

Charting Extras

The extra charting features offered in Excel 2007 can be very useful during the charting process.

Printing Chart and Worksheet Data

Within Excel, you can print entire worksheets, selected data, or the chart alone. For more information about printing in Excel, refer to Printing Basics.

Printing the Data and Chart

If you need to print your chart and data together, you can reposition the chart next to or below the data so that both fit on one page. Alternatively, you can use *Page Break Preview* to see what will be printed on one page. For more information, refer to Using Printing Options.

1. Place the insertion point anywhere within the worksheet to be printed *except* within the chart



2. Click the **OFFICE BUTTON** » select *Print* the *Print* dialog box appears.
3. In the *Print what* section, verify that *Active sheet(s)* is selected
4. Click **OK** the selected worksheet is printed along with the chart.

Printing Only the Chart

This option allows you to print only the chart, rather than the data table or the entire worksheet.

NOTE: When printing only a chart, Excel will resize the chart to fit the page.



1. Click the chart you want to print



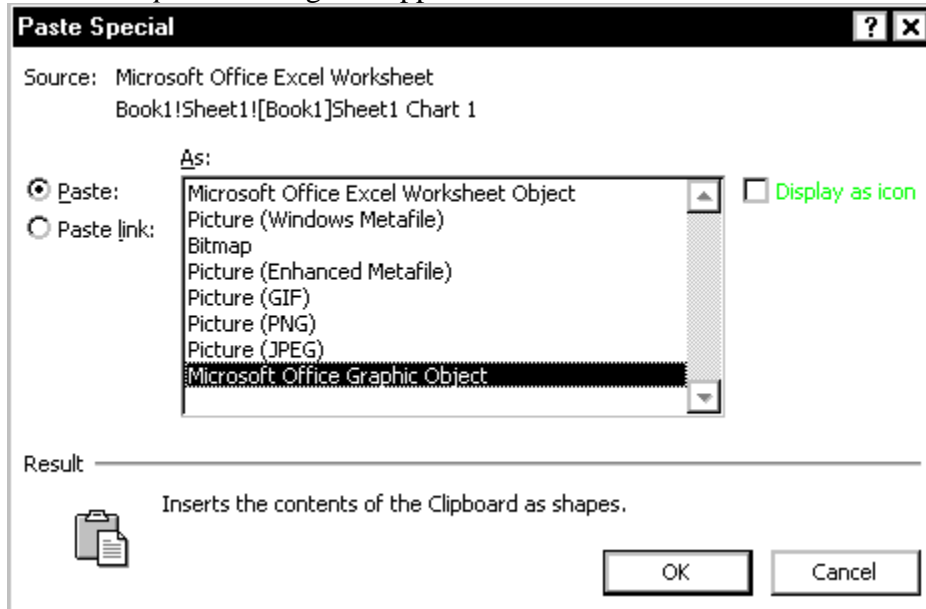
2. Click the **OFFICE BUTTON** » select Print the *Print* dialog box appears.
3. In the *Print what* section, verify that *Selected Chart* is selected
4. Click **OK** the chart is printed.

Copying Charts to Word

When you copy a chart to Word, you can create a link so that if the worksheet is updated, the Word chart will also be updated.

1. In Excel, select the chart to be copied
2. On the *Home* command tab, in the *Clipboard* group, click **COPY** 
- OR**
- Right click the chart » select **Copy** 
3. Open the Word document to which you will add the chart
4. In the Word document, place the insertion point where the chart will be pasted
5. In Word, on the *Home* command tab, in the *Clipboard* group, click the ▼ on the PASTE button » select **Paste Special...**

The *Paste Special* dialog box appears.



6. To paste the chart with a link
 - a. Select **Paste**
 - b. Select **Microsoft Office Excel Worksheet Object**
NOTE: To paste with linking means that when changes are made to the original source chart, the pasted chart will be updated.
7. To paste the chart without a link
 - a. Select **Paste**
 - b. Select **Microsoft Office Graphic Object**
NOTE: To paste without linking means that when changes are made to the original source chart, the pasted chart will not be updated.

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