



Formatting & Presentation

Getting Started with Excel Formatting and Presentation

Excel 2007 features a number of formatting and presentation aids designed to draw attention to and clearly display analyzed cell data. Conditional formatting can now be applied to features like data bars, color scales and icon sets, as well as tables and PivotTables, making color formatting more flexible. The popular Chart Wizard has been replaced in Excel 2007 by a set of dedicated buttons and groups located on the

Ribbon, simplifying the chart creation process. Adding calculated fields to PivotTables is also easier than ever before, allowing you to use PivotTables for a diverse range of analysis and presentation purposes.

Note: Since some basic knowledge of Excel 2007 is assumed, those in need of a starter guide are referred to the *Excel 2007 Quick Reference Guide* by Nevada Learning Series.

The Office Button

The Insert tab

Conditional Formatting menu. See *Conditional Formatting*, page 2.

Formula bar

Data bars. See *Data Bars*, page 2.

PivotTable. See *PivotTables*, page 3.

Column chart. See *Column Charts*, page 4.

	2004	2005	2006	2007	2008	2009
Gross Sales	\$ 5,456.23	\$ 5,850.42	\$ 6,248.00	\$ 6,441.00	\$ 6,595.00	\$ 6,978.70
Returns	\$ 400.00	\$ 401.00	\$ 402.00	\$ 403.00	\$ 404.00	\$ 405.00
Total Expenses	\$ 1,320.56	\$ 1,200.87	\$ 1,100.98	\$ 1,080.14	\$ 980.43	\$ 896.30
Salaries	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Profits	\$ 1,735.67	\$ 2,248.55	\$ 2,745.02	\$ 2,957.86	\$ 3,210.57	\$ 3,677.40

Row Labels	Sum of Sales	Sum of Returns
Boxed drink	816	57
Jesse	290	15
Rafael	230	21
Sally	296	21
Jelly	1702	60
Jesse	445	21
Rafael	483	18
Sally	774	21
Peanutbutter	1831	41
Jesse	583	14

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