

CHAPTER SIX: USING TEMPLATES & AUTOFORMATS

This Chapter Will Include:

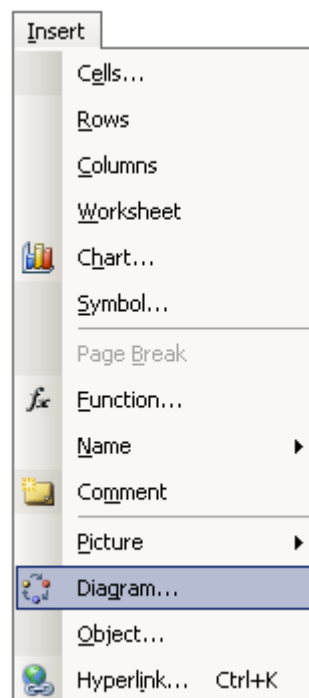
- Adding Diagrams
- Using AutoFormat Features
- Applying Templates

Adding Diagrams

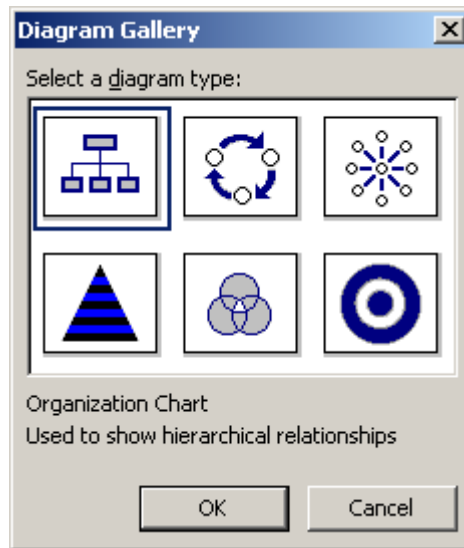
Microsoft Excel comes with six different built-in diagram templates which you can apply to your worksheet and edit as necessary.

To add diagrams, follow these steps:

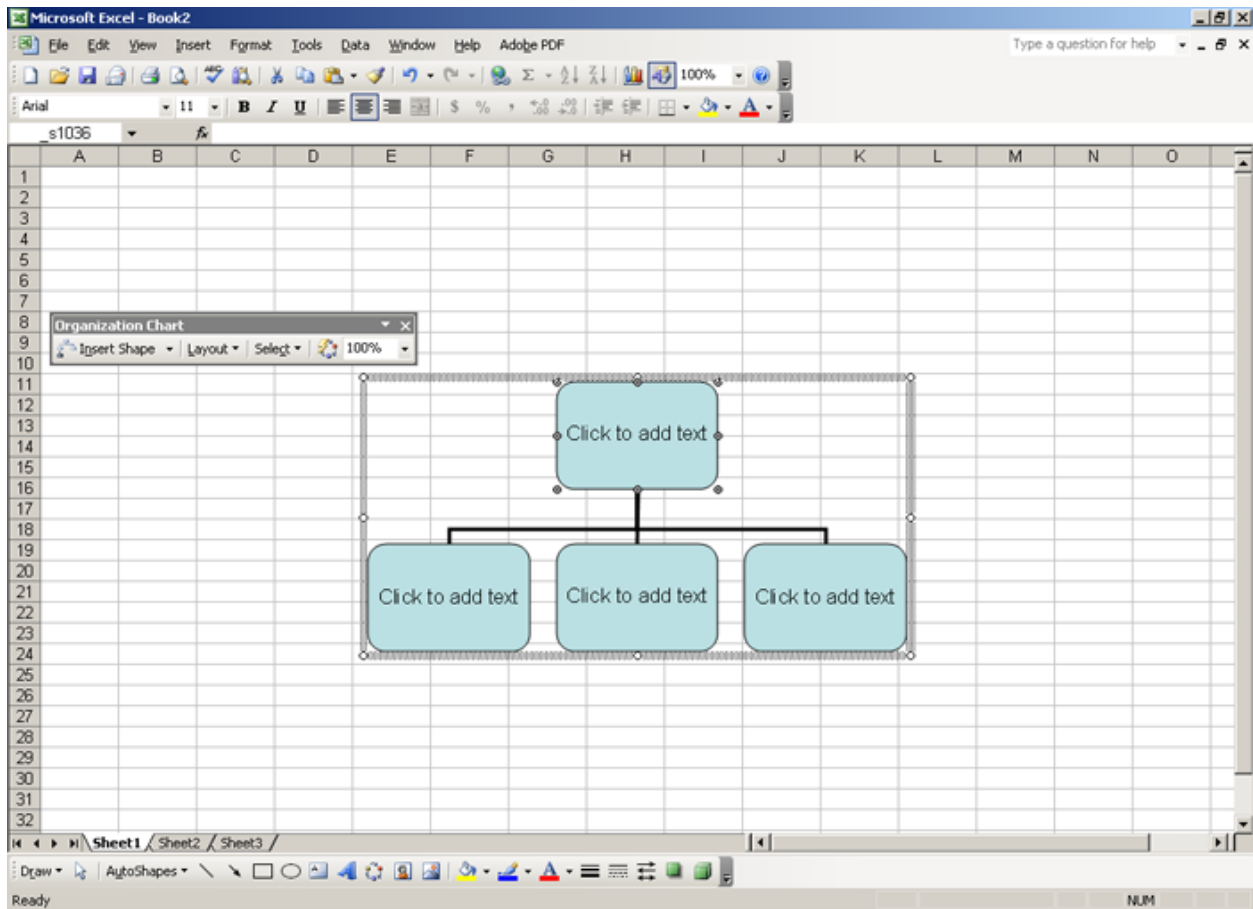
1. Find **Insert** in the **Menu toolbar** and click **Diagram**.



2. In the **Diagram Dialog Box**, choose the diagram structure you want and click **OK**. This will insert the diagram into the worksheet.



3. Notice that a **floating toolbar** will appear with options for customizing the diagram. Notice also that the **Drawing toolbar** will appear above the **status bar**. You can use both of these to make changes to your diagram.



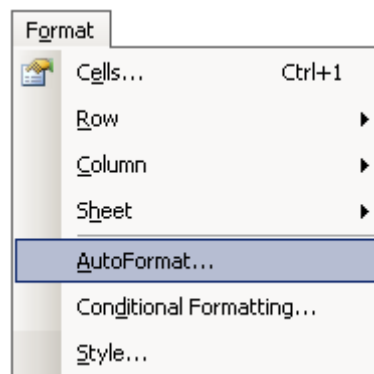
4. You can edit the diagram by clicking where it says "Click to add text" and typing your own text. You can also make the diagram larger by clicking on the **sizing handles** that appear as circles in each corner of the box surrounding the diagram.

Using AutoFormat Features

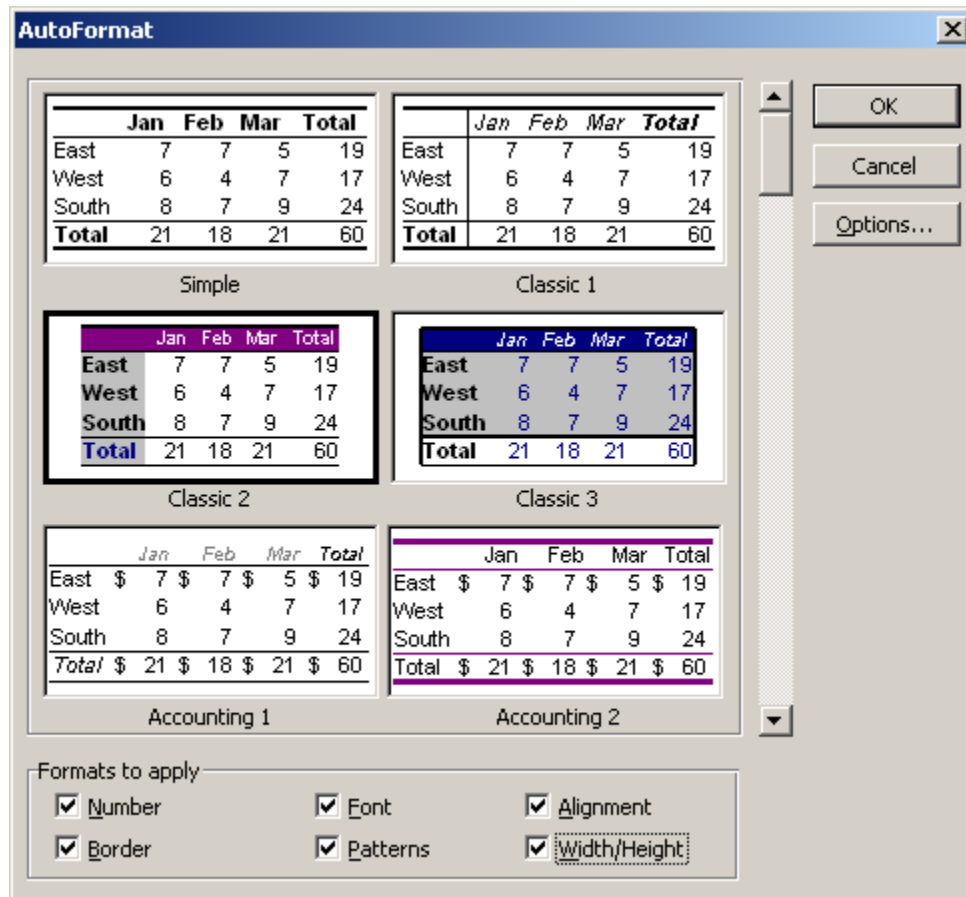
Excel contains **AutoFormat** features which can be applied to format groups of cells.

To use the AutoFormat feature, follow these steps:

1. Select the cells you want to apply the AutoFormat to.
2. Go to **Tools** in the **Menu toolbar** and click **AutoFormat**.



3. In the **AutoFormat Dialog Box**, choose the format you want.
4. To make further customizations, click **Options**. This will extend the AutoFormat Dialog Box so you can choose which specific formats you don't want applied to your worksheet.



- When you are finished, click **OK** to apply your changes.

	A	B	C	D	E	F
1	Houses in the Louisville Area					
2						
3						
4	Color	Location	% of Similar Houses Nearby	Date Viewed	Price	
5	Blue House	Lexington Rd.	15%	March 4, 2007	\$200,000	
6	Red House	Pennsylvania Ave.	5%	February 15, 2007	\$175,000	
7	Green House	St. Regis Way	0%	January 20, 2007	\$185,000	
8	Yellow House	Sterling Rd.	30%	February 21, 2007	\$150,000	
9	Green House	Taylorsville Rd.	25%	March 13, 2007	\$250,000	
10	White House	Lowe Rd.	75%	April 1, 2007	\$190,000	
11	Purple House	Frankfort Ave.	2%	April 23, 2007	\$210,000	
12						
13				Total	\$1,360,000	
14				Average	\$194,286	
15				Minimum	\$150,000	
16				Maximum	\$250,000	
17						
18						
19						
20	House Description	Total Approximate Cost				
21	Blue House	\$201,000				
22	Red House	\$180,000				
23	Green House	\$186,500				
24	Yellow House	\$152,000				
25	Gray House	\$252,500				
26	White House	\$196,000				
27	Purple House	\$212,300				
28						
29						
30						
31	Color of House	Bedrooms	Bathrooms	Size of Kitchen	Approximate Cost of Repairs	
32	Blue House			Medium	\$1,000	

Applying Templates

Microsoft Excel comes with several templates that can be applied to a worksheet. Templates can be edited as necessary.

To apply templates, follow these steps:

1. On the **Menu toolbar**, go to **File** and click **New**. This will open the **New Workbook** task pane.
2. Under **Templates** on the New Workbook task pane, choose **On My Computer**.
3. In the **Templates Dialog Box**, make sure the **Spreadsheet Solutions** tab is selected.
4. Choose **Balance Sheet** and click **OK**. This will open a new worksheet with your new template.
5. To edit the template, move the cell pointer to the appropriate fields and edit as is needed.

