Lesson 5 Graphical Tools

Using the Graphical Tools

You can use Excel's graphical tools to enhance the look of a spreadsheet or chart or make it more understandable. The graphical tools allow you to add shapes (such as arrows and lines) and text boxes.

Drawing Shapes

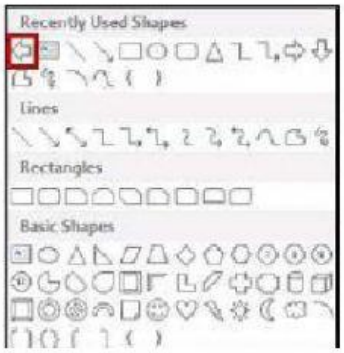
The following will explain how to draw shapes using *Excel's* drawing tools.

1. On the *Insert* tab ,click the **Shapes** tool. **1**



1

2. The *Shapes gallery* will appear. Click the **shape** that you want to draw in the **spreadsheet**. **2**



2

3. Your mouse cursor will change to a crossbar and you are ready to draw the shape. Hold left-click and drag in your spreadsheet where you want the shape to go**. 2**



3

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4. As your mouse moves over the spreadsheet, it will create the shape. Release the left mouse button when finished drawing your shape.

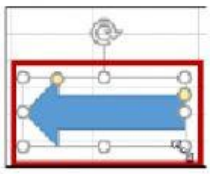
Modifying Shapes

Once a shape is placed on the spreadsheet, you can modify the shape in a number of ways, such as resizing, reshaping, adding fill and outline colours, adding shadows and adding text.

Resizing Shapes

Shapes are resized in the same way as clip art and pictures. The following explains how to resize a shape.

1. Click on the *shape* that you want to resize. **Sizing handles** will appear as circles around the shape. **1**

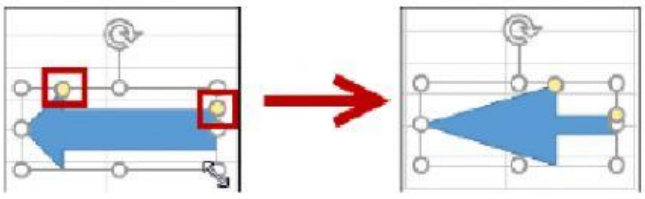


1

2. Hover your mouse cursor over a *sizing handle*. The mouse pointer will change its appearance to a double-arrow to indicate which direction the shape will be resized.
3. Hold left-click and drag the mouse to increase and decrease the size of the shape.
4. Release the mouse button when you have adjusted the shape to a larger or smaller size. **2**

Reshaping

Some shapes have yellow reshaping points that you can click and drag to alter a certain aspect of the shape, such as the arrow point in the arrow shape.



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Adding a Shape Style

Shape styles are presets that will apply a specific format to your shape. The following explains how to add a shape style.

1. Click on the Shape so that it is selected.
2. In the Ribbon,click the Drawing Tools – Format tab **1**



1

3. In the *Shape Styles* group, click the **More** buttons. **2**



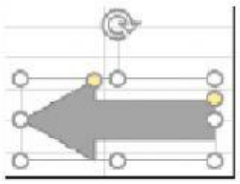
2

4. The *Shape Styles* gallery will open. Click the Style of your choice. **3**



3

5. Your *selecterd* style will be applied to the shape. **4**

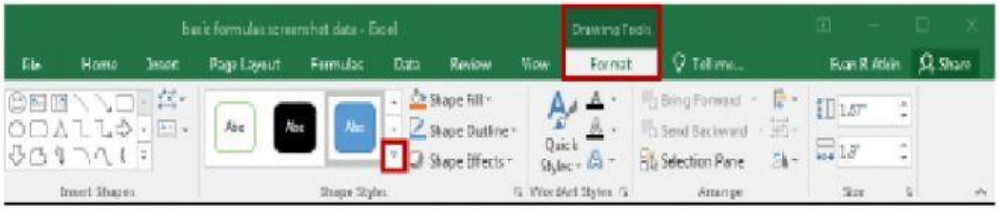

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Quick Shape Formatting

New in Excel are Quick Shape formats. This feature increases the number of default shape styles by introducing new "preset" styles grouping when accessing shape styles. To apply a quick shape format:

1. After drawing your shape, the *Drawing Tools: Format* tab will appear. **1**
2. On the *Drawing* Tools – *Format* tab,click the *drop-down arrow* in the **Shape Styles** box. **1**



1

3. A drop-*down* will appear displaying all **styles**. **New** *preset styles* can be found under the **preset grouping**. **2**



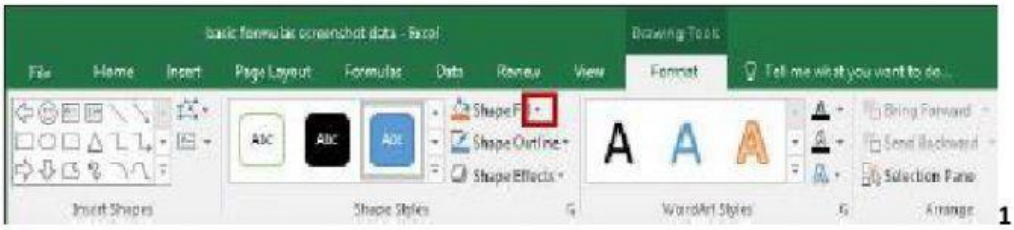
1

Adding Fill Colour

The following explains how to add a fill colour to a shape.

1. On the *Drawing Tools – Format tab*, under the *Shape Styles group*, click the drop-down **arrow next to the Shape Fill icon. 1**

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1

2. A *List of colour* will be displayed. Click the **colour** of your choice. **2**



2

Changing the Outline of a Shape.

The following explains how to change the outline of a shape.

1. On the *Drawing Tools – Format tab*, under the *Shape Styles* group, click the drop-down arrow next to the **Shape Outline** icon. 1



1

2. A list of *colours* will be displayed. Click the *Outline colour* of your choice. **2**



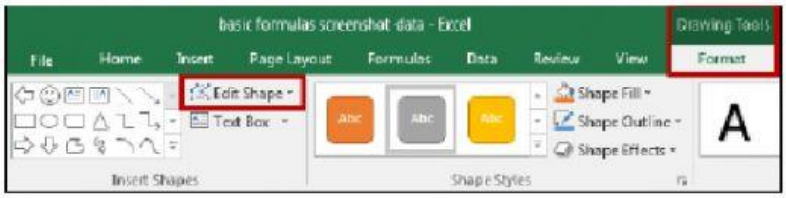
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Changing a Selected Shape

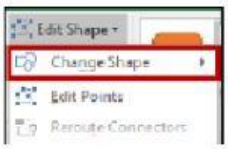
You can change an existing shape into a different one without having to delete the existing shape. The following explains how to change a shape:

1. On the *Drawing Tools - format* tab, under the *Insert Shape* group. click **Edit Shape1**



1

2. A *drop-down menu* will appear. Click **Change Shape**.**2**



2

3. The *Shapes* gallery will appear. Select the new a shape to replace the *existing* one**. 2**

Adding Text to a Shape.

Shapes are helpful in pointing out information on a spreadsheet, and they can also be used as a text box. To add text to a shape.

1. Select the shape you wish to add text to.
2. 2. Begin typing your text. The text will appear within the shape. Text can be formatted just like regular text in the spreadsheet.1



1

Questions

1. **Explain the steps of Drawing a Shape.**

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2. **Explain the steps for changing the colour?**

3. **Explain the steps to add text to a shape.**

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