



### 1. Removing Grid Lines

View - Show/Hide - Gridlines (uncheck box)

### 2. Making a Text Box

Insert – Illustrations - Shapes (drop down) - Basic Shapes - Text box. Click on the text box and release the mouse. Click and hold the left mouse button to drag a box to the desired size.

### 3. Arrow Cursor - Select Objects

Home – Editing - Find & Select (drop down) - Select Objects (arrow)

Strongly Suggested - Right click on Select Objects (arrow) and click Add to Quick Access Toolbar.

### 4. Drawing Tools

To access the Drawing Tools you first select (click on) an object, such as a text box, on the worksheet. Format/Drawing Tools is immediately added to the end of the menu bar.

### 5. Box Border - Blue/Clear Dots

Blue dots are for selecting the entire box. Clear dots show that text can be added or edited. Click in the middle of the box or directly on the thin border to move between blue and clear dots.

### 6. Sizing Boxes

The dots in the corners and on the sides of the boxes can be dragged with the mouse to make the box smaller or larger.

### 7. Moving Boxes

Click on directly on the thin border, hold down the left mouse button and drag the box to the desired location or using the arrows on the keyboard to move the box up, down, left or right.

### 8. Selecting Multiple Boxes

Hold down the shift key and left click on the each box you wish to add to the selection.

### 9. Copying Boxes

9-1. Select box, make blue dots. Click on Home, the first group is Clipboard, and inside of that are the Copy and Paste functions.

9-2. Select box, make blue dots. Click Ctrl C, then Ctrl V to

copy and paste.

9-3. Right click directly on the box border and select Copy from the drop down menu.

9-4. Left click directly on the border, hold the mouse down and drag the box to the desired location. Before releasing the left mouse button hold down the Ctrl button on the keyboard.

### 10. Aligning Text inside a Box

Home - Alignment. There are top, middle, bottom and left, center, right alignment buttons.

### 11. Changing, Adding, or Removing Borders

Select an object using blue or clear dots – Format/Drawing Tools - Shape Styles - Shape Outline drop down to change, add or remove (No Outline) the border.

### 12. Adding Color to the Boxes

Format/Drawing Tools - Shape Fills drop down.

### 13. Using Connectors (Great Tip)

The connectors in Excel 2007 connect by clicking and holding the left mouse button at the beginning connection point and then moving the cursor to the ending connection point then releasing the mouse. The connector end is red when it is connected to a box and blue when it is not connected. The blue end can be dragged to an object.

13-1. Format/Drawing Tools - Insert Shapes - Elbow Arrow Connector. This Elbow Arrow Connector from this menu is the only one that can be locked down for adding multiple connectors. Right click on that Elbow Arrow Connector and select Lock Drawing Mode. You must remember to left click on the connector again to unlock it.

13-2. Insert - Illustrations - Shapes (drop down) - Lines - Elbow Arrow Connector (5th icon).

### 14. Aligning Boxes

Format/Drawing Tools – Arrange - Align (drop down) for aligning left, center, right, top, middle, bottom, etc.

### 15. Moving Boxes in a Straight Line

When moving a box hold down the shift key to move the box only at 90-degree angles: left, right, up or down. The shift button also works when copying something in only a straight line such as with the Ctrl-Drag copy method in Tip 9-4. This is the Shift-Ctrl-Drag method.

### 16. Zoom-in, Zoom-out

16-1. View - Zoom

16-2. Zoom can also be done if you have a wheel on your mouse by holding the Ctrl key down as the wheel is moved forward or backward.