<u>Advanced Charts and Graphs Cheat Sheet - Supplement</u>

Adding Pictures to Charts: Create your chart in Excel. Once your chart is completed, you can add pictures.

1) Click on the Insert tab.
2) Select "Pictures" or "Online Pictures". "Pictures" allows you to insert photos from the Pictures folder on your hard drive. "Online pictures" allows you to search for pictures online.
3) Pictures: Select the picture that you want. A name should appear in the "File Name" bar. Click insert.
4) Online Pictures: in the "Bing Image Search" bar, type a description of the image you want. A more generic description will give you results that are more generic. Once the search returns results, select the picture you want. Click Insert.
5) The image will be placed on your chart, likely in the upper left corner.
6) To resize, hover over a corner of the photo (bottom left corner, top right corner, etc.) until the black two-way arrow appears. Left click and hold to expand or contract the image.
7) To move the image, hover over the image until the black four-way arrow appears. Left click, hold, and drag the picture to the desired position.

Adding Text Boxes to Charts: Create your chart in Excel. Once your chart is completed, you can add a text box.

1) Click on the Insert tab.
2) Select "Text Box".
3) Left click on the desired location for the text box. Hold and drag the box for the text box to the desired size.
4) A cursor will appear. You can begin typing in the box once the left click is released.
5) To change the font, color, or style, use the options on the Home tab.
6) To resize, hover over a corner of the text box (bottom left corner, top right corner, etc.) until the black two-way arrow appears. Left click and hold to expand or contract the box.
7) To move the text box, hover over the text box until the black four-way arrow appears. Left click, hold, and drag the text box to the desired position.

Thanks everyone for your interest! Please feel free to reach out to me with questions – zawitzj@albemarle.org.