



SERVICES WE OFFER:

Bindery service
 B/W copies
 Booth panels
 Brochures
 Carton Design
 Catalogs
 CD/DVD Duplication
 Color copies
 Course packets
 Creative
 Customization
 Data warehousing
 Digital printing
 Distribution
 Finishing
 Fulfillment
 Giveaways
 Labels
 Large format prints
 Logo creation
 One-to-one marketing
 Package design
 Posters
 PowerPoint slides
 Sales aids
 Training manuals
 Training (Excel, PowerPoint, etc.)

ASK AMY!

Have a question about using Excel, Word, PowerPoint or our Services that you would like to see featured in this newsletter? Email me: amy.potts@univgraph.com

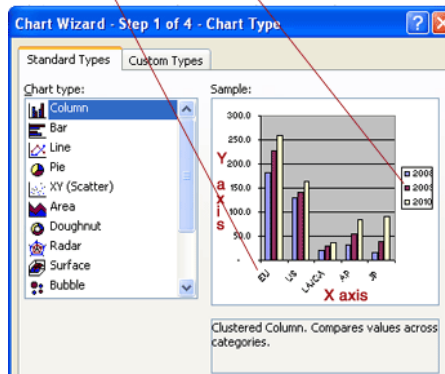


Creating and Working with Charts in Excel

Excel gives you the ability to create a wide variety of charts to use in PowerPoint, Word, and other applications.

	2008	2009	2010
EU	181.6	227.1	259.6
US	129.9	141.6	163.2
LA/CA	20.5	29.1	35.6
AP	31.9	55.2	83.5
JP	16.1	37.8	90.9

Data Range Chosen



Setting up your data for best results:

Column titles (i.e., 2008, 2009, 2010) will become your legend. Row titles (EU, US, LA/CA, etc.) will become the X-axis (horizontal) of your chart. The data in the rows will be charted. The wizard automatically sets up your Y-axis (vertical) ranges (these increments can be easily changed).

Using the Wizard:



Highlight your data and then click the Wizard icon to create your chart step-by-step.

Step 1 – Choose the type of chart. On the right you will see your choices for sub-types, each of them provide an explanation as to what they show. You can also view a sample of the chart – “Press and Hold to View Sample.”

Step 2 – The Wizard shows you the data range chosen and a small preview of the chart. If it doesn't look right try switching between rows and columns for the series.

Step 3 – Customizing the look of your chart. Choose to enter Titles, see less or more gridlines, position your legend, change data labels, and show the data table. As you change these settings the chart shown in the sample screen will also change to reflect your choices.

Step 4 – Create a new sheet for the chart or place it right there on the sheet with your data.

Once your chart has been made, you can then go back and tweak things that weren't offered on the wizard, such as changing the colors of your data points, or changing the values of the y axis. Use your right mouse button and click around the chart to see what kinds of things can be changed.

Using Charts in PowerPoint and Word

Charts created in Excel can be easily copied and pasted into PowerPoint and Word. If they are pasted into either application, any changes you make to the chart's data in Excel will be reflected in the chart in the presentation or document. Charts and data can be edited directly from PowerPoint and Word – just double click on the chart to make it active in Excel.

Combining
TECHNOLOGY
& PRINT

If you don't want the chart to be updated or edited within your document – do a Paste Special with the chart (Edit, Paste Special, Picture) – this makes it only a graphic and not editable.

Charts can be created in PowerPoint using the Wizard, but we prefer to create them in Excel and then copy them over.

Trade Show Materials

Universal Graphics' staff has been supporting our clients for years with their trade show activities and needs. We have the ability to do large-format printing, allowing us to provide you with booth panels, large posters, easel boards, and roll-up banners.

We can create and print conference guides, handouts, training materials and brochures. If you need to find a unique gift as a giveaway, let us know – we have a lot of great ideas. Call us as you begin your trade show planning. We can offer a lot of good experience and advice.

Fun Fact for April:

After a break of 1500 years, in 1896, the first Olympics of the modern era was held in Athens, Greece.



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To be removed or add others to this e-newsletter, please contact Amy at amy.potts@univgraph.com