



Tip: If you click Finish now, Excel displays a chart using default values. Continue using <Next> so you can see the available Chart Wizard dialog boxes.

1. Close the Office Assistant if it is open. Then click **Press and Hold to View Sample** to preview the chart.
2. Click **Next>** to view dialog 2 of 4. Here you can change the data range and the series. Examine the two tabs to see how the series, labels, name, and values are established.
3. Click **Next>** to view dialog 3 of 4. Type the Chart title, Category (X) axis, and Value (Y) axis as shown in the following illustration.
4. Click **Next>** to view dialog 4 of 4. Here, you can place the chart in either a new sheet or on an existing sheet by picking the option button and corresponding name.
5. Click **Finish** to place the chart with your data on Sheet1.

6. Now compare your chart to the following illustration.
7. Save the workbook: <Ctrl+S> type **Charting** <Enter>.

Note: You can change the chart using the Chart menu. This menu is available when you select the chart. Here, you can change the chart type as well as add gridlines, change colors, and much more.

8. Spend a few minutes experimenting with the Chart menu selections. In particular, check the folders of the Chart Options dialog.
9. Close the Chart Options dialog and double-click the chart to display the Format Chart Area dialog, which is used to change chart colors and patterns, text fonts, and other chart properties.

Tip: You can also double-click specific objects on your charts to display corresponding dialogs that are used to change different features.

10. This completes the charting activity. Close any open dialogs and press <Alt+F4> to exit Excel. Click **No** to exit without saving your experimental changes.

11.4 Using Template

The Template Wizard with Data Tracking add-in creates a template that links selected cells in a workbook to fields in a database. When you base a new workbook on the template and enter data in the linked cells, Microsoft Excel creates a new record in the database and copies the data to the corresponding data fields when you save the workbook.

For example, suppose that you want to track work-related injuries from multiple manufacturing sites that are connected by a network. First, create a form on a worksheet that requests the information needed for each injury report. Then use the Template Wizard to create a template from the form and link the template to a central database. When workers fill out a new injury report based on the template, they create both a "hard copy" report and a corresponding record in the database.

The Template Wizard with Data Tracking does the following:

- Automatically adds data from existing workbooks If existing workbooks contain data you want to include in the new database, the Template Wizard can automatically add the data. However, the locations of data in the existing workbooks must match the locations of cells you select for the data fields. For example, if in step 3 of the Template Wizard you indicate that the field Employee ID is entered in cell \$D\$4 of the sheet named Personal _ Data, all existing workbooks must contain the employee number in the cell Personal_Data!\$D\$4. If the data locations do not match, incomplete or blank records might be added to the database.
- Allows storage in your choice of databases The database can be a Microsoft Excel list , or a Microsoft Access, Microsoft FoxPro, or dBase database for which you have installed the necessary ODBC driver and other data access components. Store the database in a network location that all users of the form have access to.
- Allows record updates and report creation You can create reports from the saved data or use it as you would any database. To change the data in a record, you can reopen and edit the saved copy of the form that is associated with that record. If you delete the copy of the form, the corresponding record is retained in the database and any future updates to the record must be done with the database program. You can delete the record as you would any record in that type of database.

You can make templates easy to access To make the template available to all users, store the template on an accessible network location. Then create a shortcut to the template, and have users copy the shortcut to the Templates folder. The Templates folder is in the folder in the Microsoft folder.

Create a form template that copies worksheet data to a database

If the **Template Wizard** command is not on the **Data** menu, you need to install the Template Wizard with Data Tracking add-in before you can perform this procedure.

1. Open the workbook in which you'll enter the data you want to copy to a database.

2. Enter labels for the data you want entered on the worksheet. Enter each label in a cell above or to the left of the cell that contains the data. The labels will be used as field names in the database.
3. On the Data menu, click Template Wizard.
4. Follow the steps in the wizard.

Note The database you link to the form template can be a Microsoft Excel list, or a Microsoft Access, Microsoft FoxPro, or dBase database for which you have installed the necessary ODBC driver and other data access components.

11.5 Using Views

Custom views change the way workbooks, worksheets, objects, and windows are displayed. You can define sets of particular display and print settings and save them as views. Then you can switch to any of the views whenever you want to display or print the workbook in a different way.

What can be stored in custom views? The stored settings include column widths, display options, window size and position on the screen, window splits or frozen panes, the sheet that is active, and the cells that are selected at the time the view is created. You can also optionally save hidden rows, hidden columns, filter settings, and print settings.

The custom view includes the entire workbook. If you hide a sheet before a view is added, Microsoft Excel hides the sheet each time you show the view.

Before you create a view Set up the workbook to appear the way you want to view and print it. If you include print settings in a view, the view includes the defined print area or the entire worksheet if the sheet has no defined print area.

Create a view

1. Change the settings that you want to save in the view.

Learn about setting that are saved when you create view

On the **View** menu, click **Custom Views**.