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**A Quick
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Colin Banfield
John Walkenbach
Bestselling author of Excel 2002 Bible

Enhancing Your Work with Pictures and Drawings

In Excel, you find lots of tools, shapes, and formatting options that help you utilize and control the attributes of drawing objects. As with charts, you can place these objects on a worksheet's draw layer to add pizzazz to an otherwise boring report.

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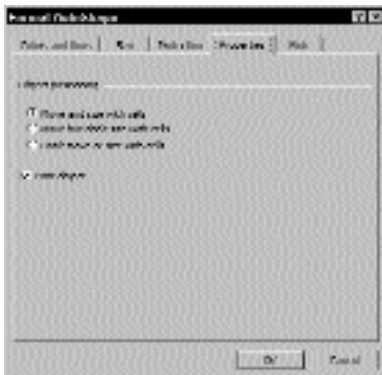
If you place an object on your worksheet, the object goes on the worksheet's draw layer. The *draw layer* is an invisible surface that's completely independent of the cells on the worksheet. The draw layer can hold graphic images, drawings, embedded charts, and so on.

Objects that you place on the draw layer you can move, resize, copy, and delete — with no effect on any other elements in the worksheet.

Remember: The Drawing toolbar has two menu items — Draw and AutoShapes. They are menu items because they operate exactly like any menu item on the menu bar (i.e. they contain menus and submenus). The arrows associated with these menu items are unfortunately misleading because it appears as if you can click the arrow separately from the item name — you can't. Whether you click the menu item name or the menu item arrow, you're selecting only one thing, and that's the menu item.

Adding a Drawing Object to a Worksheet

Although you can access the drawing tools from the **Insert**⇨**P**icture menu command, your best course is to use the Drawing toolbar — which contains quick access to all the drawing features. To display the Drawing toolbar, choose **V**iew⇨**T**oolbars⇨**D**rawing from the menu bar.



You can also click the Drawing button on the Standard toolbar to display the Drawing toolbar.

The easiest way to add a drawing object on your worksheet is via the **A**utoShapes menu item on the Drawing toolbar. If you click the **A**utoShapes menu item, Excel displays a menu of drawing objects in the following eight categories:

- ✓ Lines (6 styles)
- ✓ Connectors (9 styles)
- ✓ Basic shapes (32 styles)
- ✓ Block Arrows (28 styles)
- ✓ Flowchart (28 styles)
- ✓ Stars and Banners (16 styles)
- ✓ Callouts (20 styles)
- ✓ More AutoShapes (Displays a list of clip art in the Insert Clip Art task pane)

Follow these steps to add a drawing object on your worksheet:

1. Click the AutoShapes menu item and select a category.
2. Click a particular shape from the palette that appears.
The mouse pointer changes to a thin cross and the palette of shapes disappears.
3. Position the mouse pointer at the spot in the worksheet where you want the shape to appear and then drag to create the shape.
4. Release the mouse button.

The drawn object appears selected on the worksheet, and its generic name appears in the Name Box. You can rename the object by typing a new name in the Name Box.

Remember: You cannot drag the object from the palette to the worksheet. You must first click the object and then drag the mouse pointer on the worksheet to create the object.

You can control how objects appear on the worksheet by selecting the appropriate option in the View tab of the Options dialog box. (Choose **Tools** ⇨ **Options** from the menu bar to open the dialog box and click the View tab.) In the Objects area of the View tab, the Show **A**ll radio button is selected by default. You can hide all objects by selecting the Hide **A**ll radio button or display objects as placeholders by selecting the Show **P**laceholders radio button. (This option may speed things up if you have complex objects that take a long time to redraw.) The following are a few techniques that you can use in adding an object to the worksheet:

- ✓ To draw an object that has the same height and width dimensions, press Shift as you draw the objects.
- ✓ To constrain a line or arrow object to angles that are divisible by 15 degrees, press Shift as you draw the object.

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- ✓ To make an object line up precisely to the worksheet row and column gridlines, press the Alt key as you draw the object.

Remember: By default, drawing objects print along with the worksheet. If you don't want the objects to print, you have the following two options:

- ✓ Access the Sheet tab of the Page Setup dialog box and select the Draft Quality option. See the section "Printing in Draft Quality," in Part VIII, for details.
- ✓ Right-click the object, choose Format AutoShape from the shortcut menu that appears, and deselect the Print Object check box on the Properties tab of the dialog box that appears.

Controlling How Objects Interact with Cells

Objects on the draw layer have properties that relate to how they move and change size if you move and size underlying cells. To change an object's properties, follow these steps:

1. Double-click the object to display its particular Format dialog box.
2. Click the Properties tab in the Format dialog box.



3. Select the appropriate radio button, as we describe in the following list:
 - **Move and size with cells:** If you select this option, the object appears to attach itself to the cells beneath it. If you insert rows above the object, for example, the object moves down. If you increase the column width, the object gets wider.

- **Move but don't size with cells:** If you select this option, the object moves if you insert rows or columns, but it never changes its size if you change row heights or column widths.
- **Don't move or size with cells:** If you select this option, the object is completely independent of the underlying cells.

4. Click OK.

Excel also enables you to *attach* an object to a cell. To do so, follow these steps:

1. Choose **T**ools⇨**O**ptions from the menu bar.
2. Click the Edit tab of the Options dialog box that appears.
3. Select the Cut, Copy, and Sort **O**bjects with Cells check box.
4. Click OK.

Graphic objects on the draw layer now attach to the underlying cells.

Copying a Drawing Object

The easiest way to make an exact copy of a drawing object is to select the object (by clicking it), press Ctrl, and then drag. After you release the mouse button, Excel creates a new copy of the object.

Deleting All Drawing Objects

To delete all objects on a worksheet, follow these steps:

1. Choose **E**dit⇨**G**o To from the menu bar (or press F5).
2. Click the **S**pecial button in the Go To dialog box.
3. Choose the **O**bjects radio button in the Go To Special dialog box that appears and then click OK.

All objects are selected; press Delete to delete them all.

Importing Graphic Files

A wide assortment of graphic files (sometimes known as clip art) is available, and you can use these images in your work without violating any copyright restrictions. Excel can import most graphics files that you can place on a worksheet's draw layer.

To add a graphic file to a worksheet, you can use either of the following methods:

- Choose **Insert**⇨**P**icture⇨**F**rom File from the menu bar to locate a particular file that's on a disk.
- Choose **Insert**⇨**P**icture⇨**C**lip Art from the menu bar to display the Insert Clip Art task pane (if it isn't already on-screen). The Insert Clip Art task pane enables you to search for a particular graphic file on a local drive, network server, the Web, and so on. The task pane also enables you to select an image from the Office Clip Organizer. The Clip Organizer is an Office Program that contains drawings, photographs, and other media files that you can insert on the worksheet's drawing layer.

After you place an image on a worksheet, you can move and resize it. You can also use the tools on the Picture toolbar to manipulate the image. The Picture toolbar appears after you select a picture.

Remember: Depending on the type of image, resizing may or may not produce good results.



Using graphics in a worksheet can dramatically increase the size of your workbook, resulting in more memory usage and longer load and save times.

See also “Applying a Background Graphic,” in Part VII.

Modifying a Drawing Object

Excel enables you to modify a drawing object that you place on the worksheet in several ways. You can, for example, format an object to add fill color or fill effects, add a shadow, or make a two-dimensional object three-dimensional. The following sections explain how to perform these tasks.

Formatting drawing objects

After you draw an object, you can format it at any time by following these steps:

1. Double-click the object to display its Format dialog box.
2. Select a tab for the formatting option you want to apply.

The Colors and Lines tab, for example, allows you to select fill color, fill effects, transparency and so on for the object. Select your options from the available drop-down list boxes.

3. Click OK.

The Drawing toolbar includes buttons, such as Fill Color, Line Style, Shadow Style and so on, that enable you to quickly change the formatting of drawing objects. See the following sections immediately in this part for a discussion of the Shadow Style and 3-D Style buttons.



The various formatting options enable you to modify the characteristics of a given AutoShape object. If you want to change the AutoShape that Excel associates with a given object, choose **Draw**→**C**hange AutoShape from the Drawing toolbar and select a new shape from the palette that appears.

Adding a shadow to a drawing object

To add a shadow to a drawing object, follow these steps:

1. Click the object to select it.
2. Click the Shadow Style button on the Drawing toolbar.
A palette appears that shows 20 shadow styles.
3. Click one of the shadow styles to match the style and direction of the shadow you want to apply to the object.



Click the appropriate button on the Shadow Settings toolbar to make adjustments to the style that you select. Using the buttons on the Shadow Settings toolbar, you can nudge the shadow in any one of four directions and/or select a different color for the shadow. To display the Shadow Settings toolbar, select the **S**hadow Settings option at the bottom of the Shadow Style palette.



See also “Making a drawing object three dimensional,” immediately following in this part.

Making a drawing object three dimensional

To add a three-dimensional (3-D) appearance to a drawing object, follow these steps:

1. Click the object to select it.
2. Click the 3-D Style button on the Drawing toolbar.
A palette appears that shows 20 3-D styles.



3. Click one of the 3-D styles to match the style and direction of the 3-D “extrusion” you want to apply to the object.

Click the appropriate button on the 3-D Settings toolbar to make adjustments to the style that you select. Using the buttons on the 3-D Settings toolbar, you can adjust the depth, direction, color and so on of the 3-D object. To display the 3-D Settings toolbar, select the 3-D Settings option at the bottom of the 3-D Style palette.



See also “Adding a shadow to a drawing object,” immediately preceding in this part.

Moving and Resizing Drawing Objects

To move a drawn object, follow these steps:

1. Click the object to select it.
2. Drag the object to its desired location.



If you press Alt while moving an object, the object’s upper-left corner perfectly aligns to the row and column gridlines.

To move a drawing object one pixel at a time, choose **Draw**⇨**Nudge** from the Drawing toolbar and select an option from the **Nudge** menu (**U**p, **D**own, **L**eft or **R**ight).

To change the size or proportions of a drawn object, follow these steps:

1. Click the object to select it.
2. Click one of its eight selection handles that appear.

The handles are the small circles around the border of the object.

3. Drag the handle until the object reaches the size that you want.



To maintain an object’s original proportions as you resize the object, press Shift while dragging any of its borders.

Rotating a Drawing Object

You can rotate drawing objects to any angle. To rotate a drawing object, follow these steps

1. Click the object to select it.
2. Choose **Draw**⇨**Rotate** or **Flip**⇨**Free Rotate** from the Drawing toolbar.

The object displays four green rotate handles on its corners.

3. Click and drag one of the handles to rotate the object to the angle that you want.

To remove the rotate handles on the object, Choose **Draw**⇨**Rotate** or **Flip**⇨**Free Rotate** from the Drawing toolbar.

Working with Multiple Drawing Objects

Sometimes you're working with a group of related drawing objects on your worksheet. Excel provides many useful tools to enable you to work with a group of drawing objects, as the following sections describe.

Selecting a group of drawing objects

To select more than one drawing object, you can press Shift or Ctrl as you click the objects that you want to select.



Another way to select a group of objects is to click the Select Objects button on the Drawing toolbar. After you do so, the mouse pointer turns into an arrow. You can then drag the mouse pointer around the group of objects to select them. To restore the mouse pointer to normal, press Esc (which also deselects the objects) or click the Select Objects button again. (This latter action doesn't deselect the objects.)

Grouping and ungrouping objects

Excel enables you to combine two or more drawn objects into a single object. This procedure is known as *grouping*. You can manipulate a group as a single object (moving it, resizing it, and so on).

To group two or more objects, follow these steps:

1. Select all objects that you want in the group by pressing Shift or Ctrl as you click each object.
2. Right-click an object to display a shortcut menu.

3. Choose **G**rouping⇨**G**roup from the shortcut menu.

Excel places handles around the group.

If you need to modify one of the objects in the group, you can ungroup the objects by following these steps:

1. Right-click the grouped object to display a shortcut menu.
2. Choose **G**rouping⇨**U**ngroup from the shortcut menu.

Excel breaks the object into its original components.

Changing the stack order of drawn objects

As you add drawing objects to the draw layer of a worksheet, you find that objects stack on top of each other in the order in which you add them. New objects stack on top of older objects.

If you find that an object is obscuring part of another, you can change the order of objects in the stack by following these steps:

1. Right-click the object to display its shortcut menu.
2. Choose **O**rder from the shortcut menu and then choose the appropriate command on the Order submenu, as follows:
 - Choose **O**rder⇨**B**ring to Front to move the object to the top of the stack.
 - Choose **O**rder⇨**B**ring Forward to bring the object one step toward the top in the stack order.
 - Choose **O**rder⇨**S**end to Back to move the object to the bottom of the stack.
 - Choose **O**rder⇨**S**end Backward to send the object one step to the bottom in the stack order.

Aligning and spacing drawing objects

If you have several drawing objects on a worksheet, you may want to align them in some way (left, right center and so on) or evenly space them on the worksheet. Follow these steps to align or space your objects:

1. Select all objects that you want to align or space by pressing Shift or Ctrl as you click each object.
2. Choose **D**raw⇨**A**lign or **D**istribute from the Drawing toolbar.

Excel displays the **A**lign or **D**istribute menu.

3. To align the objects, select an Align option from the Align or Distribute menu.

To space the objects, select a Distribute option from the Align or Distribute menu.

See also “Selecting a group of drawing objects,” earlier in this part.