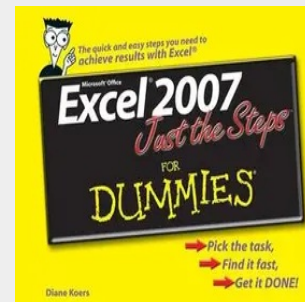


Excel 2007 Just the Steps for Dummies

Just the steps you need to create spreadsheets, charts, and more Simple steps. .for great results Create a Basic Chart 1.Select the data (sequential or nonsequential) you want to plot in the chart. See Figure 11-1 for an example of sequential data selected for a chart. 2.Press the F11 key. Excel immediately adds a new sheet called Chart 1 to your workbook with the data plotted into a column chart. Figure 11-2 shows you the various elements that can make up a chart Some newer keyboards use a different function for the F11 key. If your F11 key does not produce a chart, use the Insert tab as explained in the next section. * Title: A descriptive name for the overall chart. By default, titles are not added in a basic chart. * X or Category axis: Column or row headings from your selected data, which Excel uses for Category axis names. * X Axis Title: A descriptive name for the Category axis. By default, a category label is not added in a basic chart. Get ready to * Enter data into a spreadsheet * Build formulas and functions * Format cells and add graphics * Sort and analyzedata * Create charts andPivotTables * Blend Excel intoPowerPoint(r)

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