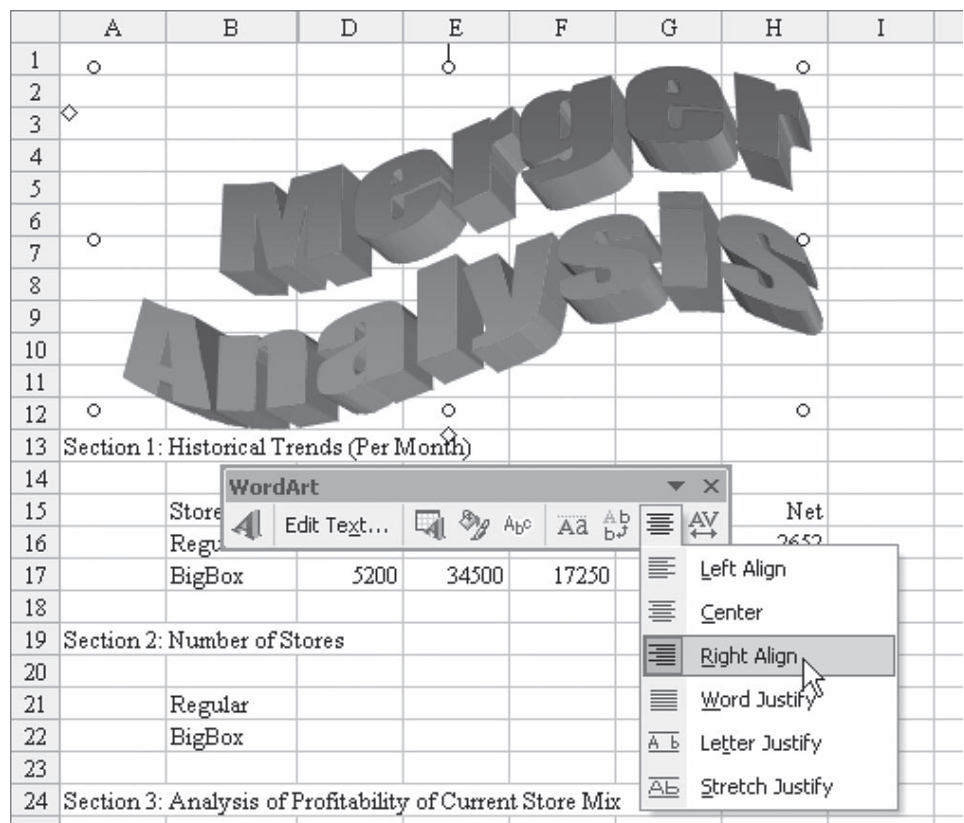


Fig. 1471

Spacing: The last button on the toolbar will adjust the spacing between characters. With the “Very Tight” adjustment, the letters all touch each other, as shown in Fig. 1472.

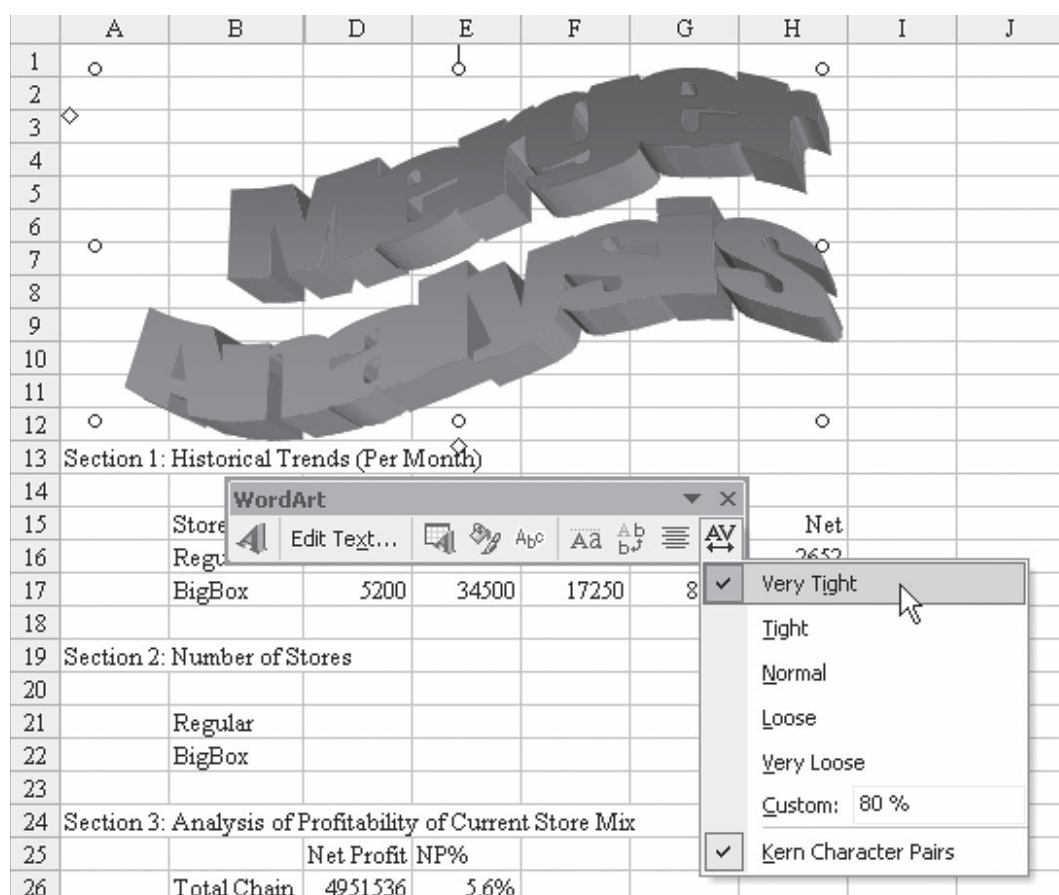


Fig. 1472

In “Very Loose”, not even the shadows will touch, as shown in Fig. 1473.

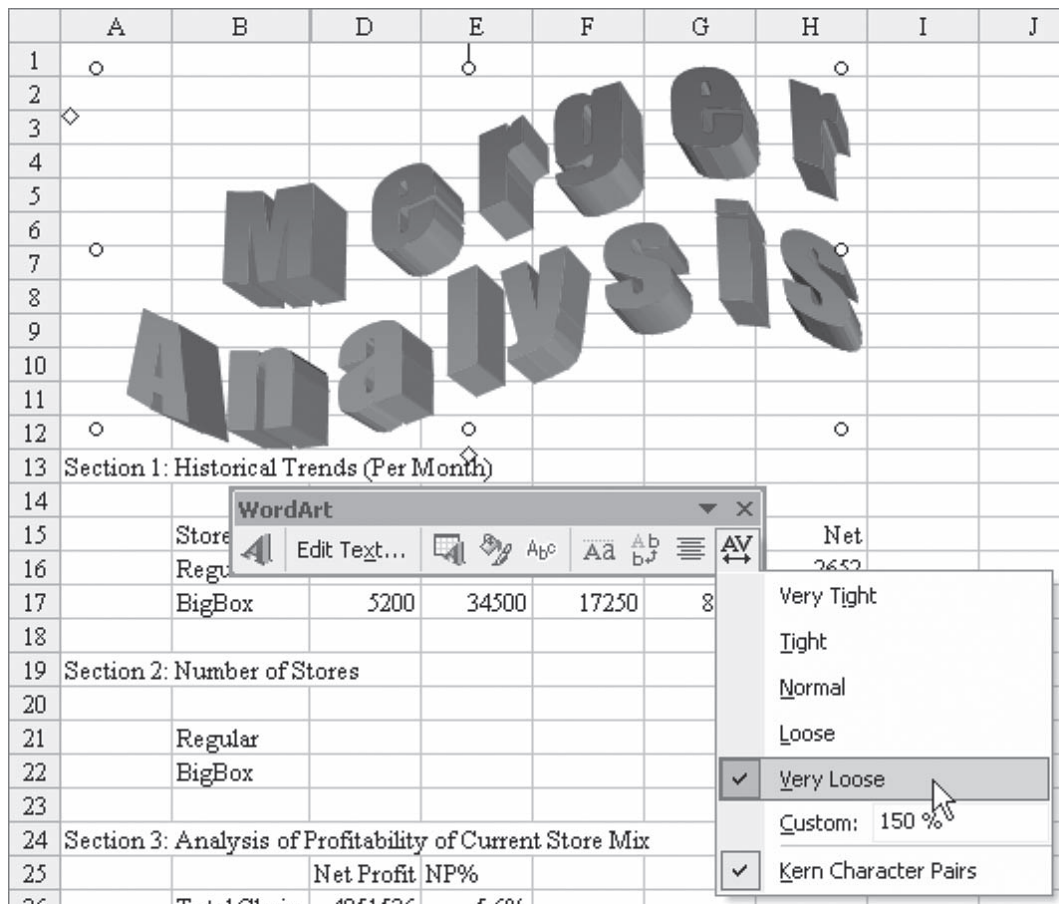


Fig. 1473

Some WordArt adjustments are made on the Drawing toolbar. To adjust the shadow or 3-D settings, use those buttons on the Drawing toolbar. A 3D effect is shown in Fig. 1474.

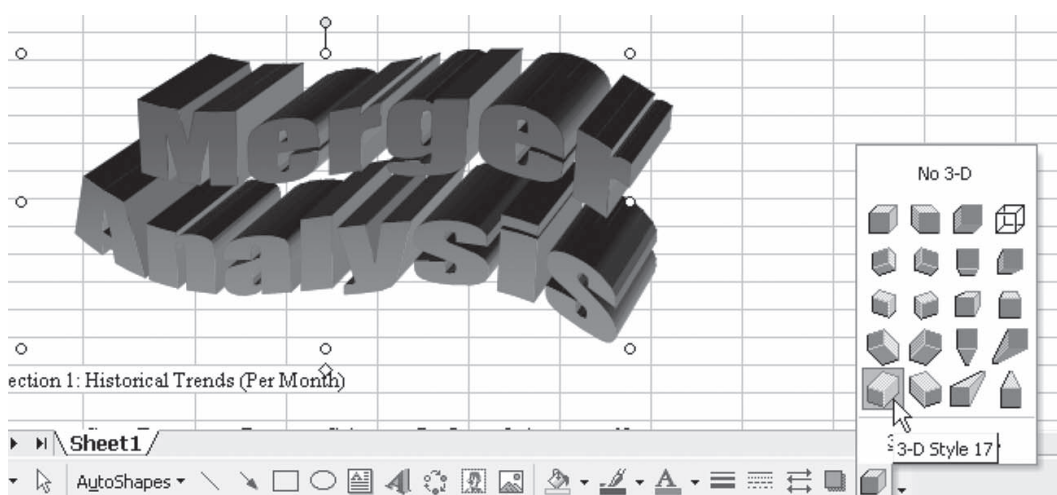


Fig. 1474

A shadow style is shown in Fig. 1475.

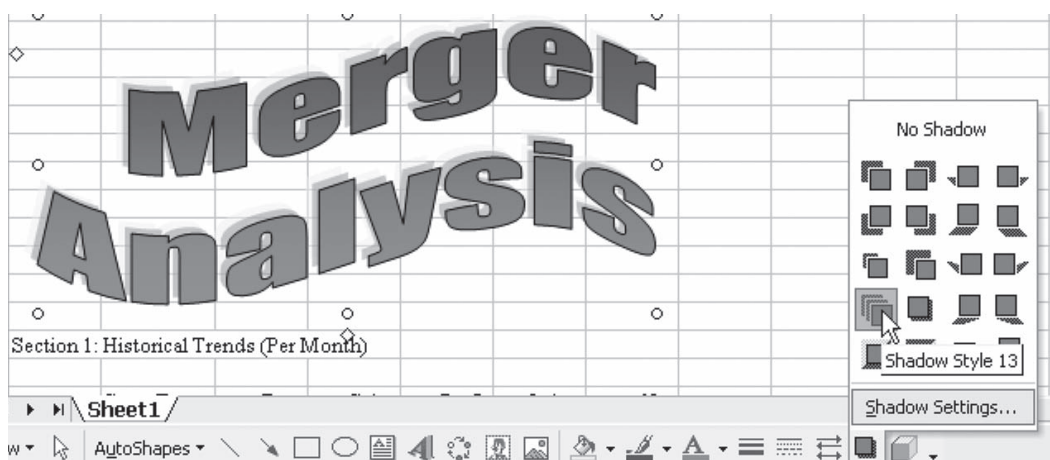


Fig. 1475

So, let's see – you have 30 basic WordArt Formats x 40 Shapes x (20 3-D + 20 Shadow) x 256 colors x 6 spacing. This yields about 73 million different variations of WordArt!

WordArt can be added to worksheets or to charts. After you have a great chart defined, a bit of WordArt for a title can be the perfect finishing touch, as shown in Fig. 1476.



Fig. 1476

Summary: Using WordArt and its various options can make your worksheets and charts really eye-catching.

Commands Discussed: View – Toolbar – Drawing – WordArt

USE MAPPOINT TO PLOT DATA ON A MAP

Problem: Microsoft MapPoint is an extra program that you can buy from Microsoft. They offer a North American version and a European version. With a US \$299 list price, it is fairly pricey. However, Microsoft often gives this away for attending one of their seminars. You also might be able to pick up a copy on eBay for less than the list price. MapPoint allows you to do some very cool geographic analysis of data.

Strategy: Let's say that you have a retail store and keep a mailing list of everyone who shops in your store. The data contains street address, city, state, and zip code, as shown in Fig. 1477.

	A	B	C	D
1	Address	CITY	STATE	Zip Code
2		AURORA	OH	44202
3		TWINSBURG	OH	44087
4		MCKEAN	PA	16426
5		AMHERST	OH	44001
6		GATES MILLS	OH	44040

Fig. 1477

Select the data, including the headings, and select the MapPoint symbol, as shown in Fig. 1478.



Fig. 1478

MapPoint will match your addresses to its database. Soon, you will have a map in Excel that shows your customers, as shown in Fig. 1479. This store had one customer from Alaska and several from Florida.



Fig. 1479

Click and drag to zoom in to the region around your store. You can see that you get a lot of customers from the local area, plus also people who travel the interstate. As shown in Fig. 1480, this store in Cleveland gets a fair amount of traffic from people who live along I-90, I-80, or I-76.

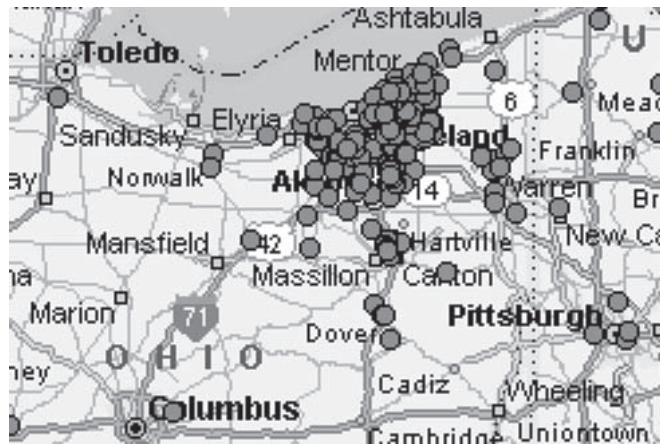


Fig. 1480

Zoom in further. You can now see from which sections of your city your customers generally come, as shown in Fig. 1481. This information will help you to target newspaper or billboard advertising.

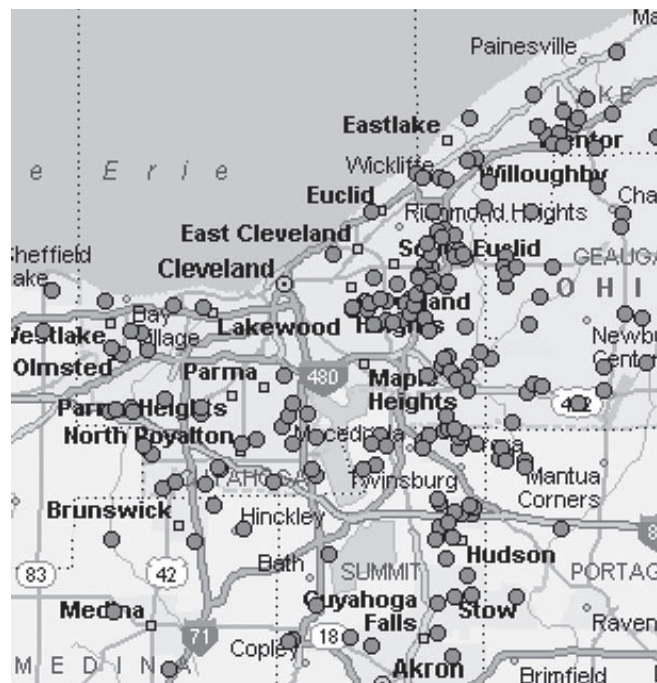


Fig. 1481

Gotcha: In several previous versions of Excel, Microsoft had a license to bundle a MapInfo product called Microsoft Map with Excel. Microsoft Map was taken out of the default install in Excel 2000 and removed from the product entirely in Excel 2002. The MapPoint product offers far more flexibility than Microsoft Map.

Summary: Plotting geographic data in MapPoint is a great way to get a visual of your customer base.

Commands Discussed: MapPoint icon