

Computer Literature
Lesson 3: Ex. 18-23

Terms:

Chart: A graphic illustration of numbers, percentages, or other data. Each chart type displays data in a specific way.

Column or bar chart: A chart representing data by the height (column) or length (bar) of each column or bar. Use a column chart to compare one item to another or different items over a period of time.

Pie chart: A chart shaped like a pie, with each piece showing how that data relates to the whole.

Line chart: A chart consisting of a series of points that are connected by a line; the movement of the line indicates the trend over a period of time.

Datasheet: A worksheet in which you enter groups of numbers that will be represented in a chart.

Axis: A reference line on a graph. X-axis is the horizontal reference line on a graph. X-axis is the horizontal reference line and y-axis is the vertical reference line.

Legend: Identifiers that explain data groups within a graph.

Table: A graphic that consists of columns and rows of cells that can contain text, numbers, and/or graphic images.

Borders: Lines added to a table to divide the cells and thus better organize the information in the table.

You can choose where to place the border, the color of the border, and the border's line thickness.

Merge: Combining two or more cells to make a larger cell.

Split: Dividing a cell into two or more smaller cells.

Organization chart: An illustration of the hierarchy of owners, managers, or employees of a company.

Diagram: A chart used to show a process, relationships, overlapping areas between elements, steps to a goal, or an organization chart.

Paste: To insert information or an object from one file or program to another.

Link: To create a connection between information or an object in one file or program (source) and another file (destination) so that changes in the source file update the destination file automatically.

Source: The program or file in which the information or an object is created.

Destination: The program and file to which the source information or data is linked, embedded, or pasted.

Embed: To insert an object or information into a destination file so that it becomes a part of the destination instead of remaining connected to the source.

Procedures

Create a New Chart

•Insert Chart button

or

•In any Chart placeholder, double-click the chart icon.

Enter New Data

1. Delete the data from the datasheet.
2. Click the mouse in a cell and enter new data.
3. Press Tab to move to the next cell.
4. Press shift + Tab to move to the previous cell,
or
Use the directional arrow keys to navigate the datasheet.
5. Click the Open-Apple Q to close the datasheet

Import Existing Data

1. Double-click the Chart placeholder
2. Edit
3. File
4. Click the Import File
5. Select the Excel file to insert.

6. Click Choose
7. In the Import Data Options dialog box, select the sheet you want to use from the list.
8. Click one of the following options:
 - a. Entire sheet
 - b. Range
and enter the range of cells.

View a Datasheet

1. Double-click the chart or chart placeholder.
2. If the datasheet doesn't appear, select the chart and then
 - a. Click view
 - b. Click Datasheet
or
Click the View Datasheet button

View the Standard Toolbar in the Charting Mode

- Double-click the chart.

Change a Chart Type

1. Click the drop-down arrow of the Chart Type button
 2. Select a chart type from the drop-down list
- Or
1. Click Chart
 2. Click Chart Type
 3. Make a selection from the Chart Type dialog box.

Show/Hide Gridlines and Show/Hide Legend

1. Click the Category Axis Gridlines button
2. Click the Value Axis Gridlines button
3. Click the Legend button

Add Data Table to Slide

- Click the Data Table button

Return to Slide from Chart

- Click twice outside of the chart area.

Change Chart Objects

1. In the Chart Objects drop-down list on the Standard toolbar, select the object to change
 - a. Hint: If you're not sure what an object is called, point to it in the chart. A Screen Tip will display.
- Or
- On the chart, click an object to change.
2. Click the format button
 - a. The name of the format button changes depending on what chart object is selected when you click the button.
 3. The corresponding dialog box appears.
 4. In the dialog box, click the appropriate tab to find the option you want to change.
 5. Make your selections and click OK.

Insert a Table

1. Click the Insert Table button to display a drop-down grid of empty cells.
 2. Drag across and down to highlight the number of cells that you want in rows and columns in your table.
- or
1. Click Insert

2. Click New Slide
3. Click the Table slide layout.
4. OK
5. Click the Insert Table icon in the Object placeholder or double-click in the Table placeholder of a Title and Table slide. The Insert Table dialog box appears.
6. Enter the Number of columns
7. Enter the Number of rows
8. Click OK

Enter Text in a Table

1. Click within a cell to enter text.
2. Press the Tab key and Shift + Tab keys to move the insertion point from cell to cell.
3. Click outside of the table to return to the slide or press Esc twice.
4. Return to the table for edits by clicking the table.

Insert Column

1. Click within the column beside which you want to insert a column.
2. Click Table on the Tables and Borders toolbar
3. Click one of the following:
 - a. Insert Columns to the Left
 - b. Insert Columns to the right

Insert Row

1. Click within the row beside which you want to insert a row.
2. Click Table on the Tables and Borders toolbar
3. Click one of the following:
 - a. Insert Rows Above
 - b. Insert Rows Below

Insert Multiple Columns or Rows

1. At the location where you want to insert rows or columns, select the number of rows or columns you want to insert.
2. Follow steps 2 and 3 above for inserting a column or a row.

Delete Columns or Rows

1. Click in the row or column you wish to delete.
or
Select the rows or columns you want to delete.
2. Click Table on the Tables and Borders toolbar
3. Click one of the following:
 - a. Delete Columns
 - b. Delete Rows

Change Column Width/Row Height

1. Position the mouse over the borderline. The mouse pointer will change .
2. Drag the border to adjust row height or column width.

Change Table Borders

1. Select the cell or cells whose border you want to format.
2. Click the drop-down arrow of the Border style button.
3. Select the border style.
4. Click the drop-down Border width button.
5. Select the border width.
6. Click the Border color button
7. Select the border color.
8. Click the drop-down arrow of the Borders button.

9. Select the border(s) to which your formatting should be applied.
or
Use the Draw Table pointer to draw border formats.

Use Fill Color

1. Click within the cell, or select multiple cells that you want to format.
2. Click the drop-down arrow of the Fill Color button.
3. Select the fill color.

Align Table Text

1. Click within the cell, or select multiple cells that you want to change.
2. Click one of the following buttons:
 - a. Align Top
 - b. Center Vertically
 - c. Align Bottom

Merge and Split Cells

1. Select two or more cells to merge.
2. Click the Merge Cells button.
or
 1. Select a cell.
 2. Click the Split Cell button.
or
 1. Click the Draw Table button. The mouse changes to the Draw Table mouse.
 2. Drag the mouse in the cell horizontally or vertically to split the cell.
 - a. A line appears to split the cell.
 - b. When you're finished making changes, click the button again to turn it off.
- or
 1. Click the Eraser button. The mouse changes to the Eraser mouse.
 2. Click the mouse on the table border you want to erase.
 - a. When you're finished making changes, click the button again to turn it off.

Distribute Rows or Columns Evenly

1. Click within the table.
2. Click one of the following buttons:
 - a. Distribute Rows Evenly
 - b. Distribute Columns Evenly

Insert Organization Chart

1. Insert a new slide or change the slide layout to a Content layout.
2. Click the Insert Organization Chart slide layout icon in the placeholder.
3. Click the Organization Chart icon.
4. Click in a box and begin typing to enter text.
5. Press Enter to move to the next line of text in a box.
6. Press Enter to create a new line within the box.
7. File Update & Return (open-apple + W)

Add Boxes

1. Click the chart box on which to attach the new shape.
2. Click one of the following:
 - a. Subordinate
 - b. Coworker
 - c. Manager
 - d. Assistant
3. The box appears, attached to the selected box.

Edit Organization Chart

- Click the chart.

Resize the Chart Area

1. Click the chart area.
2. Position the mouse over a corner or side handle and drag the handle to resize the chart.

Display the Organization Chart Toolbar

- Click the chart.

Select Organization Chart Components

1. Click one chart box.
2. On the Organization Chart toolbar, click Edit, click Select
3. Choose one of the following:
 - a. All (Open-Apple + A)
 - b. All Assistants
 - c. All Co-Managers
 - d. All Managers
 - e. All Non-Managers
 - f. Group (Open-Apple + G)
 - g. Branch (Open-Apple + B)
 - h. Lowest Level
 - i. Connecting Lines
 - j. Background Objects
 - k. Select Levels
 - i. Make sure nothing but chart is selected.
 - ii. Press and hold the Shift key.
 - iii. Click on the boxes, lines, or objects to modify.
 - iv. Release Shift when all objects are selected.

Modify Text

1. Select text.
2. Click Font
3. Select the font, size, or style.
4. Click OK
5. Click Alignment
6. To change alignment, click one of the following:
 - a. Left
 - b. Right
 - c. Center

Delete Boxes

1. Select box(es).
2. Press the Delete key

Paste Objects

1. In the source application, select the object or information.
2. click Edit
3. Click Copy
4. Switch to PowerPoint
5. Display the slide on which to paste.
6. Click Edit
7. Click Paste

Link Object

1. In the source application, select the object or information.
2. Click Edit
3. Click Copy
4. Switch to PowerPoint
5. Display the slide on which to paste
6. Click Edit
7. Click Paste Special
8. In the Paste Special dialog box, click Paste link
9. Choose the object type in As
10. Click OK

Update Links Automatically

1. Open a file containing links.
2. When prompted, choose to update all links in the file.

Embed Existing Object

1. In the source application, select the object or information.
2. Click Edit
3. Click Copy
4. Switch to PowerPoint
5. Display the slide on which to paste
6. Click Edit
7. Click Paste Special
8. In the Paste Special dialog box, click Paste
9. Choose the object type in As
10. Click OK

Embed New Object

1. Click Insert
2. Click Object
3. In the Insert Object dialog box, click Create New
4. Select the object in Object Type
5. Click OK
6. Click anywhere outside of the object to deselect the object.

Edit Linked or Embedded Object

- Double-click the object.