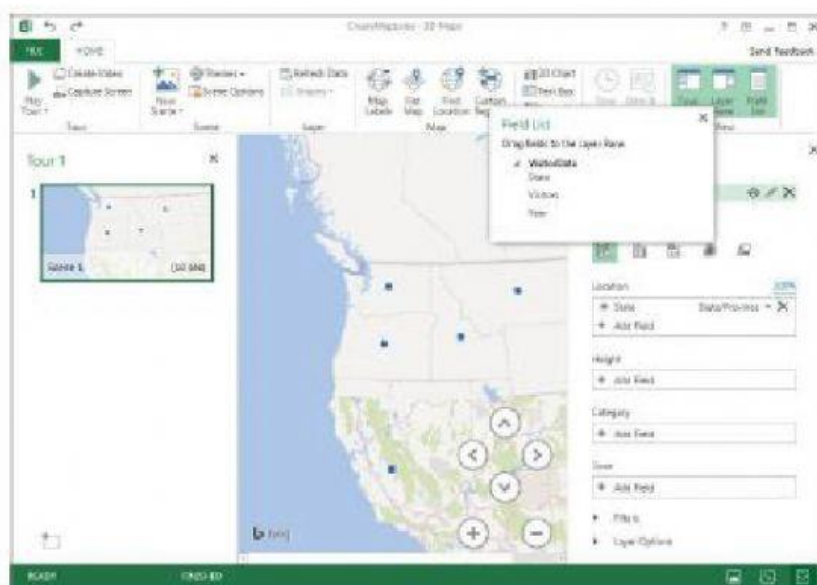


Lesson 4 Creating 3D Maps on Excel

Much of the business data you collect will refer to geographic entities such as countries/regions, cities or states. You can plot your data on 3D maps by using the built-in Power map facilities



Summarize data by using a 3D map

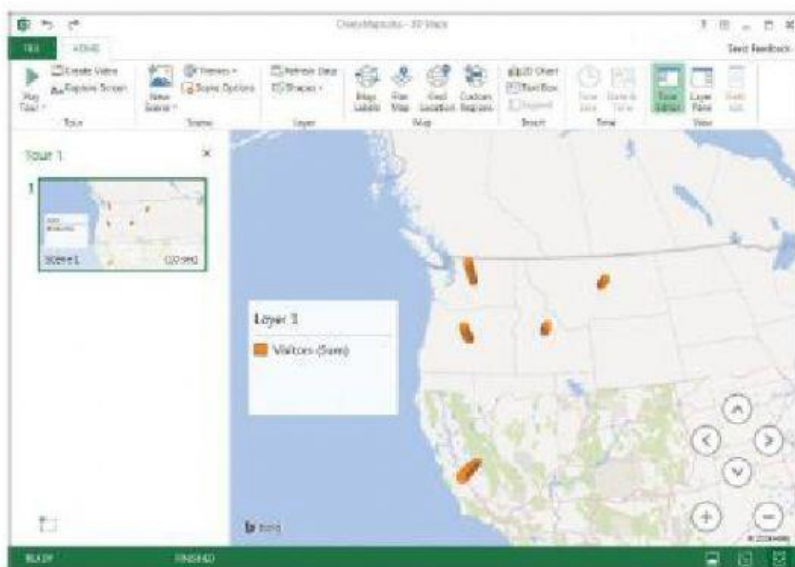
After you add an Excel table to the Data Model, you can summarize its data geographically. All you need to do is click a cell in the Excel examine your data source and, if it recognises geographic entities such as cities or countries/regions it adds the fields to the map's layout.



Tip

If you haven't clicked a cell in an Excel table that contains data you can use to create a map, Excel doesn't add a geographic data field to the Location area of the Layers task pane.

With the 3D map in place you can add data fields to the layout, supplement the display by adding 2D line or column chart of the data, or change the fields used in the visualization. If you have multiple geographic data levels available, such as country/regions, states and city, you can change the level of analysis before closing your map and returning to the main Excel workbook.



Summarize data by geographical entity by using a 3D map



Tip

After you close the 3D Maps window, Excel adds a text box to the worksheet from which the 3D Maps draws its data, indicating that the workbook has 3D Maps tours available.

One real strength of 3D maps is the ability to create tours, which are animation of the data summarized in your map. If your data has a date or time component, such as years, months and days (or specific dates) you can create an animation that shows how the data changes over time.

IMPORTANT

The field you add to the Time box must be formatted by using a Date or Time data type.

After you create your map, you can copy an image of the screen in the clipboard, save the animation as a video, edit the map or delete the map entirely.

To create a 3D

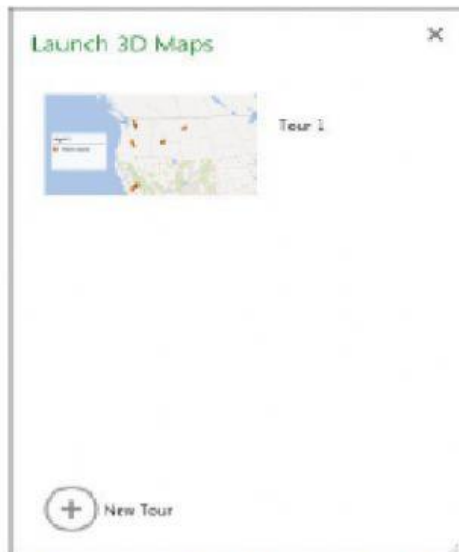
1. Click a cell in the **Excel** table that contains the data you want to map.
2. On the **Insert** tab of the ribbon, in the **Tours** group, click **3D Map**.
3. If necessary, in the **3D Maps** window, on the **Home** tab of the ribbon in the **View** group, click **Field List** to display the **Field List** pane.
4. If necessary, drag the field that contains geographic information, such as states from the **Field List** to the **Location** box.
5. Drag the field that contains the summary data from the **Field List** to the **Height** box.
6. If you data contains a third compound, such as a company, drag the field that contains this category data from the **Field List** to the **Category** box.

To return to the main Excel Workbook.

1. Perform either of these steps.
 - . In the **3D Maps** window, display the backstage view, and then click Close.
 - . On the title bar of the **3D Maps** window, click the **Close** button.

To launch a 3D map.

1. On the **Insert** tab of the ribbon, in the **Tour's** group, click **3D Map**.



Select an existing 3D map to launch

2. In the **Launch 3D maps** dialog box, click the tour you want to launch.

To summarize mapped data by using a 2D chart

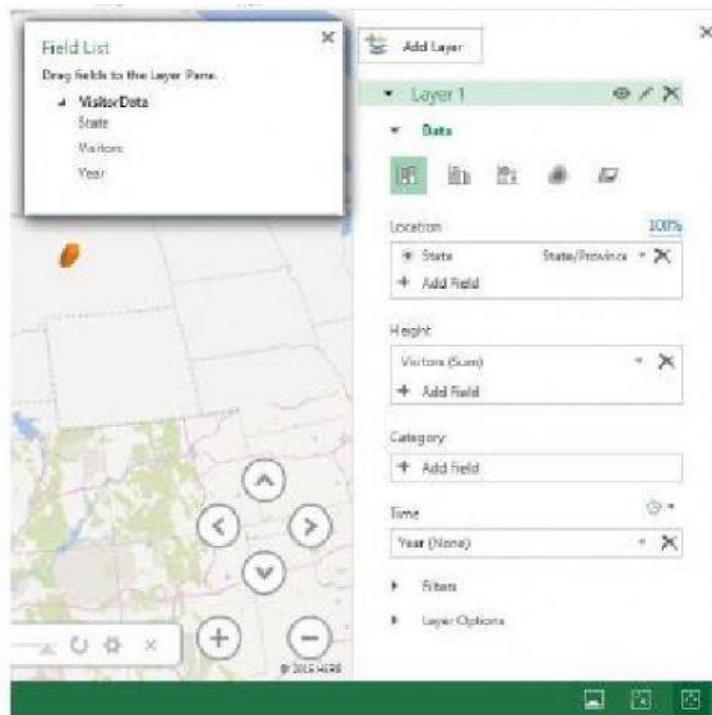
1. Launch the **3D map** you want to summarize.
2. On the **Home** tab, in the **Insert** group, click **2D Chart**.
3. If necessary. Point to the chart, click the **Change the Chart** type button in the upper-right corner of the chart, and then click a new chart type.

To change the geographical type of a visualization

1. Launch the 3D map you want to edit.
2. If necessary, in the **View** group, click **Layer Pane** to display the **Layer** task pane.
3. Also, if necessary, click **Field List** to display the **Field List** pane.
4. In the **Location** on box, click the geographical type.
5. In the list that appears, click the new level at which you want to summarize the data.

To animate your data over time.

1. Create a 3D map that includes summary and location data.
2. If necessary, click **Layer Pane** to display the **Layer** task pane.
3. If necessary, click **Field List** to display the **Field List** pane.
4. Drag a field containing time data from the **Field List** pane to the **Time** box of the **Layer** task pane.



Animate data by using a time series from your data set

5. On the **Home** tab, in the Tour group, click **Play Tour**.

To filter 3D map data.

1. Launch the 3D map you want to edit.
2. If necessary, click **Layer Pane** to display the **Layer** task pane.
3. In the **Layer** task pane, click **Filters**, click **Add Filter**, and then click the field by which you want to filter your map.



Apply a filter to focus on specific data in your map

4. Use the controls in the **Filter** area of the **Layer** task pane to create your filter.
5. Click **Apply Filter**.

To remove a 3D map filter.

1. Display the 3D map from which you want to remove the filter.
2. In the **Layer** task pane, display the available filters.
3. Point to the filter you want to remove, and then click **Delete**.

To capture a screenshot of a 3D map.

1. Display the 3D map whose image you want to capture.
2. On the **Home** tab, in the **Tour** group, click **Capture Screen** to copy an image of the map to the Clipboard.
3. Open the document in which you want to paste the image of the map.
4. Press **Ctrl+V** (or use the appropriate paste command for the app you opened) to paste the map image into the open document.

To play a 3D map tour as a video.

1. Display a 3D map tour that has a time component.
2. On the **Home** tab, in the **Tour** group, click **Play Tour**.
3. When the tour has finished running, point to the bottom of the screen to display the control bar, and then click the **Click to go back to Edit View** button.

To save a 3D map video

1. Display a 3D map tour that has a time component.
2. In the **Tour** group, click **Create Video**.
3. In the **Create Video** dialog box, click the button that represents the video quality and resolution you want.
4. Click **Close**.
5. In the **Save Movie** dialog box, navigate to the folder where you want to save the video.
6. In the **File** name box, enter a name of the video.
7. Click **Save**.

To delete a 3D map

1. In an **Excel** workbook that contains 3D maps, on the Insert tab, click **3D map**.
2. In the **Launch 3D Maps** dialog box, point to the 3D map tour you want to delete and click the **Delete** button in the upper right corner of the tour.
3. In the **Delete** Tour dialog box, click Yes to confirm that you want to delete the tour.
4. Click the **Launch 3D Map** dialog box.

Questions

1. How do you create a 3D ?

2. How do you change the geographical type of visualization?

3 How do you play a 3D map tour as a video?