

Excel 2003

Working with Graphic Objects

User's Manual

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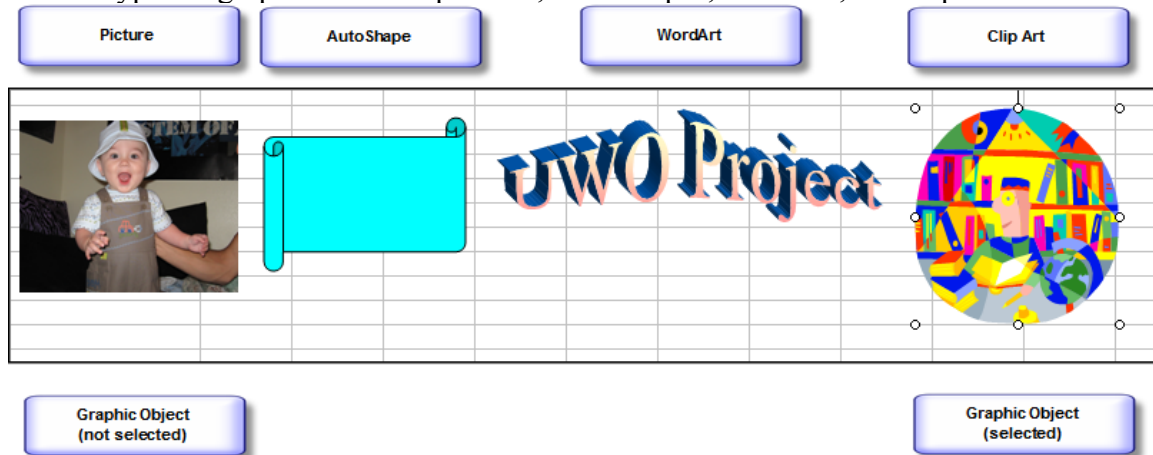
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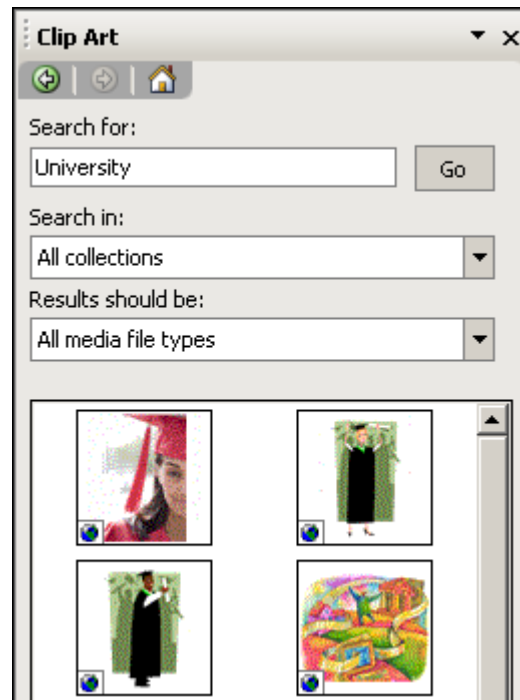
Insert Graphics

A graphic object is a visual element you can insert anywhere in a worksheet or workbook, but is not associated with a specific cell or data on your worksheet. There are several types of graphics such as pictures, AutoShapes, WordArt, and clip art.



Insert Clip Art

1. Choose → Picture → Clip Art.
2. In the Search For text box type a Description of the clip art you are Looking for.
3. From the Search In drop-down box Select the appropriate collection (default is All Collections).
4. From the Results Should Be drop-down Box, select the appropriate media type (default is All Media File Types).
5. Click Go.
6. Select the worksheet where you want To insert the clip art.
7. To add the clip art to the worksheet, double-click the clip art you want to insert, or click on the drop-down arrow at the right of the clip art.

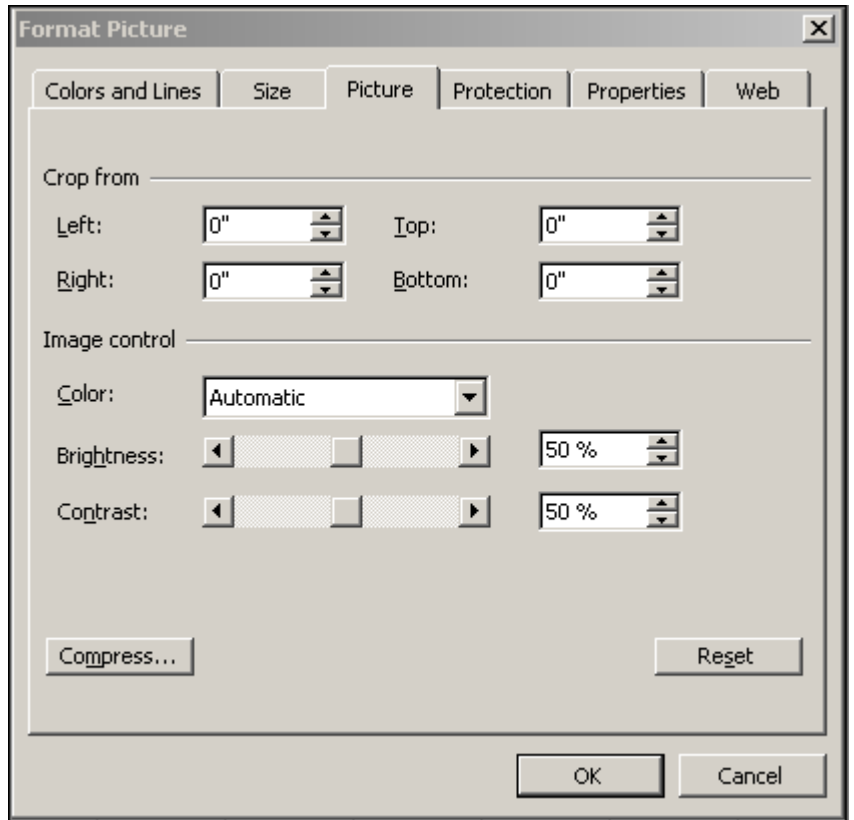


Position a Picture

1. Select the picture.
2. Drag the picture to the new location within the worksheet.

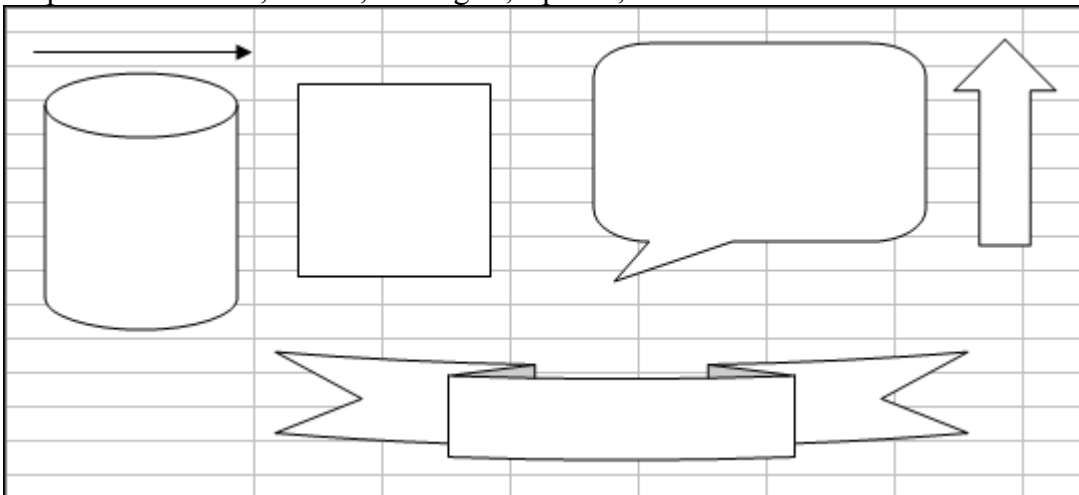
Format Pictures

1. Right-click the picture and Choose Format Picture. You Can also select Format Picture from the Format Menu.
2. Select the appropriate tab For the required change.
3. Make the change.
4. Click OK.



Create AutoShapes

AutoShapes are a collection of shapes that can be inserted, formatted and sized. These shapes include lines, circles, rectangles, squares, arrows and callouts.



Create a Graphic Object

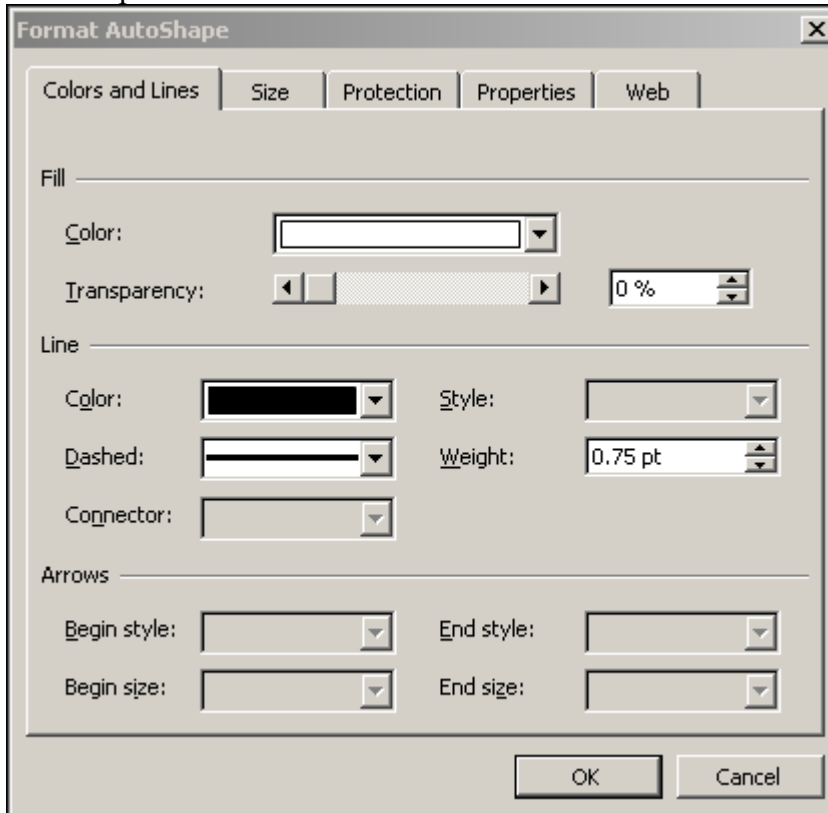
1. On the Drawing toolbar, select the shape you want to draw.



2. Select the approximate location in the worksheet where you want the drawing to appear.
3. Drag the mouse pointer in the worksheet until the graphic object is the desired shape and size.

Format Graphic Objects

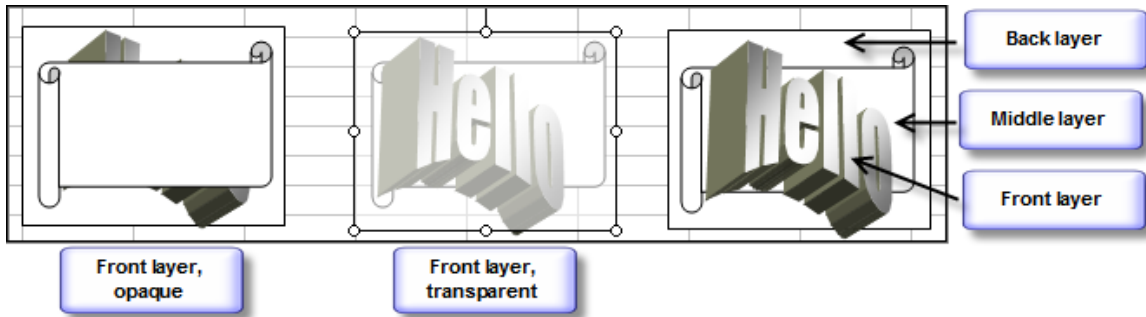
1. Right-click the graphic object and select Format AutoShape. The Format AutoShape command is also accessible from the Format menu.



2. Select the appropriate page for the required change.
3. Make the formatting change you want.
4. Click OK.

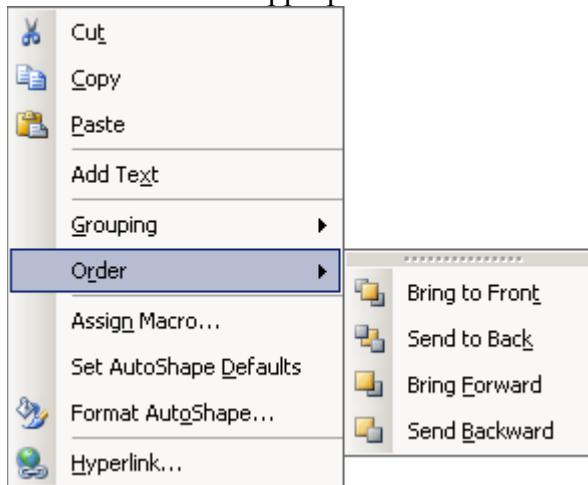
Change the Order of Graphic Objects

Layering is a method of displaying graphics that overlap other graphics in a specific order. Each graphic object is a separate layer. The order and opaqueness of the graphic object determines which part of a graphic object is visible.



Change the Order of Graphic Objects

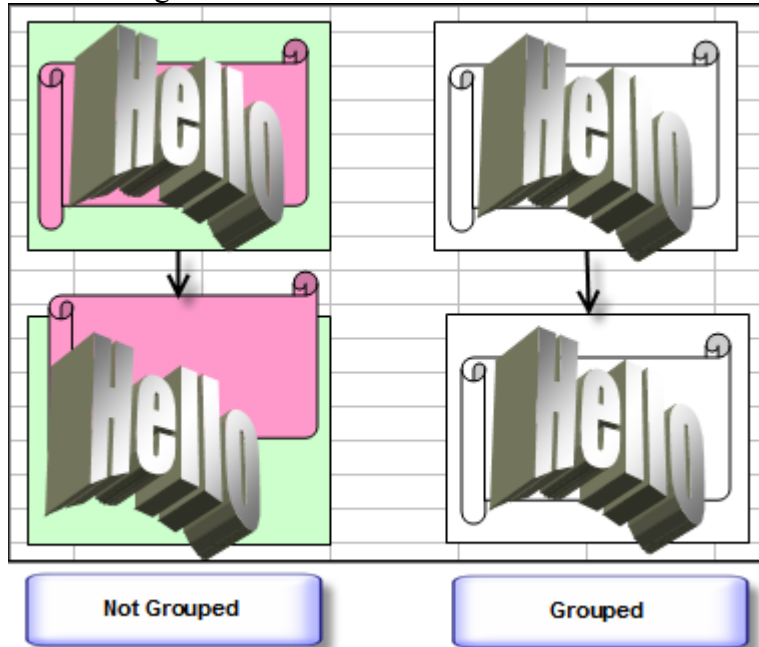
1. Right-click the graphic object and choose Order.
2. Choose the appropriate action to move the graphic object forward or back.



- To put a graphic object in front of all the other graphic objects, choose Bring to Front.
- To put a graphic object behind all the other graphic objects, choose Send to Back.
- To move a graphic object in front of the graphic object directly above it, choose Bring Forward.
- To move a graphic object behind the graphic object directly below it, choose Send Backward.

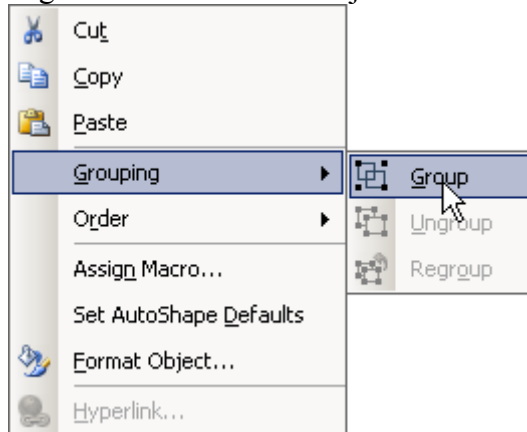
Grouping

Grouping allows multiple graphics to be formed into one single graphic. A grouped object will have its own selection handles that can be used to copy, move and resize the “group” of objects as a single item.



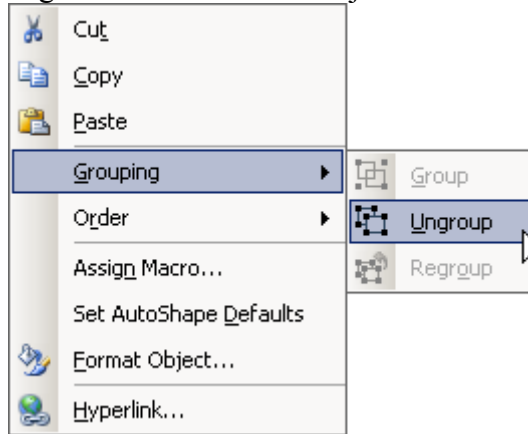
Group Graphic Objects

1. Select all the objects you want to group.
2. Right-click the selected objects and choose Grouping→Group.



Ungroup Graphic Objects

1. Select the object you want to ungroup.
2. Right-click the selected object and choose Grouping→Ungroup.



Move, Copy and Resize Graphic Objects

Move Graphic Objects

1. Select the graphic object you want to move.
2. Drag the object to the new location within the same worksheet.

Copy Graphic Objects

1. Right-click the object and select the Copy command.
2. Select the worksheet where you want to copy the graphic object.
3. Paste the object in the new location.

To copy an object to a worksheet or a chart within a worksheet

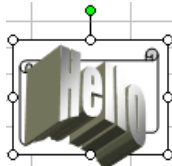
- a. Right-click in the worksheet and choose Paste.

To copy an object to a chart

- a. Select the chart.
- b. Choose Edit→Office Clipboard.
- c. Under Click an Item to Paste, double-click the item you want to copy.

Resize Graphic Objects

1. Select the object you wish to resize.
2. Click on one of the corner sizing handles and drag to the size you want.



3. An alternative is to right-click the object and choose Format Object.
4. On the Size page, make the changes required.
5. Click OK.