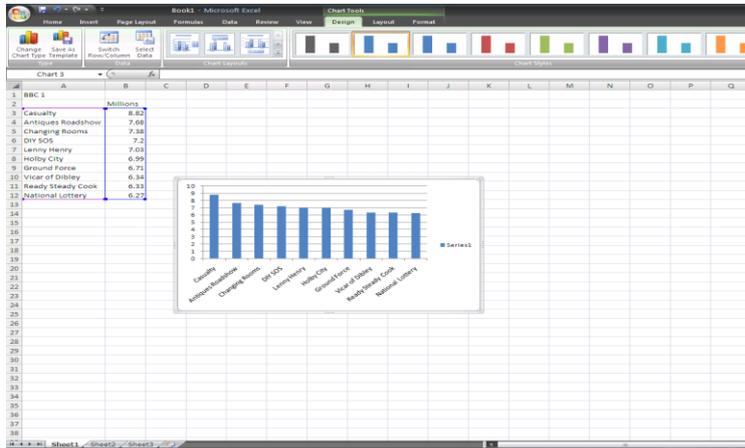




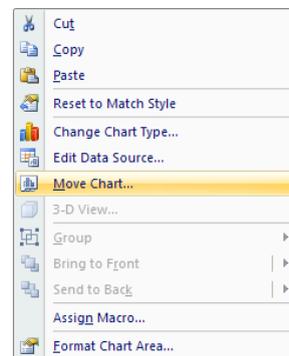
# Need to Know IT

## Moving a Chart created in Excel 2007

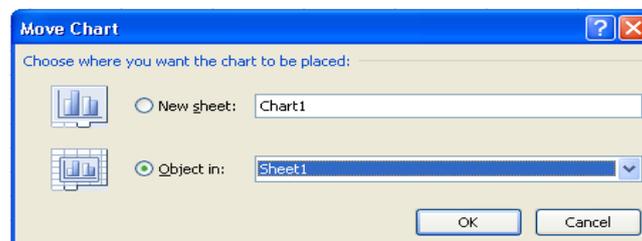
Sometimes you have to move a chart that you've previously created in Excel to a different worksheet, or to a Word document. The chart below was created in Excel 2007, sheet 1.



You may want to transfer your chart to a different worksheet. To do this, right click anywhere on your chart. From the menu, select *Move Chart*:



A dialogue box will pop up and you can then choose where you want to place your chart.



If you want your chart in a new worksheet, select the first option. Then delete the text **Chart1** from the textbox, and type a name of your own.

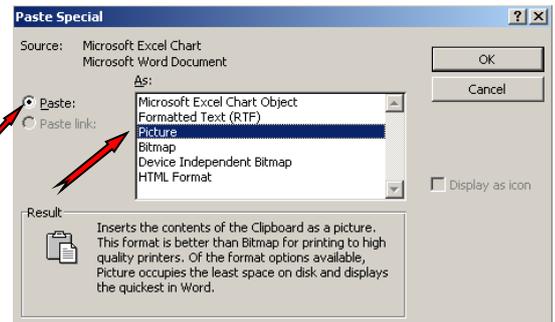
If you look along the bottom of Excel 2007, you'll see Sheet1, Sheet2, and Sheet3. The data is in Sheet1. If you click the drop down list to the right of **Object in** on the dialogue box above, you'll see the other worksheets you have open. You can select one from the list and click OK.

If you want to move your chart into a **Microsoft Word** document, you will need to copy it in. To do this:

- Click once on the Chart.
- Select the *Edit* menu and choose the *Copy* option.
- A dotted line should appear around the chart.

## Inserting the chart

- Open up the file where you want to place the chart and move the cursor to the appropriate location.
- From the *Edit* menu choose *Paste Special* (Note: It is better to use the options available in Paste Special).
- Ensure that the *Paste* and *Picture* (Enhanced Metafile) options have been selected and click on OK.
- Resize the graph if it is too small or too large.
- Check and Save the document.



Where to find the edit menu! Cheat sheets (p.2) at [www.computerworld.com](http://www.computerworld.com)

Word 2003 Location	Word 2007 Location	Keyboard Shortcut
Edit > Undo	Quick Access toolbar > Undo icon	Ctrl-Z
Edit > Redo	Quick Access toolbar > Redo icon	Ctrl-Y
Edit > Cut	Home > Clipboard > Cut	Ctrl-X
Edit > Copy	Home > Clipboard > Copy	Ctrl-C
Edit > Office Clipboard	Home > Clipboard dialog box launcher	<i>In Word 2003:</i> Ctrl-C, Ctrl-C <i>In Word 2007:</i> Alt-H, F, O
Edit > Paste	Home > Clipboard > Paste	Ctrl-V
Edit > Paste Special	Home > Clipboard > Paste > Paste Special	<i>In Word 2003:</i> Alt-E, S <i>In Word 2007:</i> Alt-E, S or Alt-Ctrl-V
Edit > Paste as Hyperlink	Home > Clipboard > Paste > Paste as Hyperlink	Alt-E, H
Edit > Select All	Home > Editing > Select > Select All	Ctrl-A
Edit > Find	Home > Editing > Find	Ctrl-F
Edit > Replace	Home > Editing > Replace	Ctrl-H
Edit > Go To	Home > Editing > Find > Go To	Ctrl-G

**Tip:** If you want to alter any of the information in your chart, you will need to do this in Excel.



When you move graphs or charts, you may need to resize them. You can resize a chart, and any elements on it, by moving your mouse over the sizing handles. For the chart itself, the sizing handles are the dots around the edges of the chart:

When your mouse changes shape to a double-headed arrow, hold down your left mouse button. Then drag to a new location. You can resize the corners, or the edges.

Note: You will need to check websites for help with the 2003 version.