Storyboard for Basic Formatting Techniques in Excel 2007
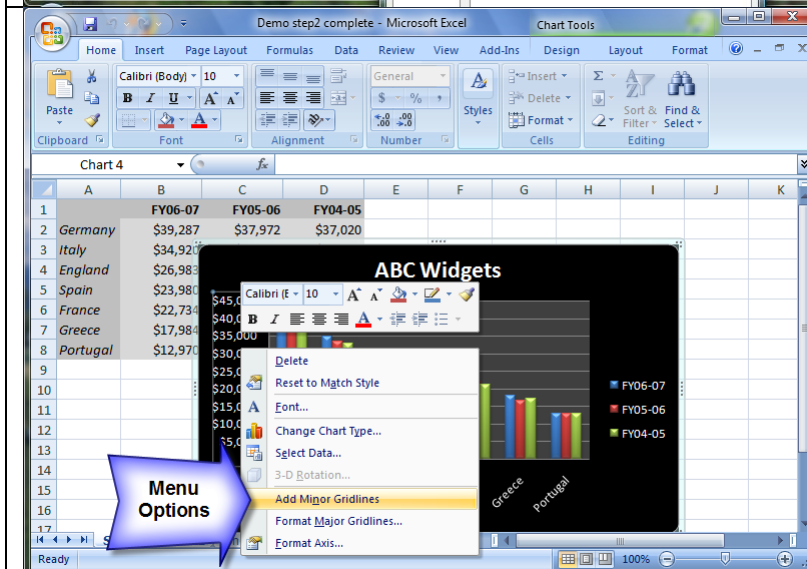
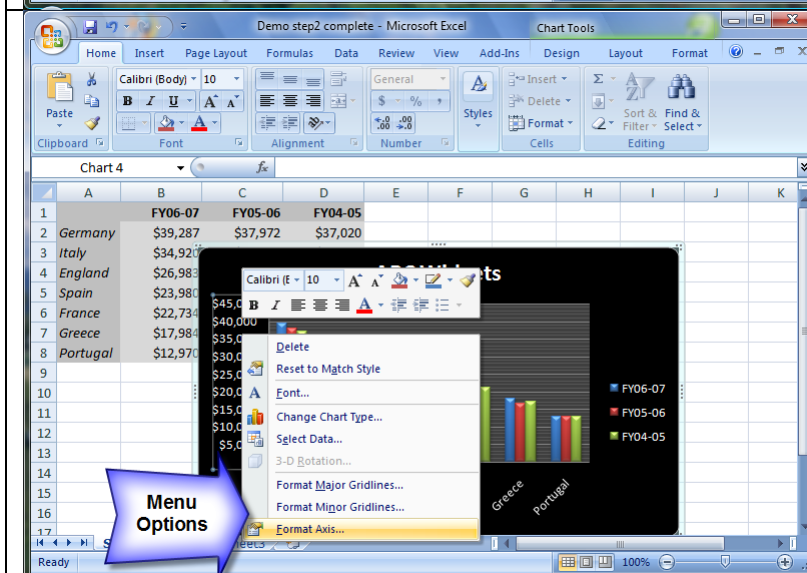| Key Image (Frame)	Key Text

	Slide 1
	• Intro next Section
	• Review work already done
	• Preview work to be done
	  o Add gridlines
	  o Change number formats
	  o Format axis

	Slide 2 • Format Y Axis • Right Click Menus • Top menu text format • Bottom Menu additional options

Slide 3
- Format Major Grid Lines
- Many dialog boxes have list on the left of categories
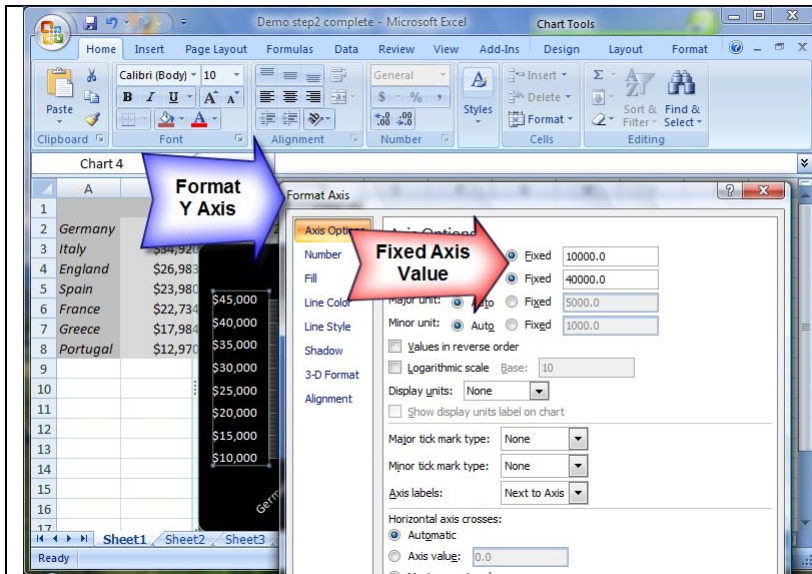- Lot of graphical features

Slide 4
- Add Minor Grid Lines
- Some menu items react to a single click
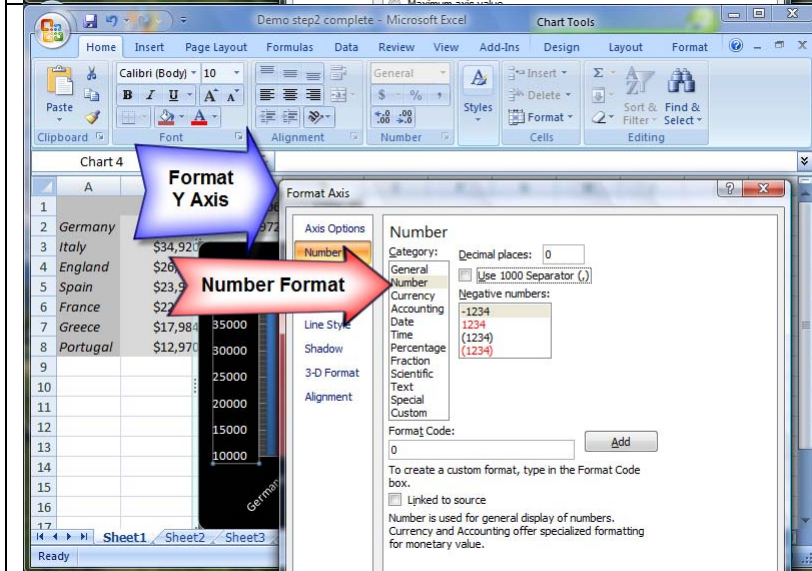- Once added, lines can then be formatted

Slide 5
- Format Y Axis
- Can affect text attributes
- Can effect values displayed
- Can effect number format
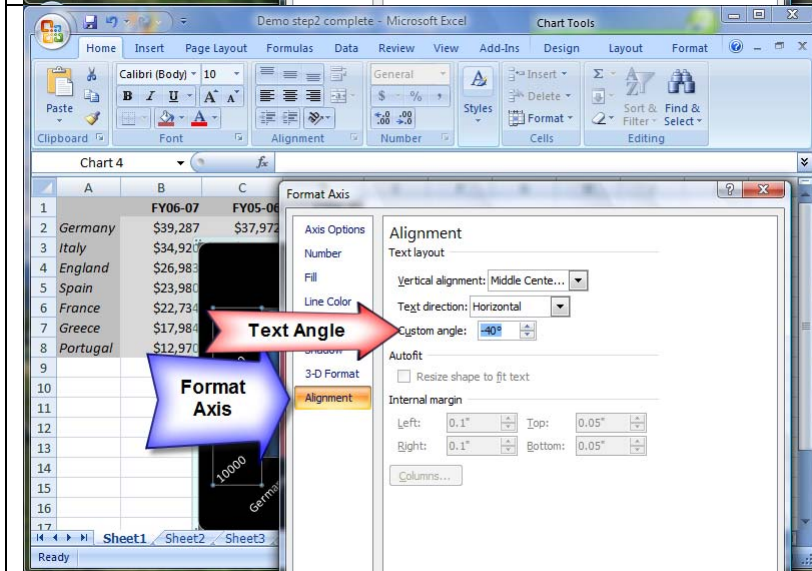- Can effect vertical line

Slide 6
- Format Y Axis
- Axis Options
- Set max/min values to emphasize differences
- Can also be used to set standard values across multiple charts to create a common frame of reference
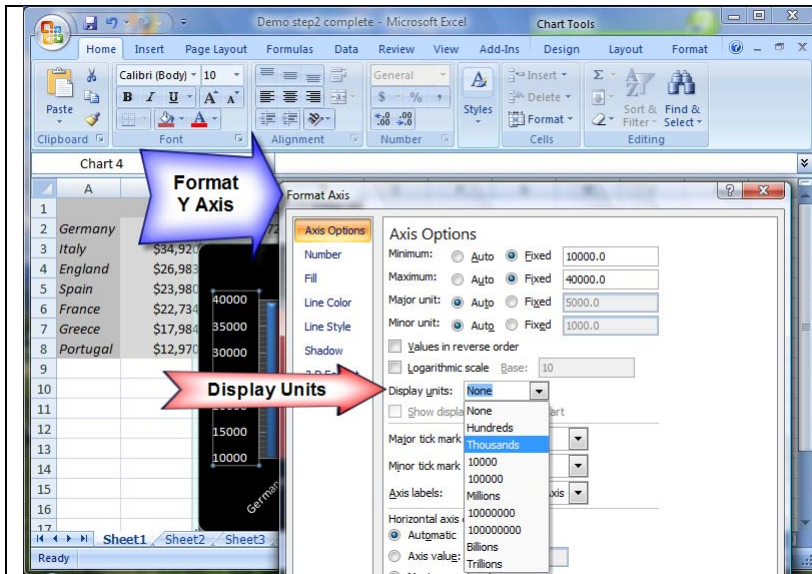

Slide 7
- Format Y Axis
- Number
- Standard number formats from previous versions
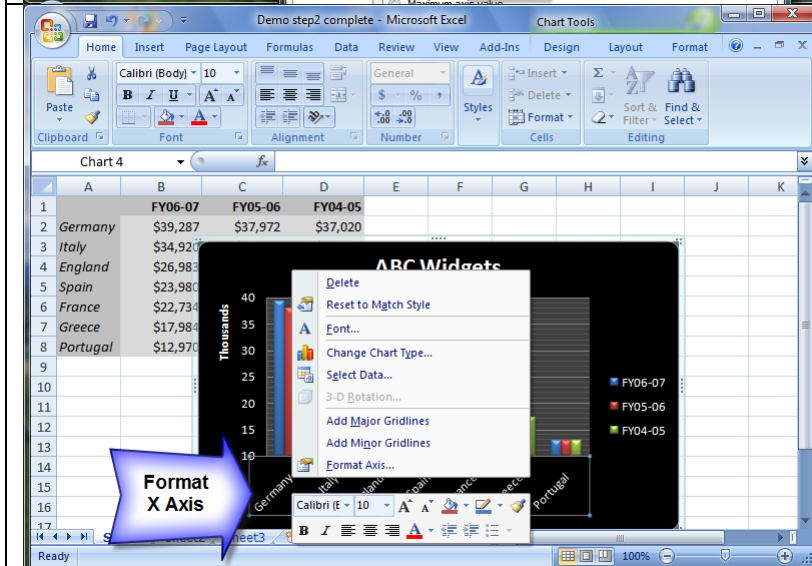- [set "Number" with no decimals or thousands separator]

Slide 8
- Format Y Axis
- Alignment
- Display updates as number is advanced "live preview"
- [stop at 15, 40, and 70 degrees]
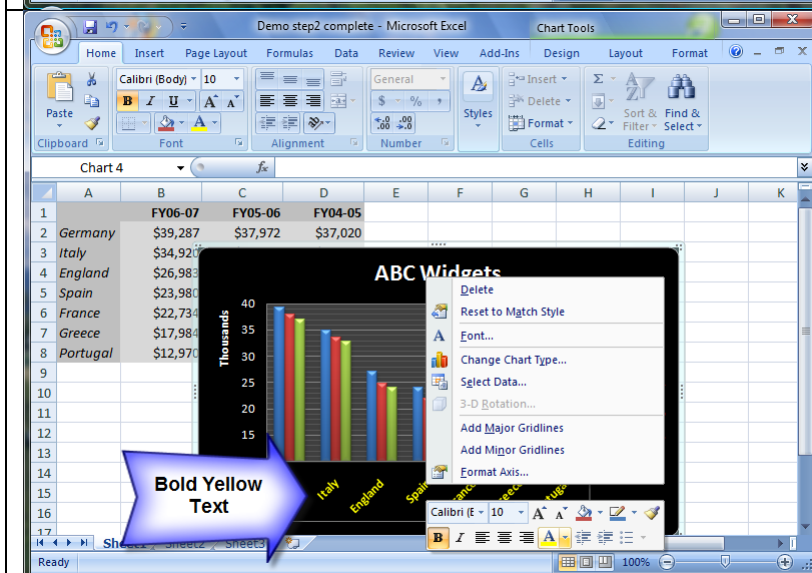- More angle less label precision or else overlapping labels

	Slide 9 • Format Y Axis • Axis Options • Display Units as "Thousands" • Compare to Units as "10000" • "10000" harder to read?
	Slide 10 • Format X Axis • Axis Options same as Y axis • Gridlines could be added – but likely confuse rather than clarify

	Slide 11
	• Format Y Axis
	• Change Font
	    o Yellow text
	    o Bold