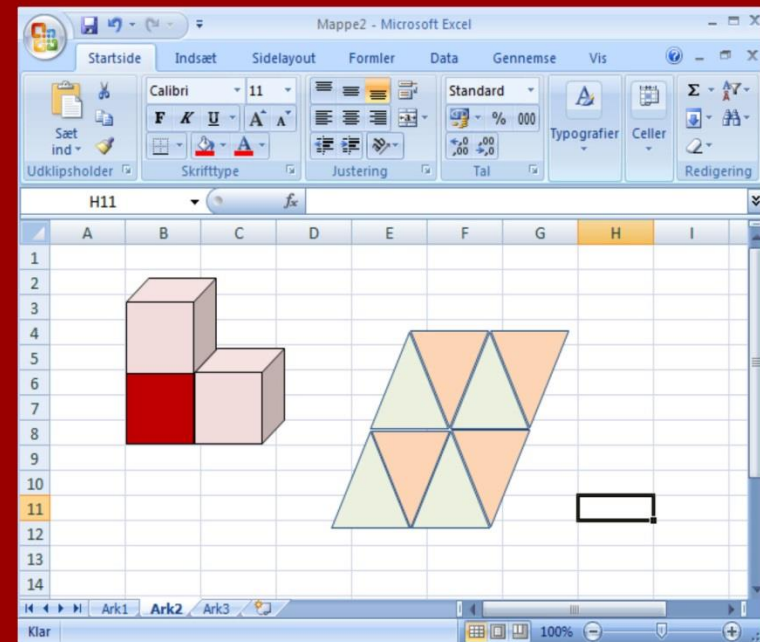




Gå igang med Excel

Trin 1 til Excel 2007

AUTOFIGURER



Jørn Blok

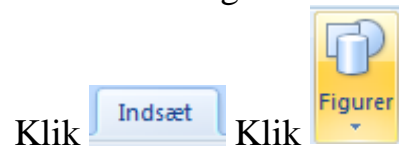
Inden du går i gang

Inden du går i gang, skal du have en gemmemappe til dine øvelser. På en skole vil din lærer have sørget for dette. Arbejder du på egen hånd, skal du selv oprette den, f.eks. på skrivebordet.

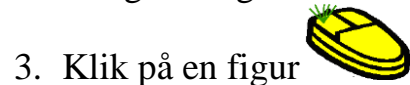


Når du skal lave en figur skal du:

1. Indsætte figuren




2. Vælge en figur




3. Klik på en figur



4. Lave figuren

 hold venstre museknap nede hele tiden

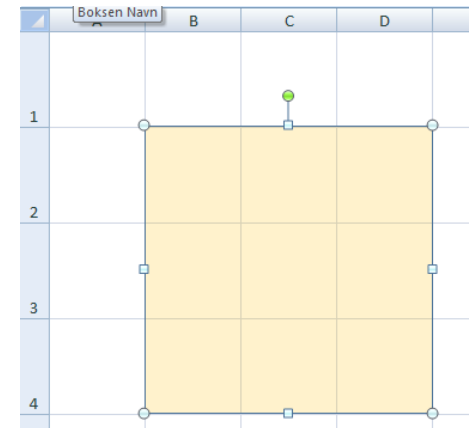
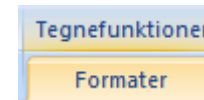
 flyt musen

 slip musen når du synes figuren er passende



Når du vil lave om på figuren:





1. Figuren skal være markeret
2. Du kan se denne fane



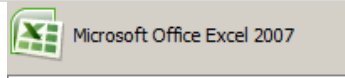
Når du vil flytte figuren kan du gøre det

med musen    



med tastaturet    

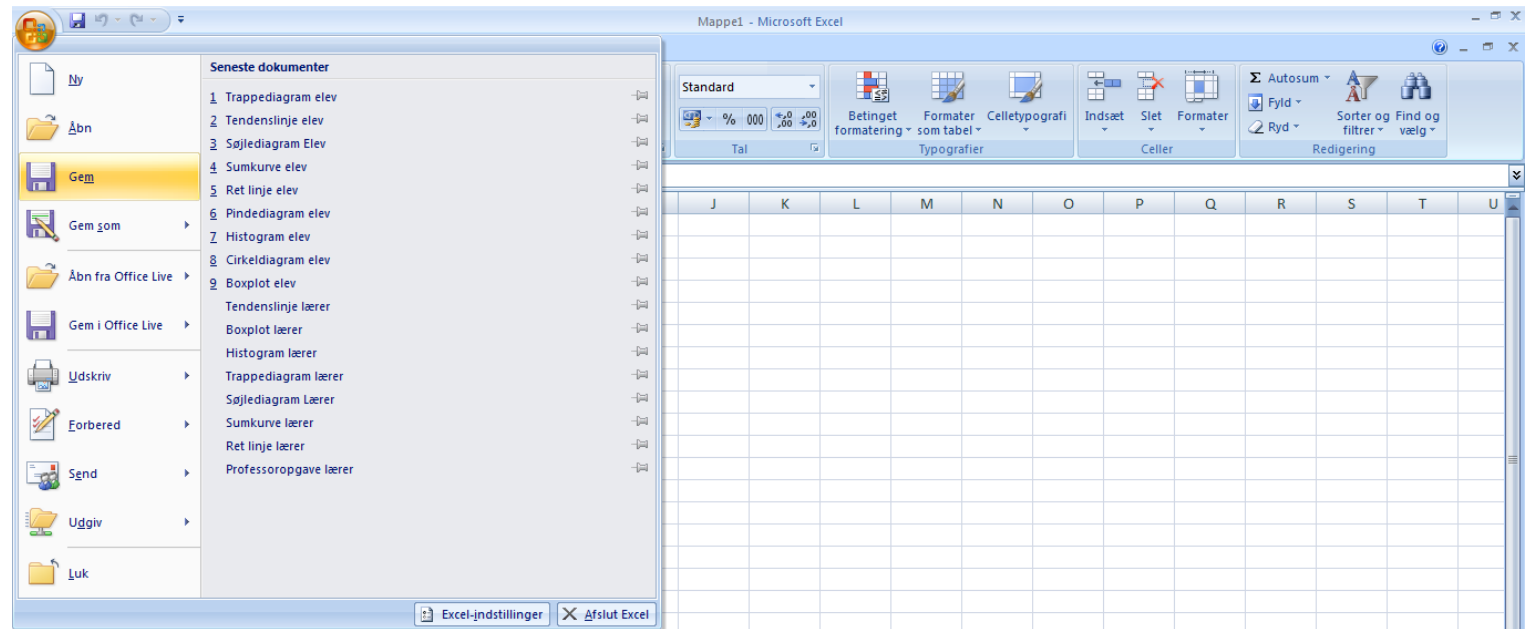
- Åbn Excel



- Klik



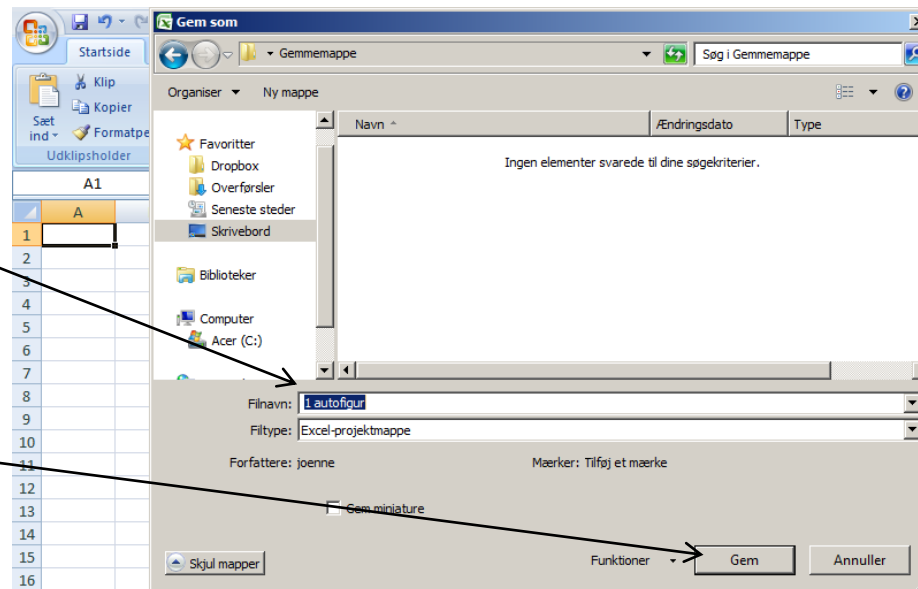
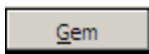
- Klik



- Find gemmemappe

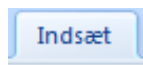
- Skriv 1 autofigur

- Klik



Indsætte en autofigur

• Klik



• Klik



• Klik



• Musemarkør skifter form
• Hold venstre museknop nede



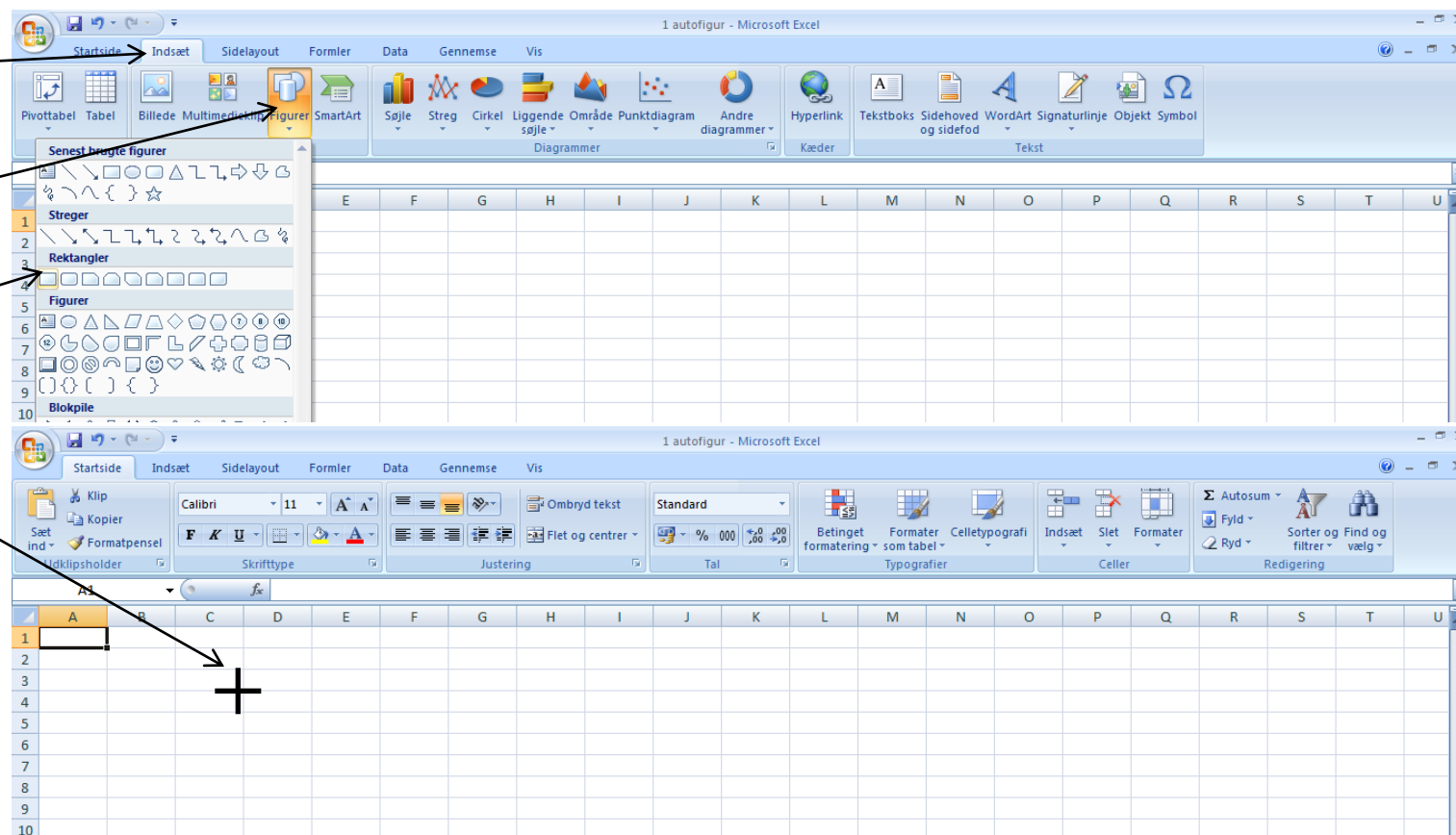
• Træk med musen



• Slip museknop



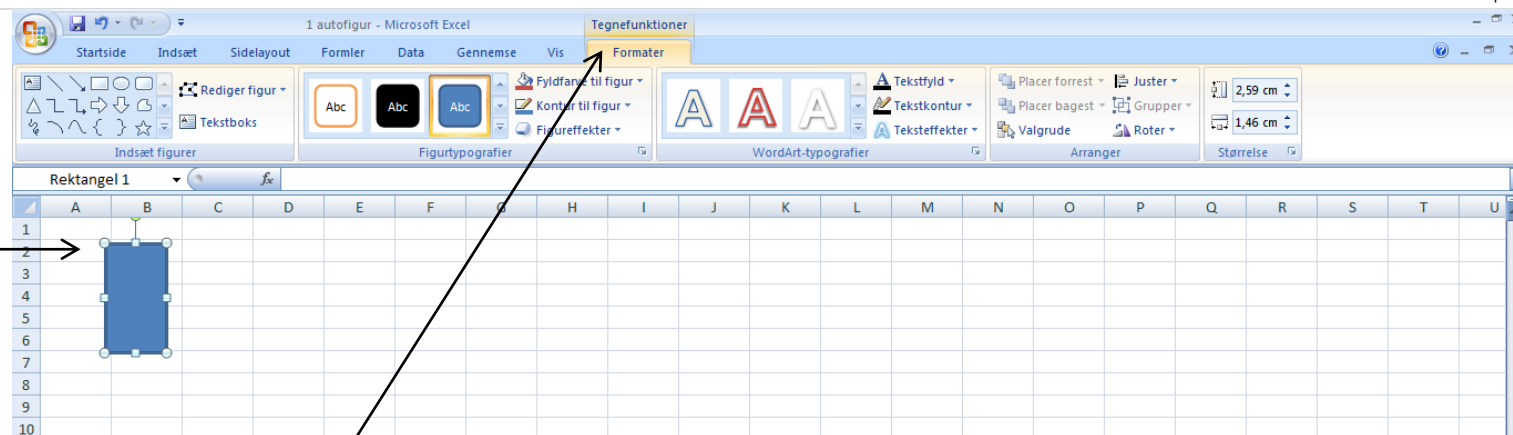
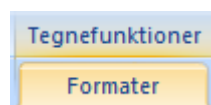
så du får en figur



Figuren er markeret

Det kan ses på mærkerne på figuren

Der er også kommet en ny fane:



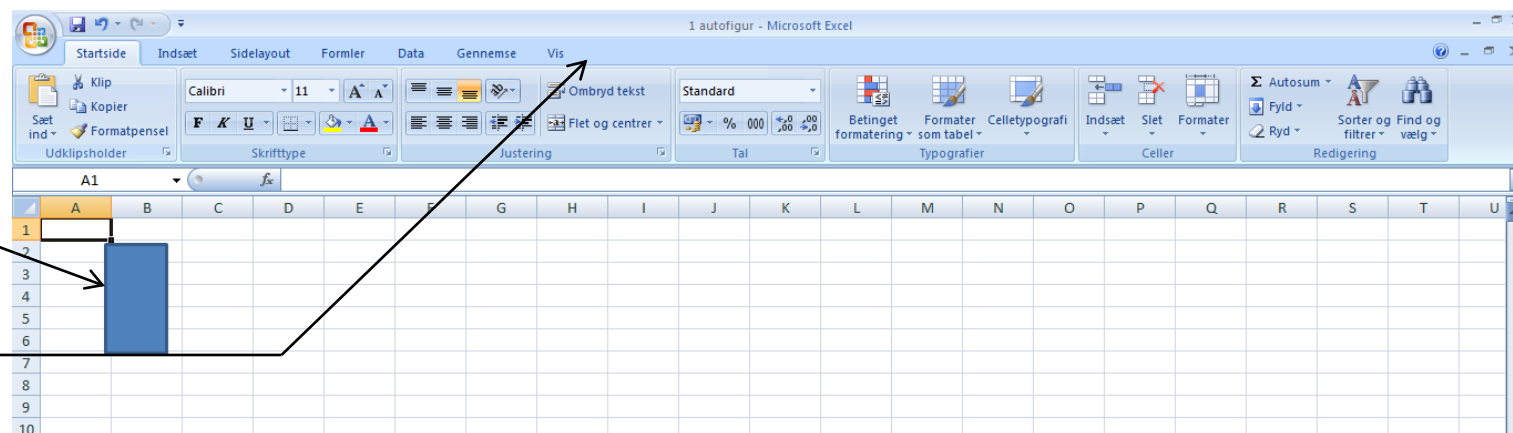
- Klik  Klik  Gem

Størrelse på autofigur

- Klik i A1

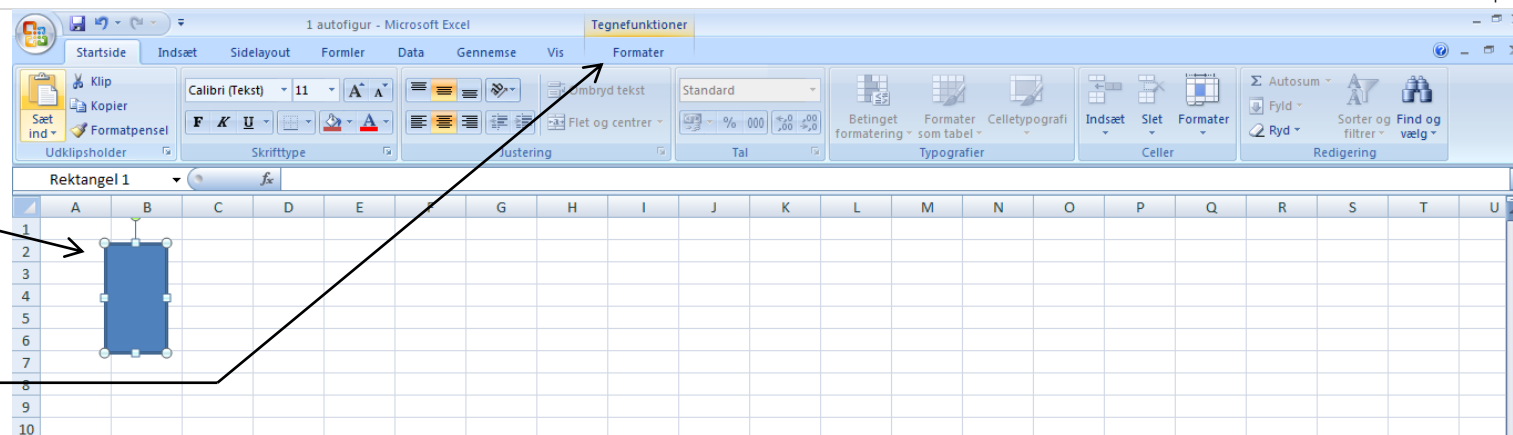
Figuren er ikke markeret

Fanen er væk

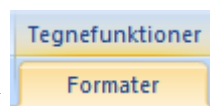


- Klik på figur

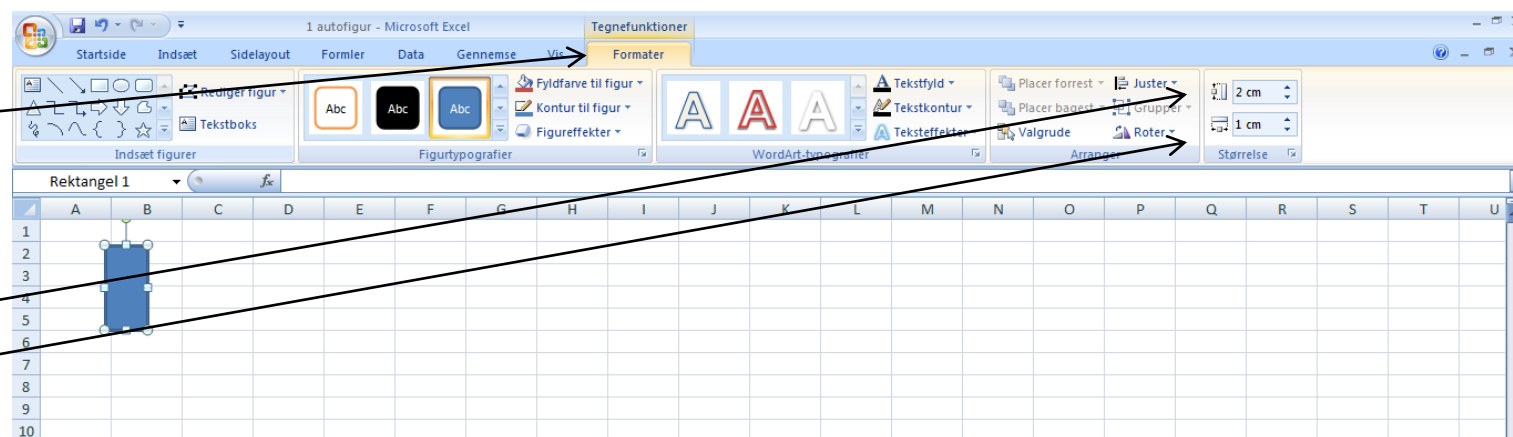
Figuren er markeret, og fanen er der også



- Klik

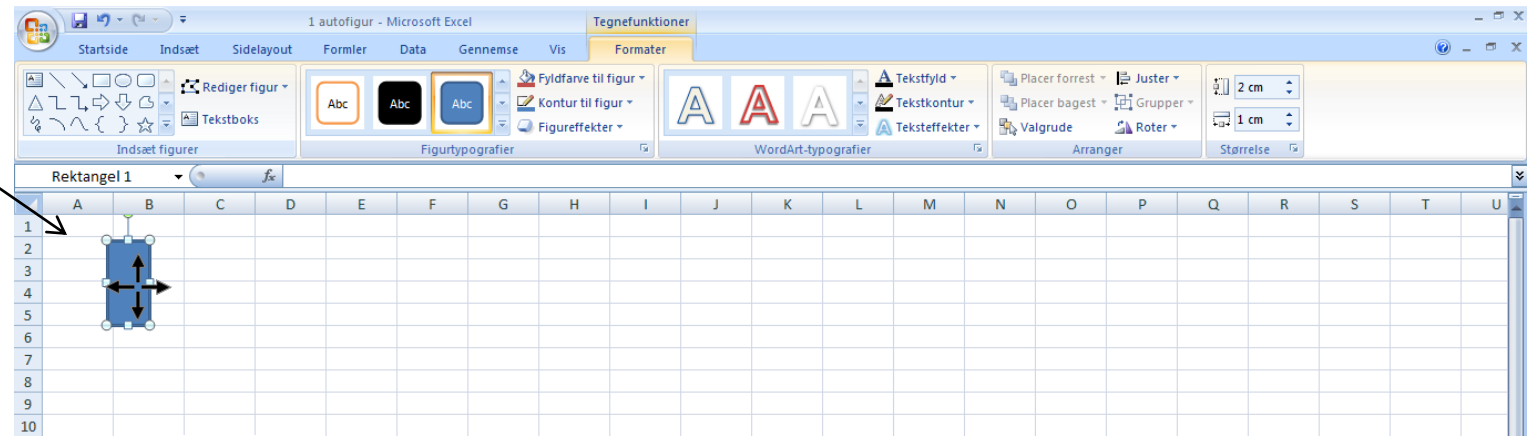


- Skriv 2
- Skriv 1



Flytte en autofigur med musen

- Klik på figur



- Flyt musemarkør ind i figur

- Musemarkør skifter form



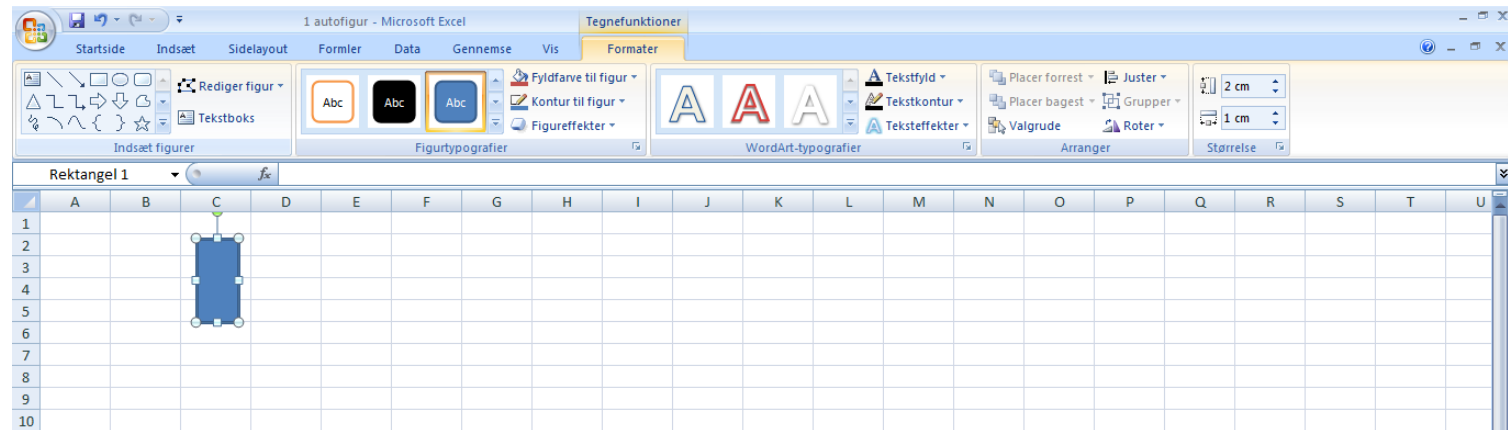
- Hold venstre museknap nede



- Træk med musen



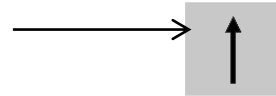
- Slip museknap



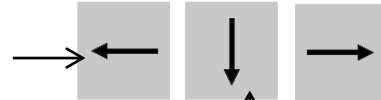
Flytte autofigur med piletaster

Du kan også flytte autofigurer med piletasterne på tastaturet. Husk først at markere autofiguren, inden du flytter den

- Tryk på piletasten på tastaturet

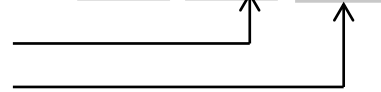


- Tryk på piletasten på tastaturet



- Tryk på piletasten på tastaturet

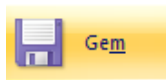
- Tryk på piletasten på tastaturet



- Klik

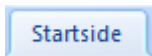


- Klik

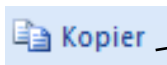


Kopier og sæt ind

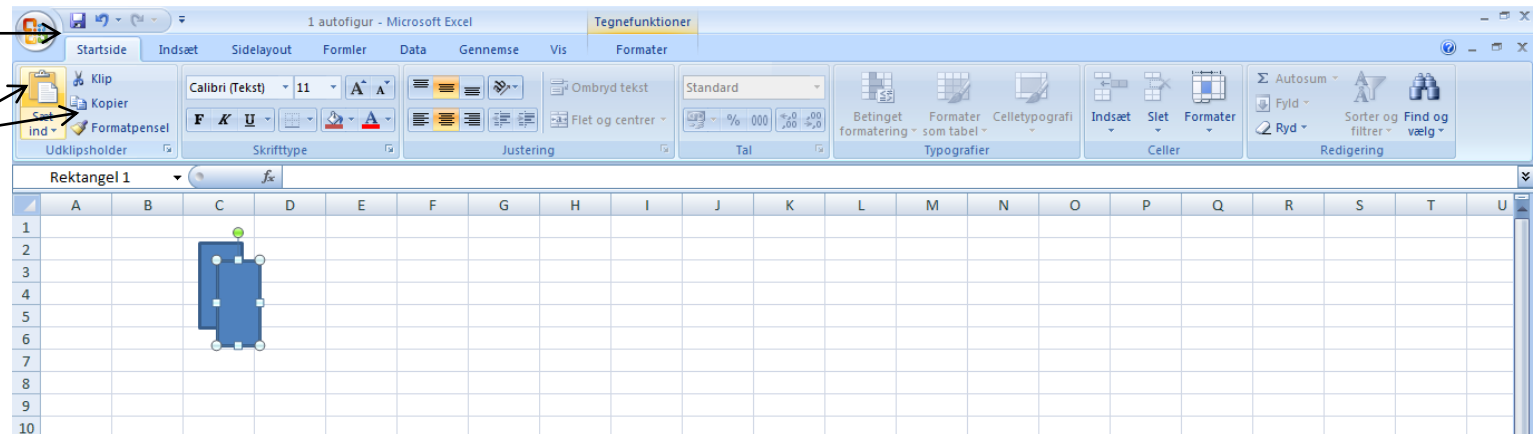
- Klik



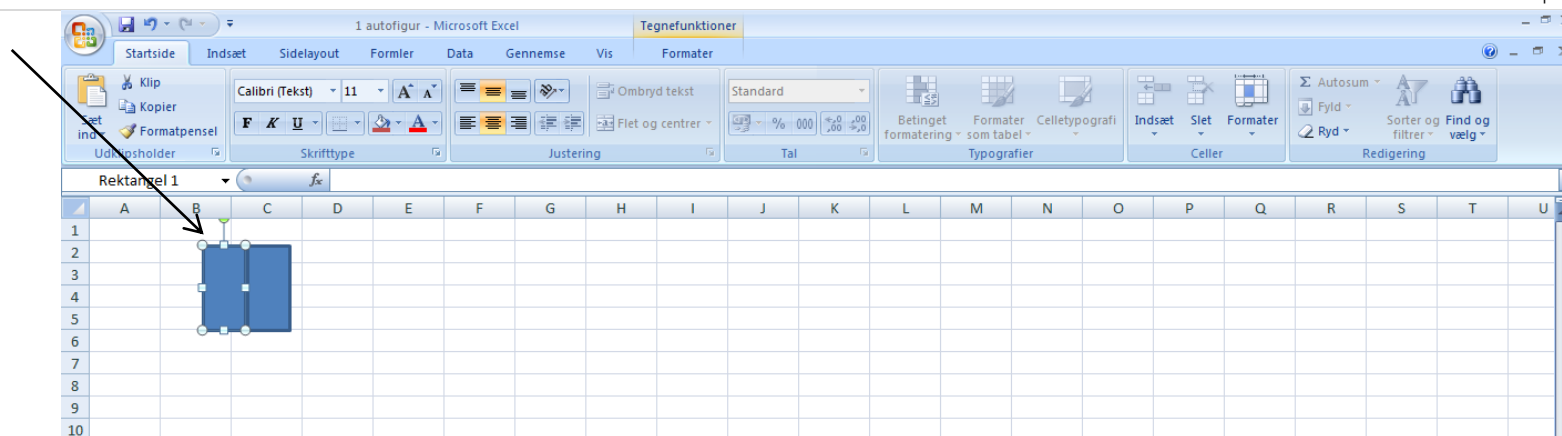
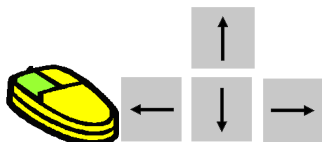
- Klik





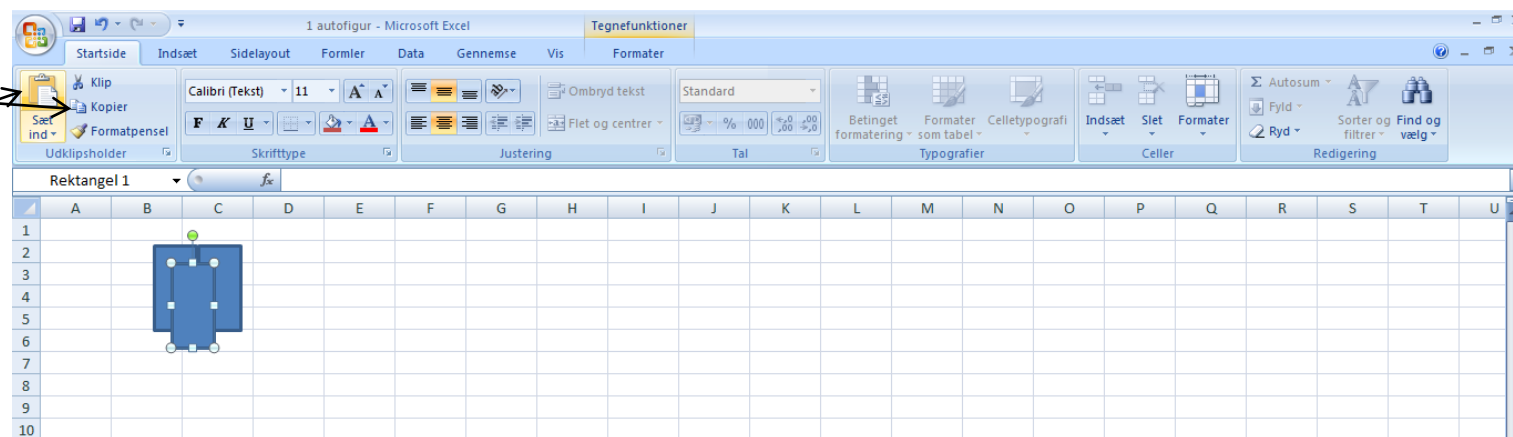
- Klik



- Flyt autofiguren hertil
- Brug mus og piletaster

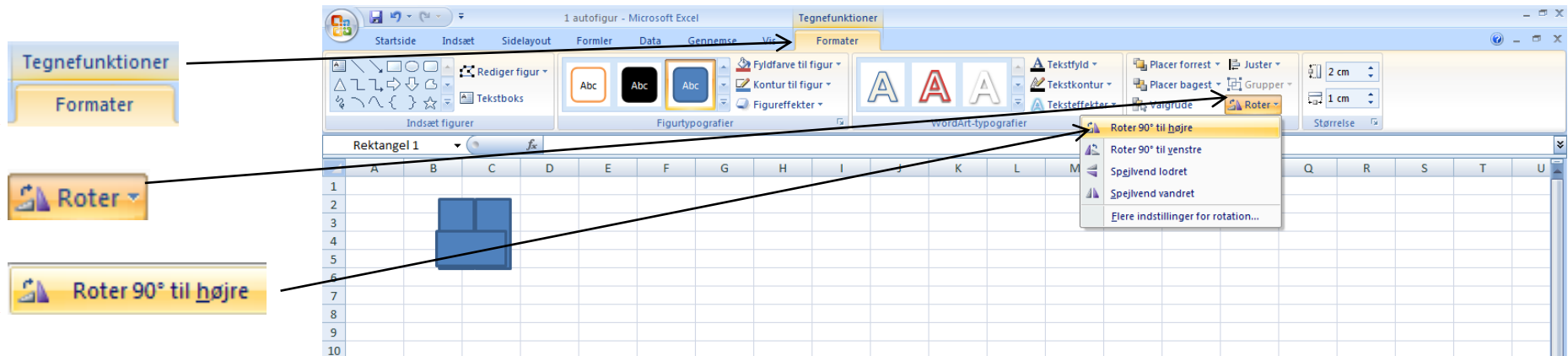


- Klik 
- Klik 

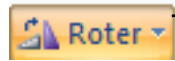


Roter en autofigur

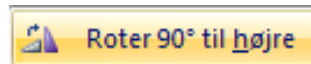
- Klik



- Klik

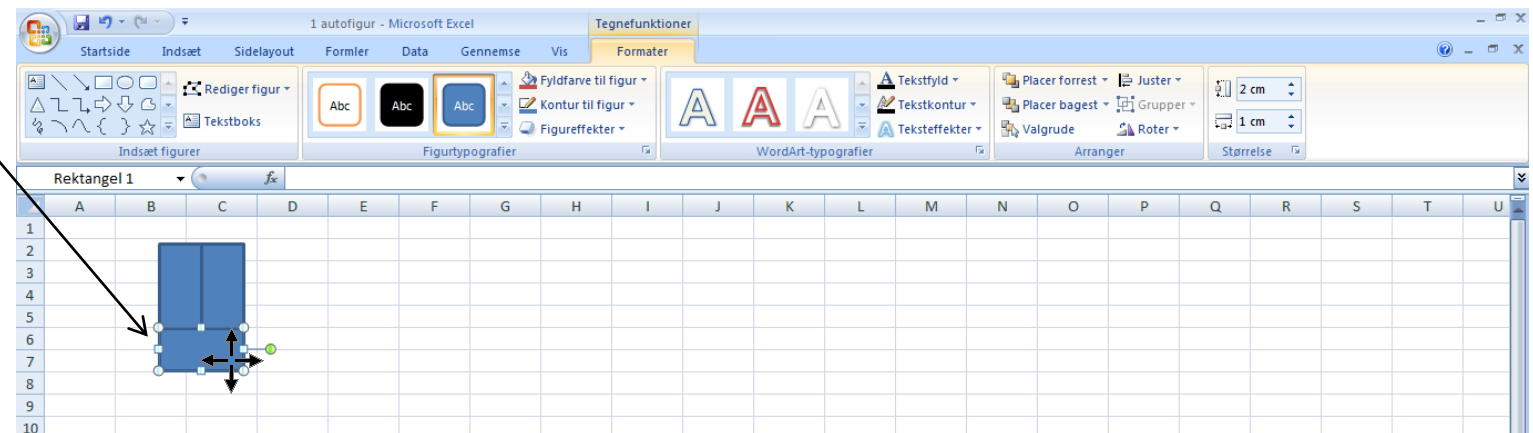
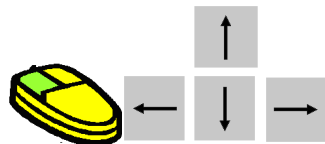


- Klik






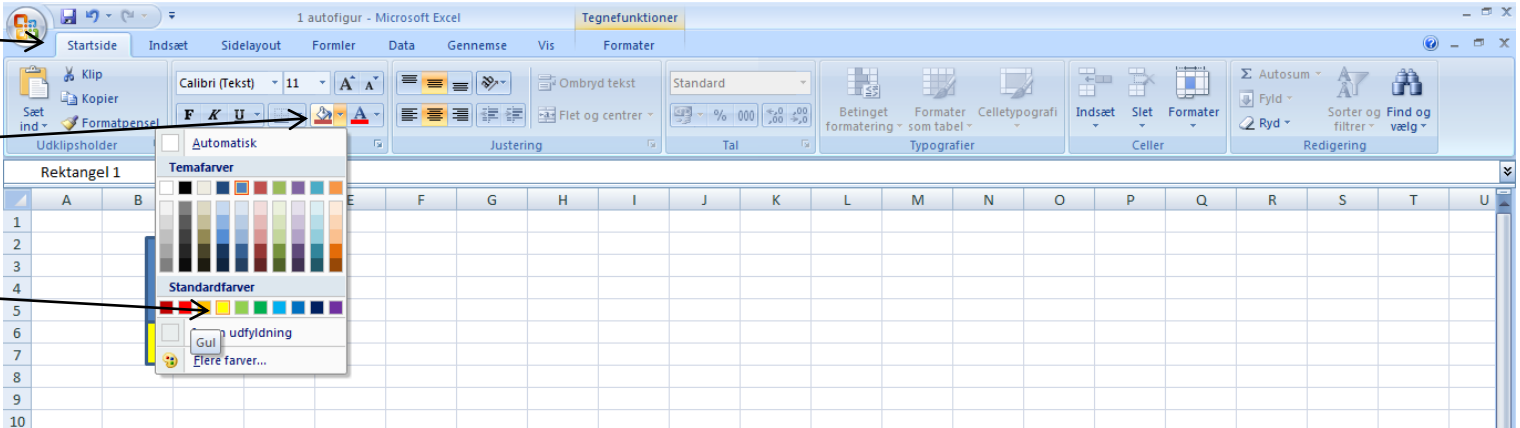
- Flyt autofiguren hertil

- Brug mus og piletaster

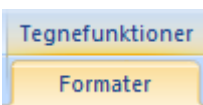


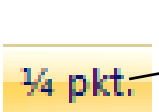


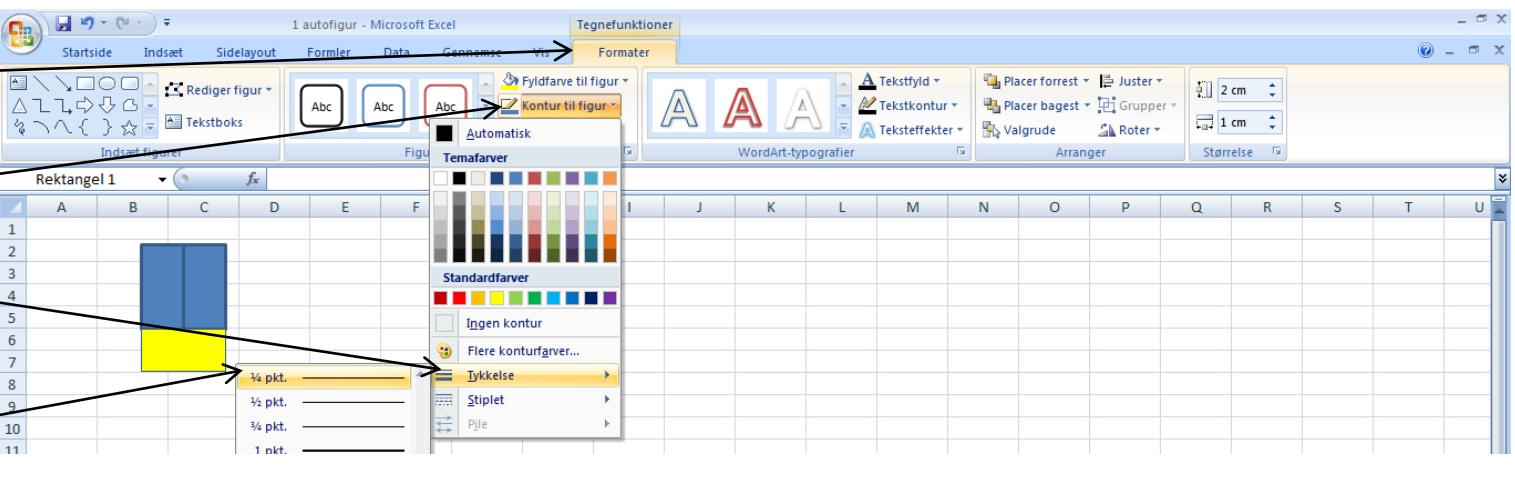
Farve på autofigur

- Klik  → Startside
- Klik  → Formatpense
- Klik Gul  → Gul

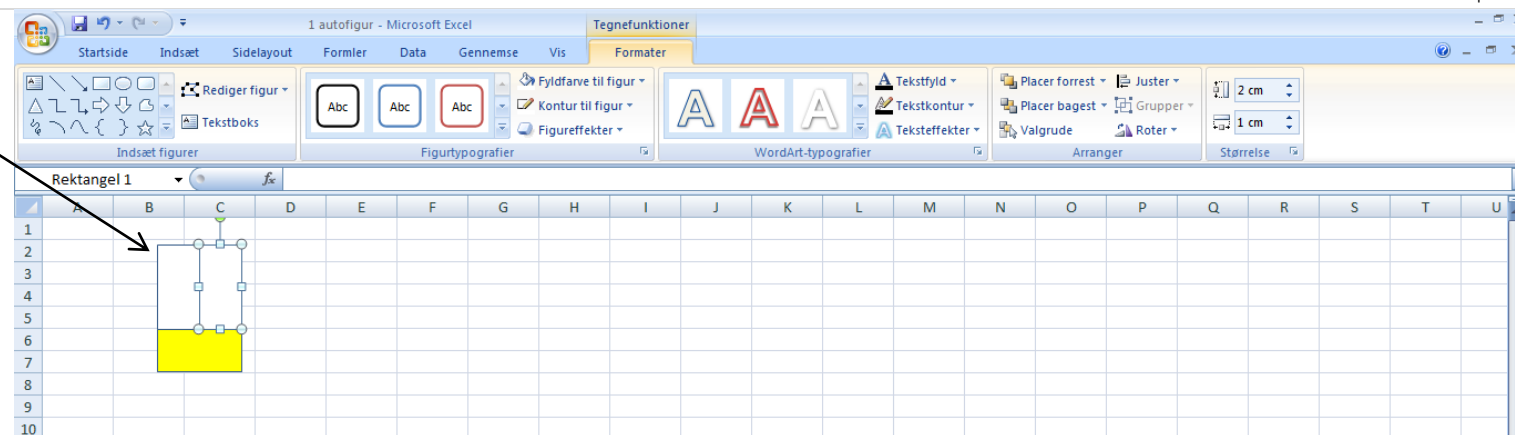


Stregtykkelse på autofigur

- Klik  → Formater
- Klik  → Kontur til figur
- Klik  → Tykkelse
- Klik  → 1/4 pkt.



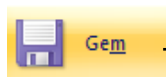
- Lav selv farve og streg på de sidste to figurer



- Klik



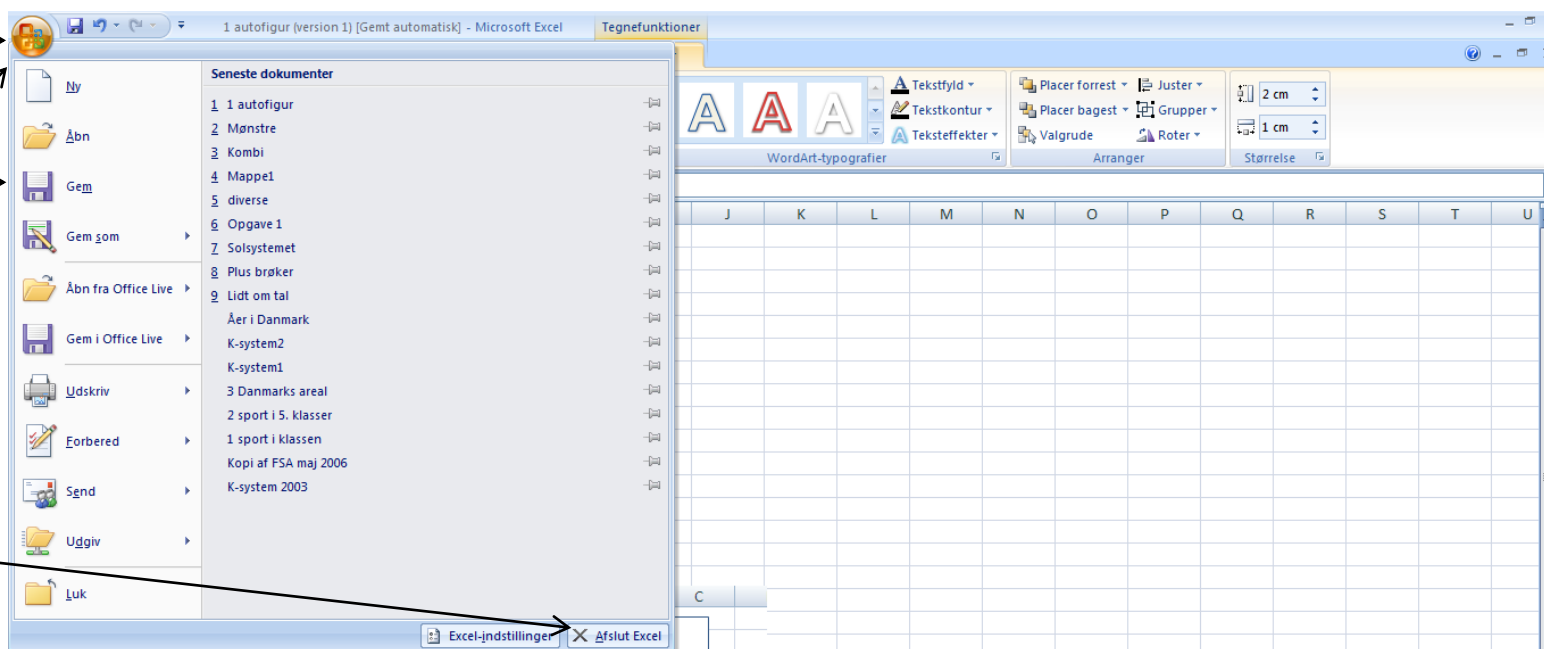
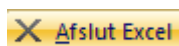
- Klik



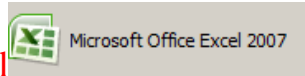
- Klik



- Klik



- Åbn Excel



- Klik



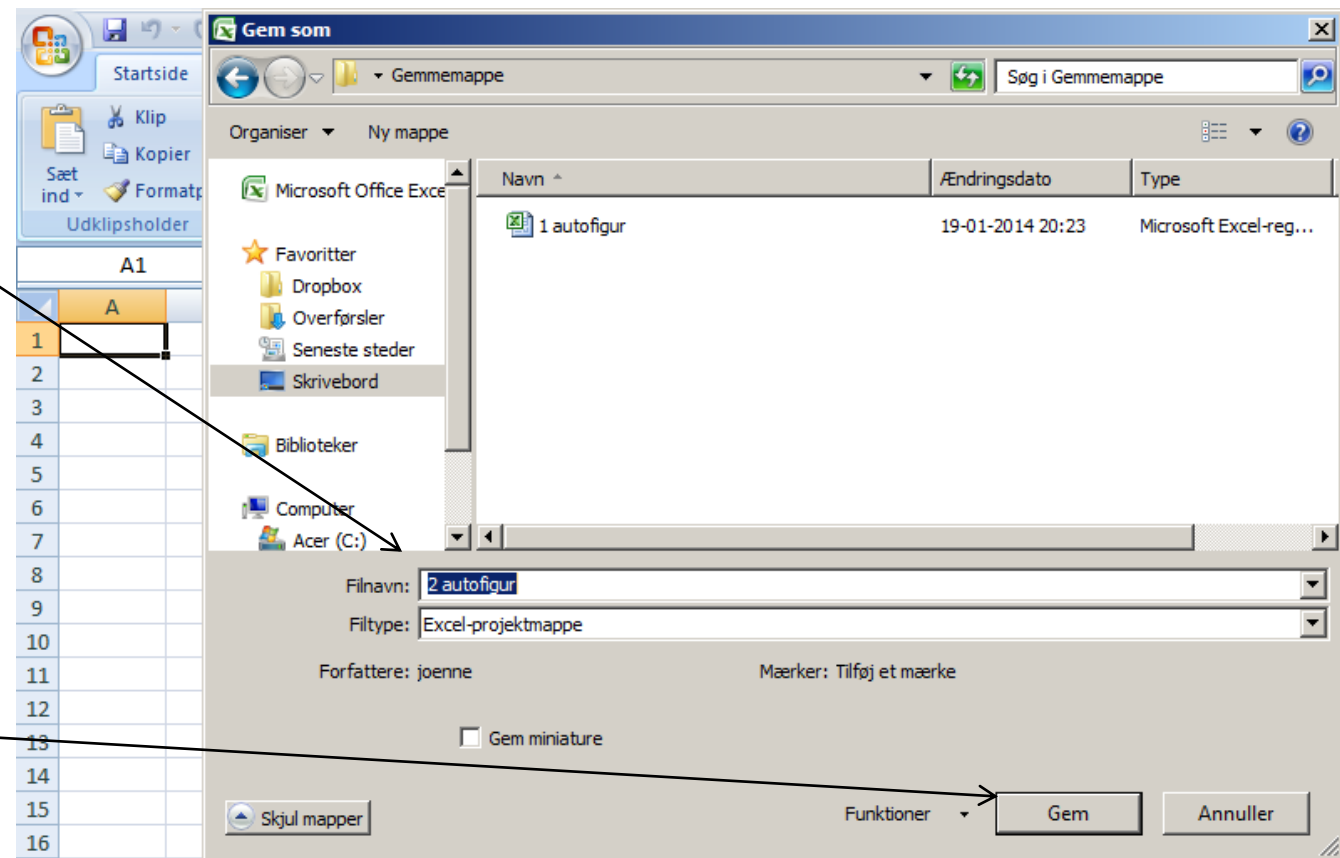
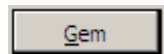
- Klik



- Find gemmemappe

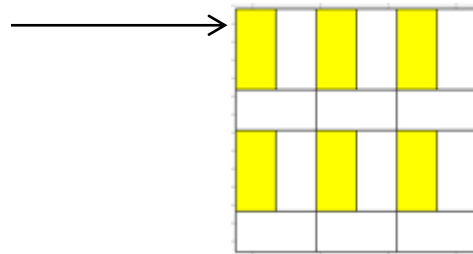
- Skriv 2 autofigur

- Klik



Opgave:

- Prøv at lave dette flisemønster



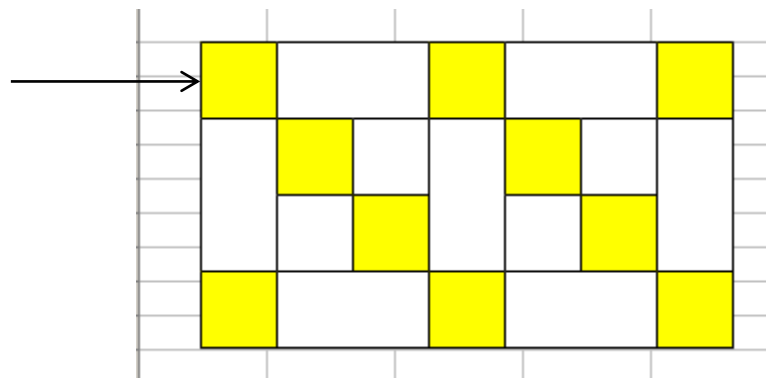
Når du har lavet opgaven skal du:

- Klik  Klik  Klik  Klik 

Opgave:

Kan du lave dette flisemønster?

Husk først at gemme (3 autofigur)

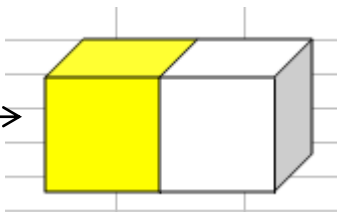


Når du er færdig, skal du

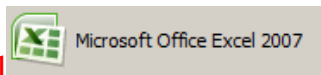
- Klik  Klik  Klik  Klik 

Nu skal du lave to terninger

Gør først sådan:



- Åbn Excel



- Klik



Klik

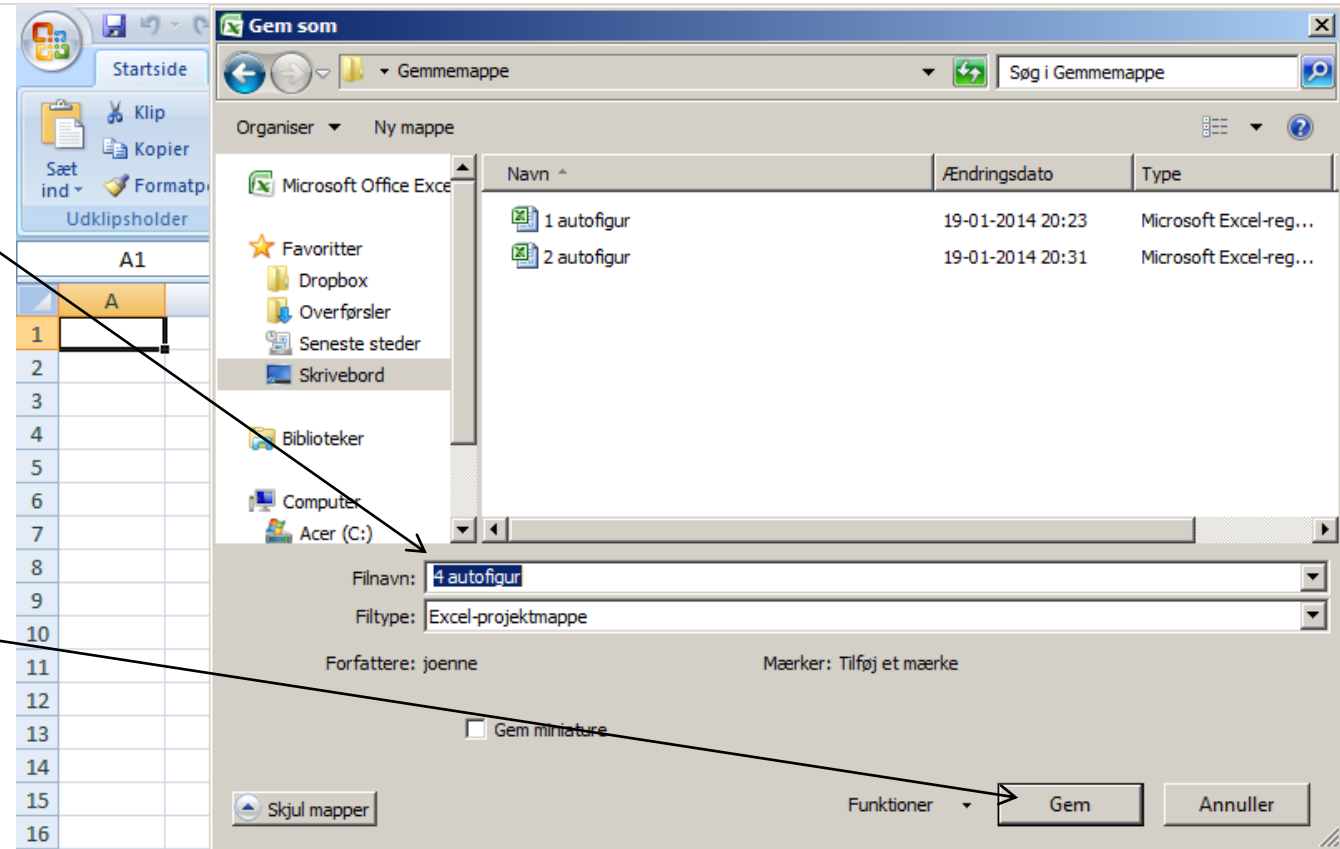
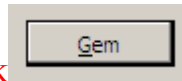


Gem

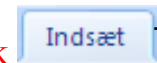
- Find gemmemappe

- Skriv 4 autofigur

- Klik



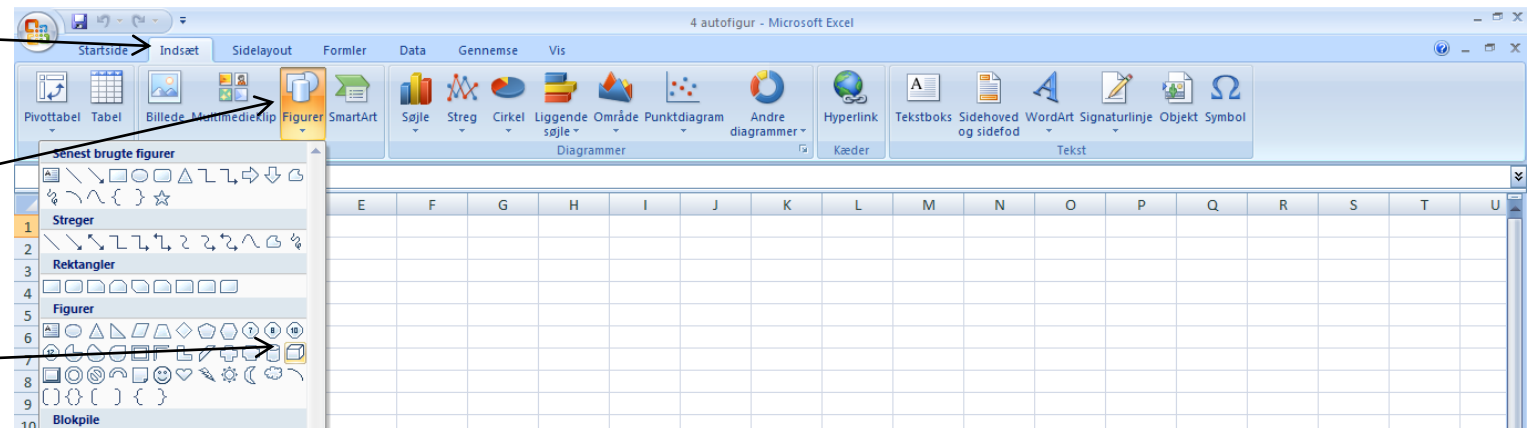
- Klik



- Klik



- Klik



- Hold venstre museknap nede



- Træk med musen

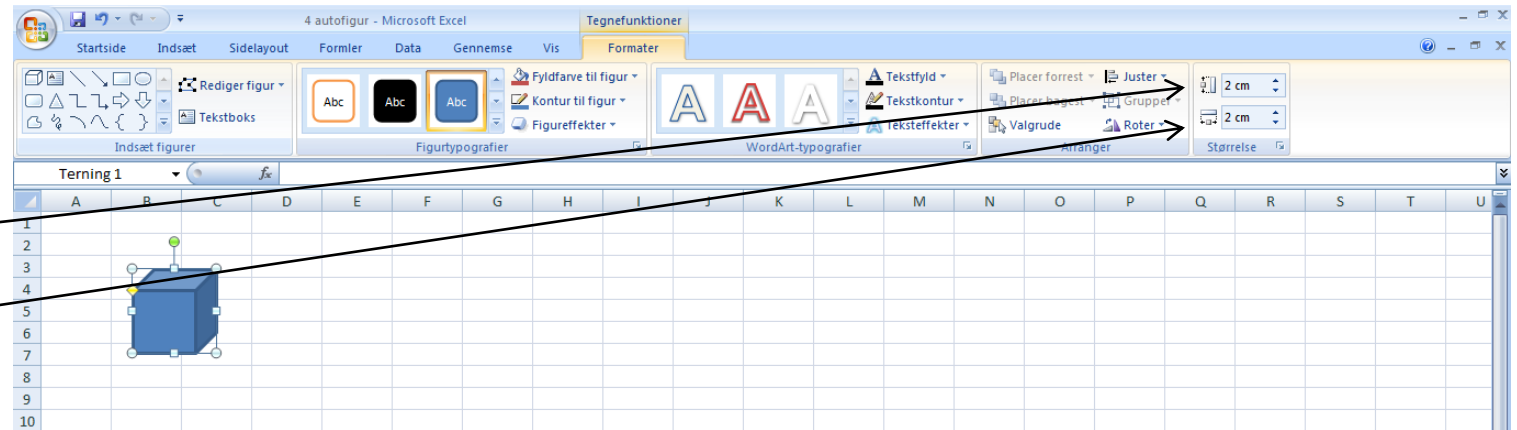


- Slip museknap

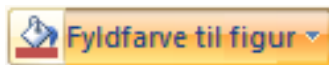


- Skriv 2

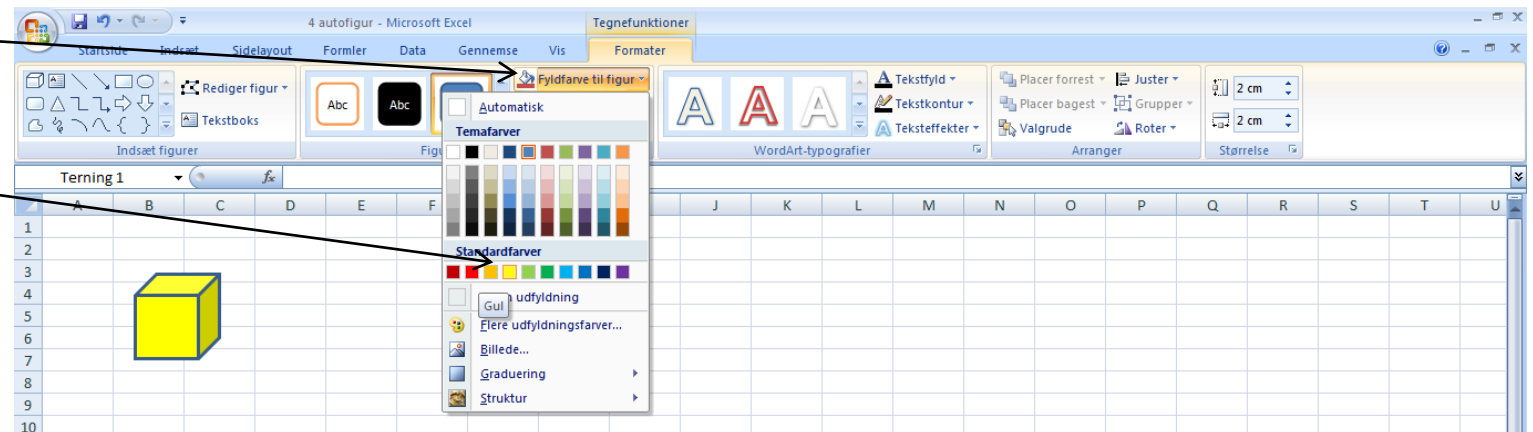
- Skriv 2

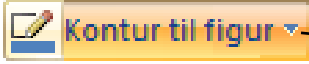
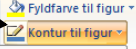

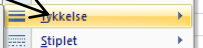
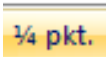
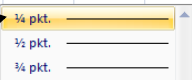


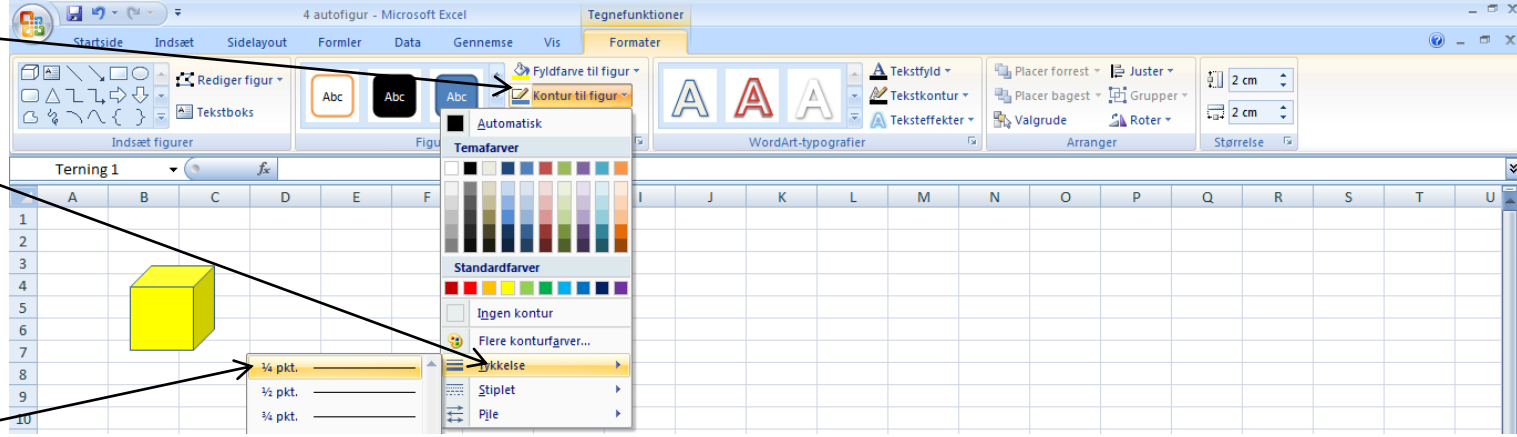
- Klik

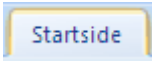







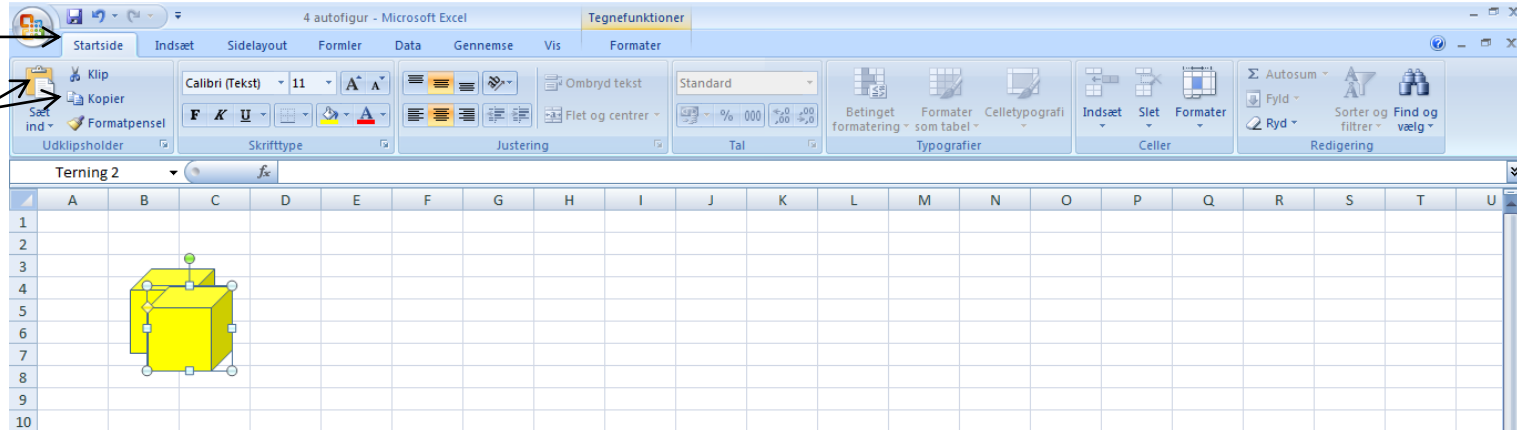
- Klik Gul



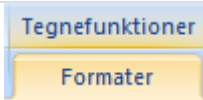
- Klik  → 
- Klik  → 
- Klik  → 



- Klik  → 
- Klik  → 
- Klik  → 



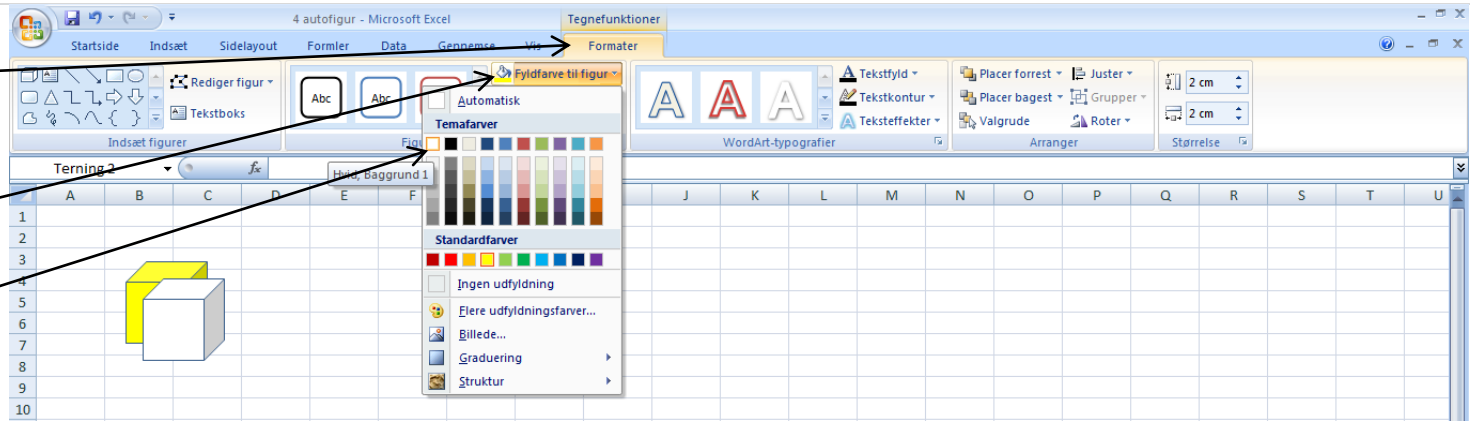
- Klik



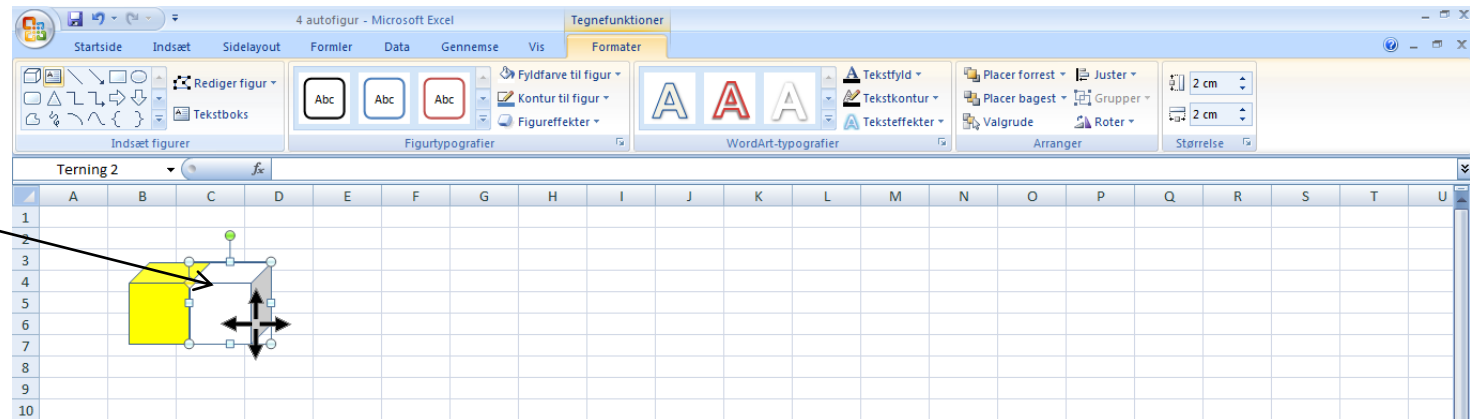
- Klik



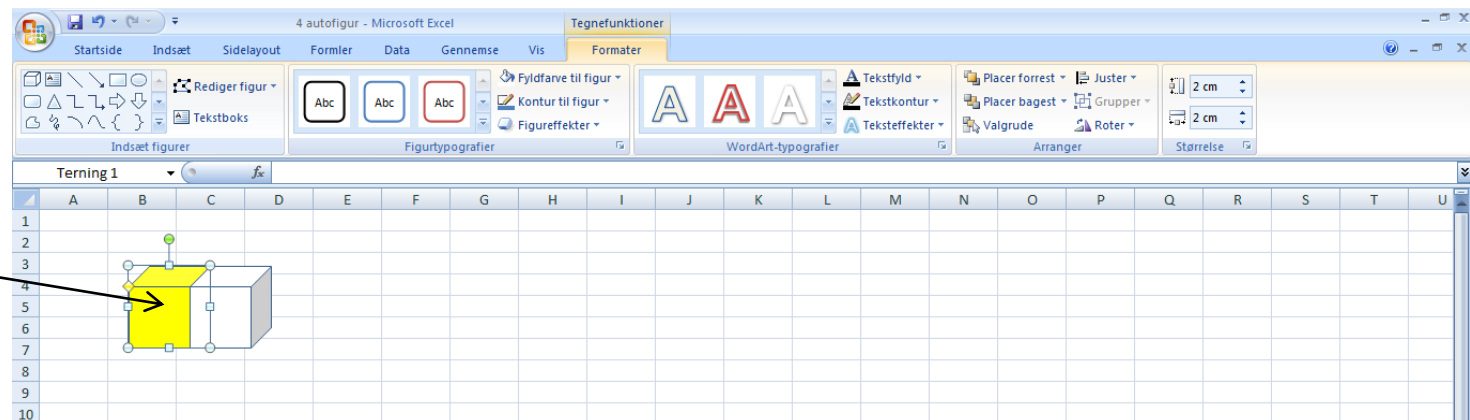
- Klik Hvid



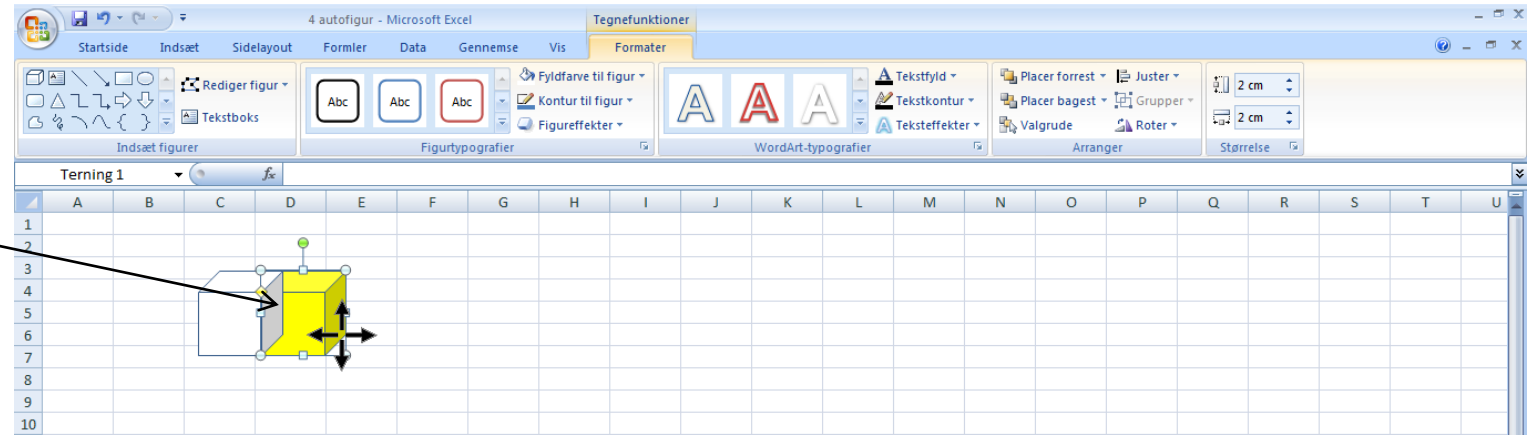
- Flyt den hvide terning hertil



- Klik gul terning



- Flyt den gule terning hertil

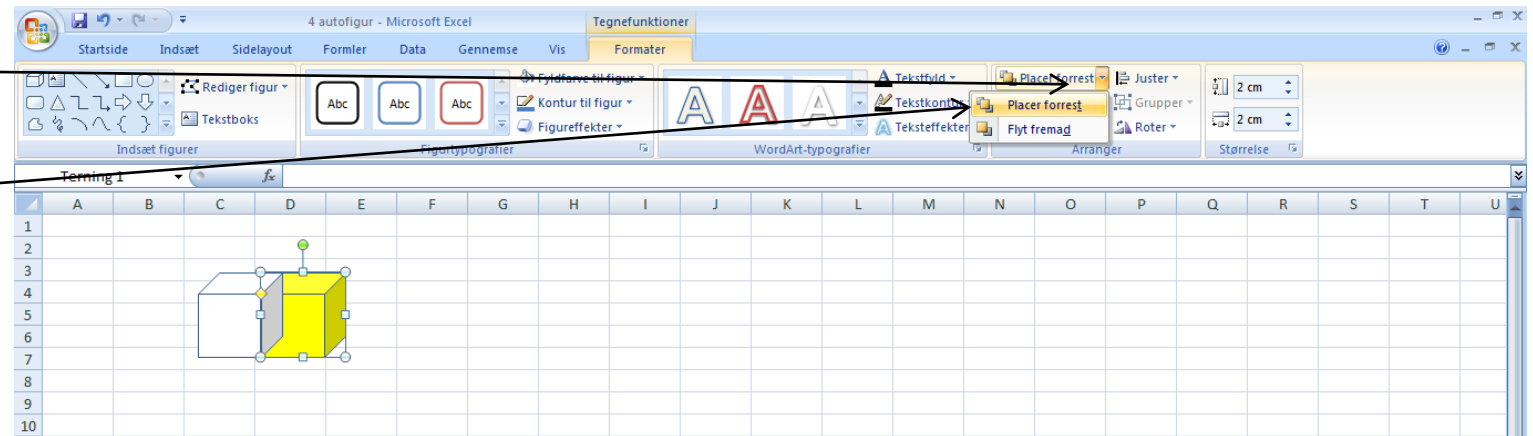
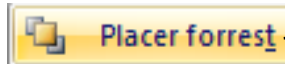


Rækkefølge

- Klik



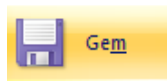
- Klik



- Klik



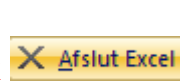
- Klik






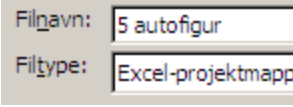
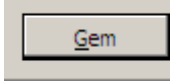
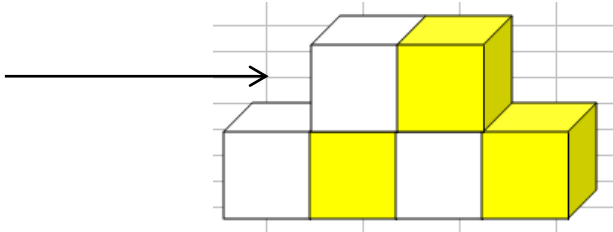
- Klik



- Klik



Opgave:

- Åbn Excel 
- Klik  Klik  Find gemmemappe Skriv  Klik 
- Prøv at lave denne figur 

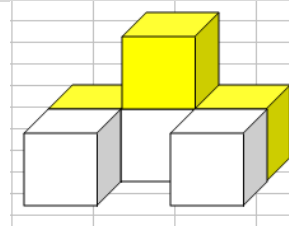
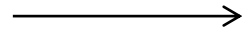
Når du er færdig, skal du

- Klik  Klik  Klik  Klik 

Opgave:

- Åbn Excel 
- Klik  Klik  Find gemmemappe Skriv  Klik 

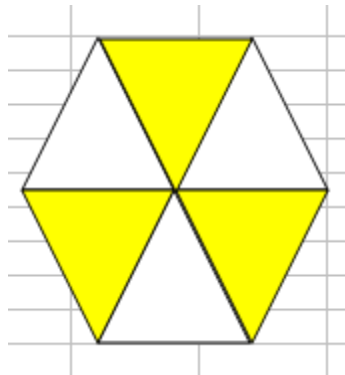
- Kan du lave denne figur



Når du er færdig, skal du

- Klik  Klik  Klik  Klik  Klik 

Nu skal du lave dette mønster.
Gør først sådan:



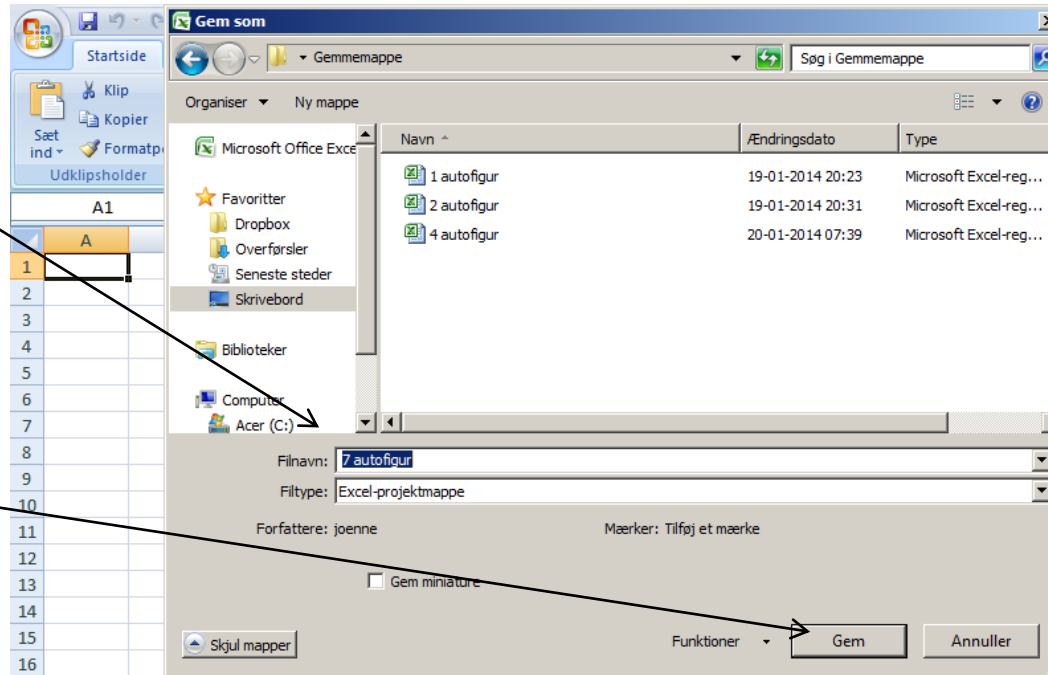
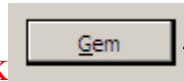
- Åbn Excel 

- Klik  Klik 

- Find gemmemappe

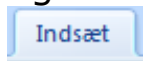
- Skriv 7 autofigur

- Klik



1. Vælg autofigur

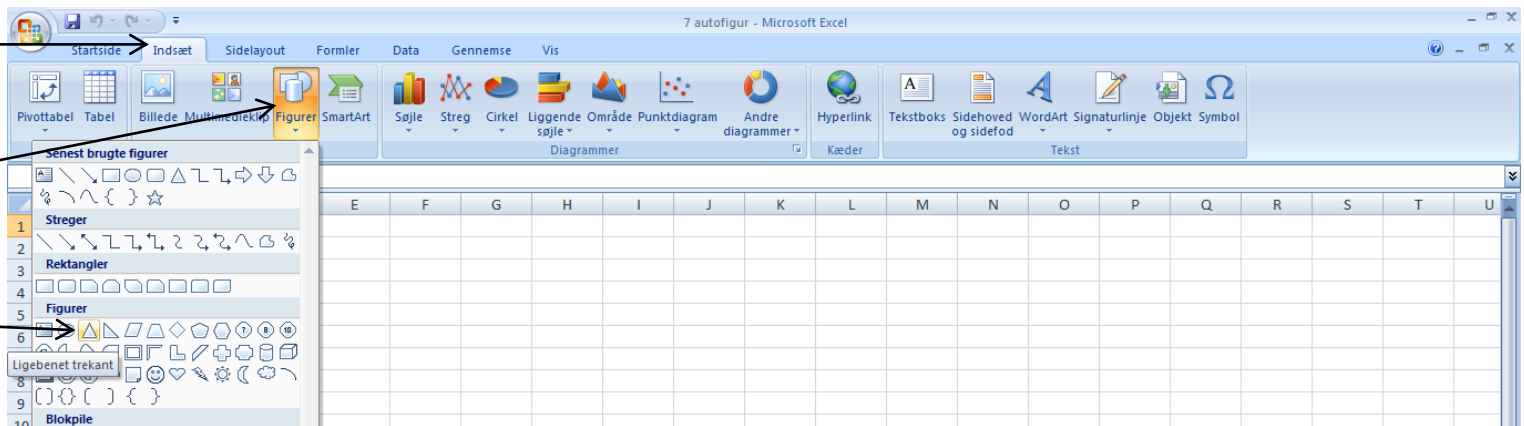
- Indsæt



- Klik

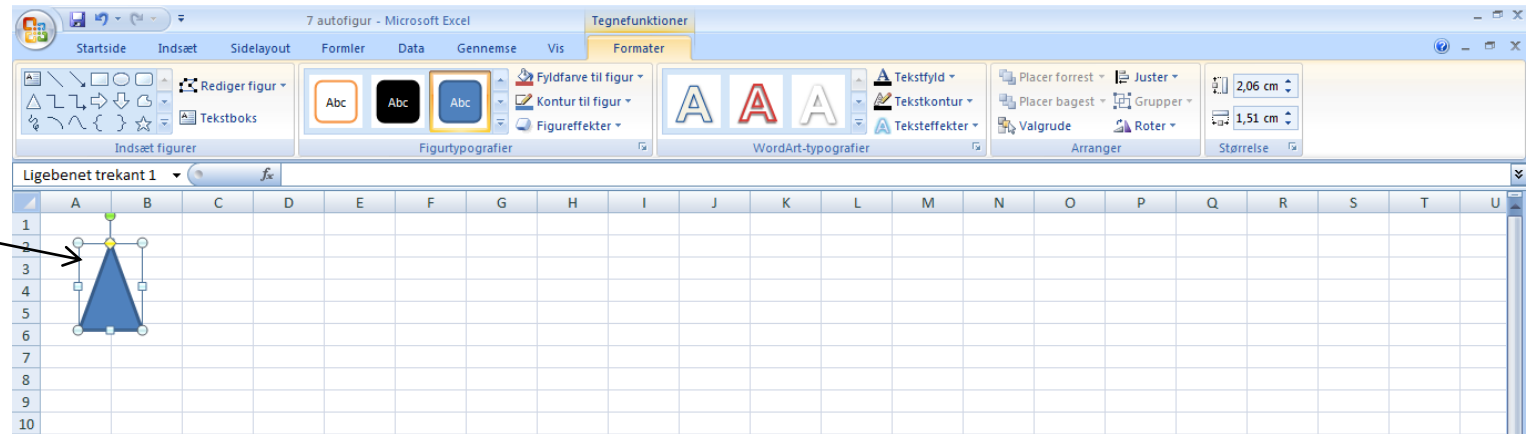


- Klik



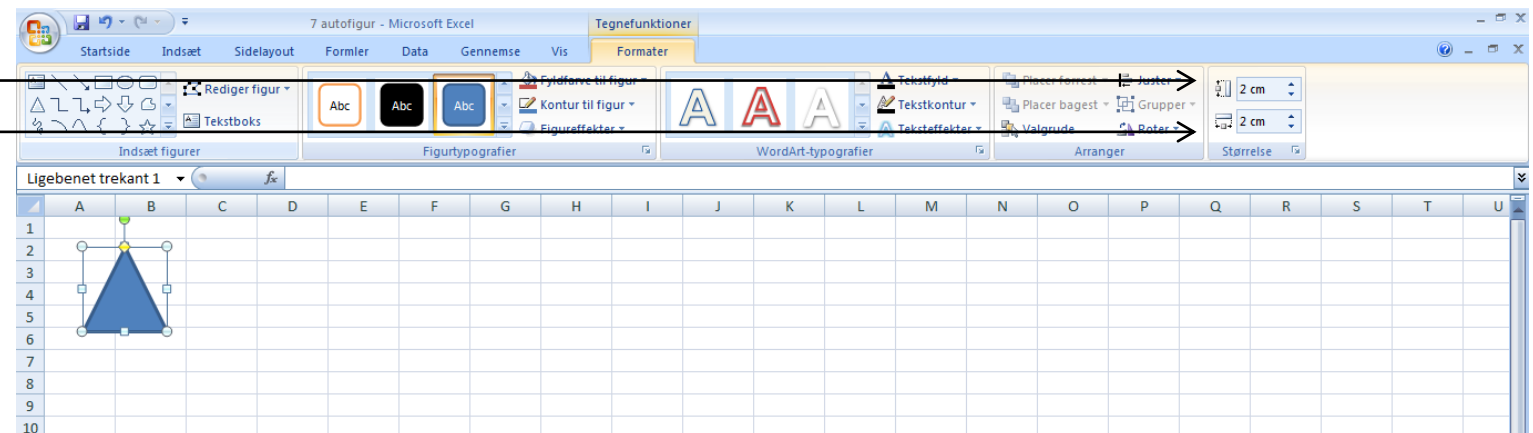
2. Lav autofigur

- Lav autofiguren

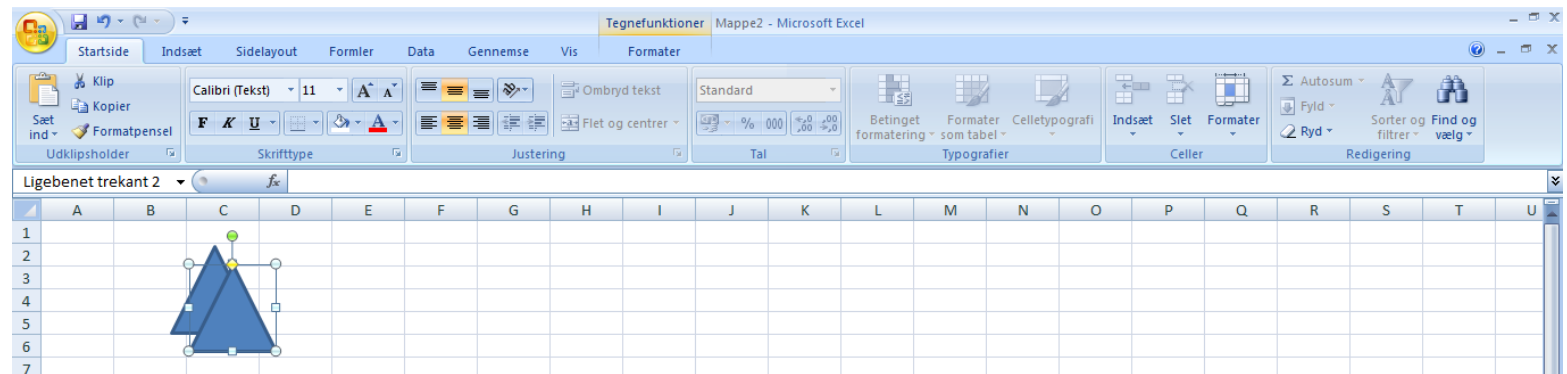


3. Vælg størrelse

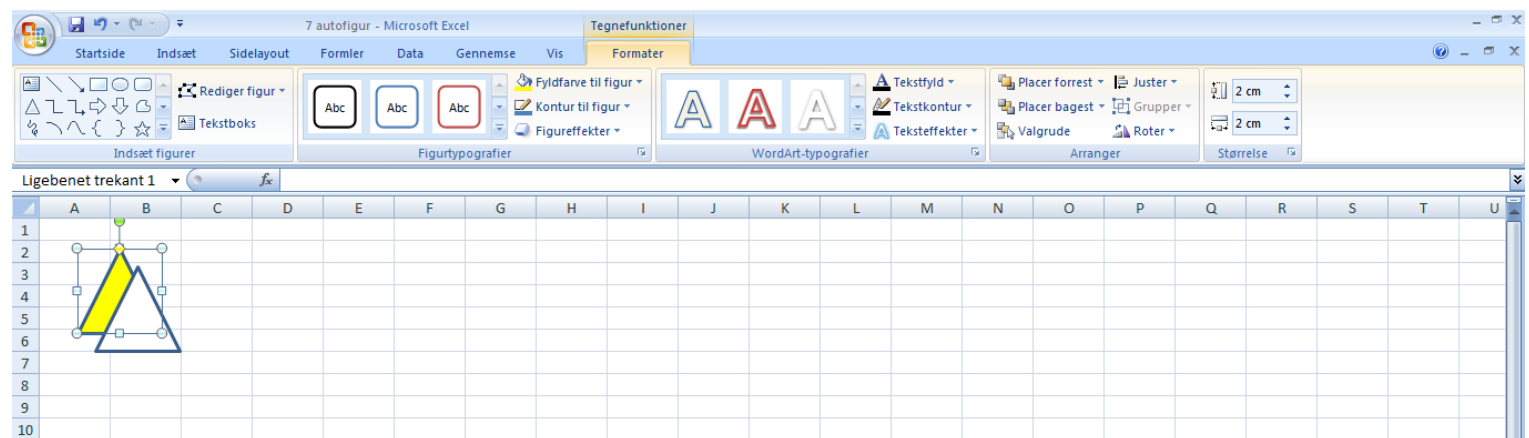
- Skriv 2
- Skriv 2



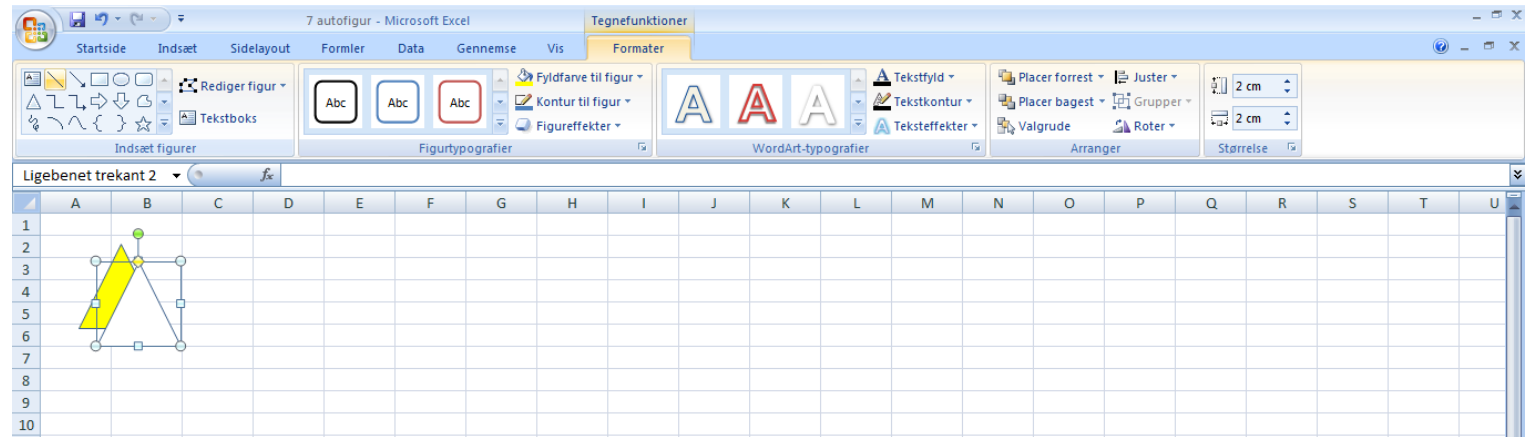
4. Kopier og sæt ind



5. Ændre farver

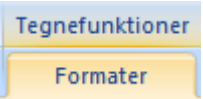
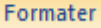

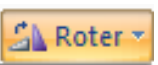



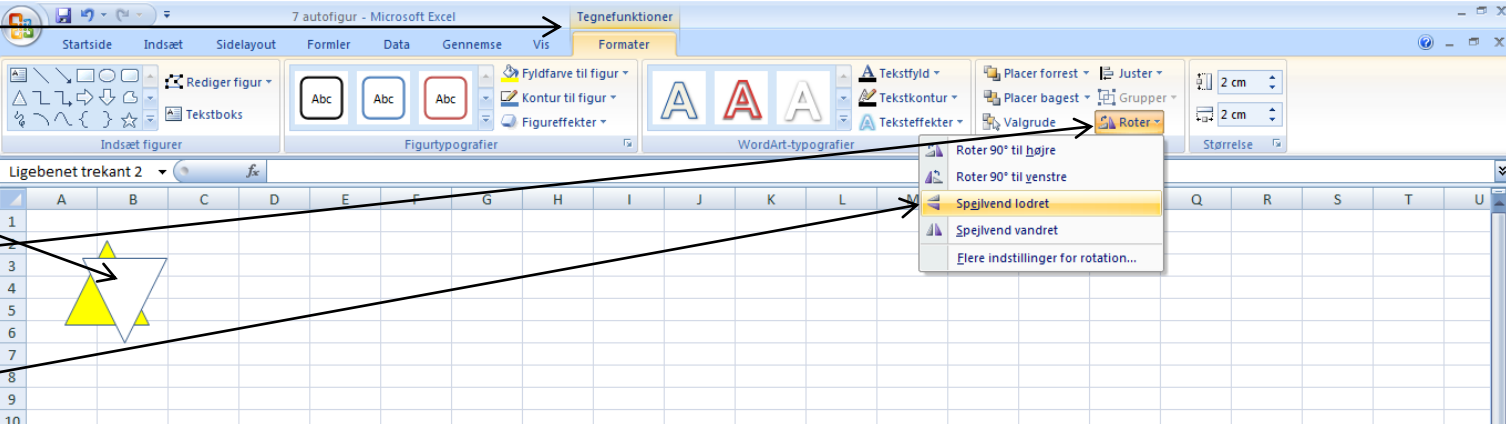
6. Lav tynde streger



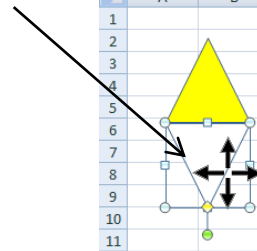
- Klik  Klik  Gem

Spejlvend en autofigur

- Klik  
- Klik hvid figur 
- Klik 
- Klik 



- Flyt hvid figur hertil



- Klik



- Klik

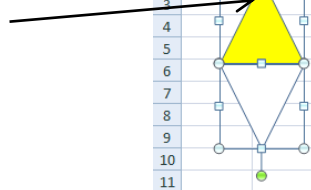


Grupper autofigurer

- Hold Ctrl – tasten nede



- Klik på gul figur

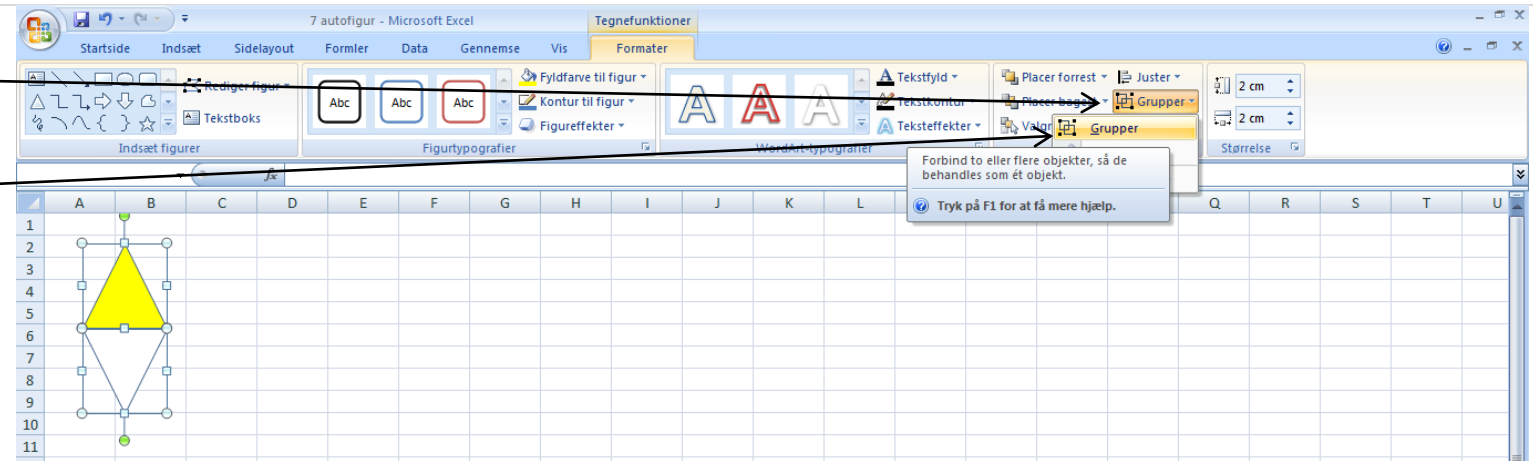


- Slip Ctrl - tasten

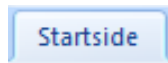
• Klik



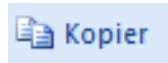
• Klik



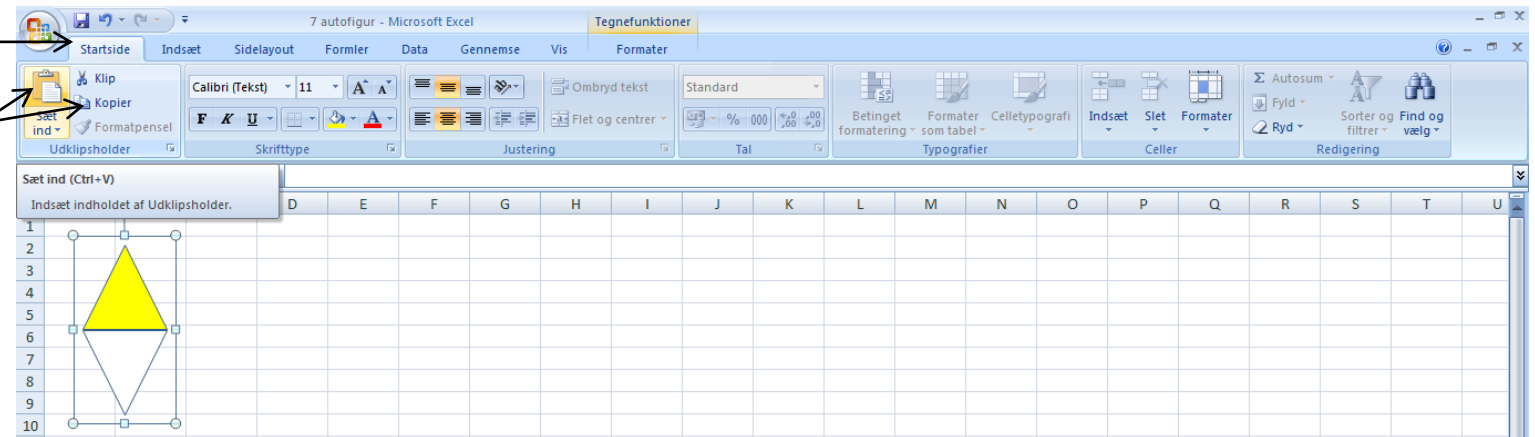
• Klik



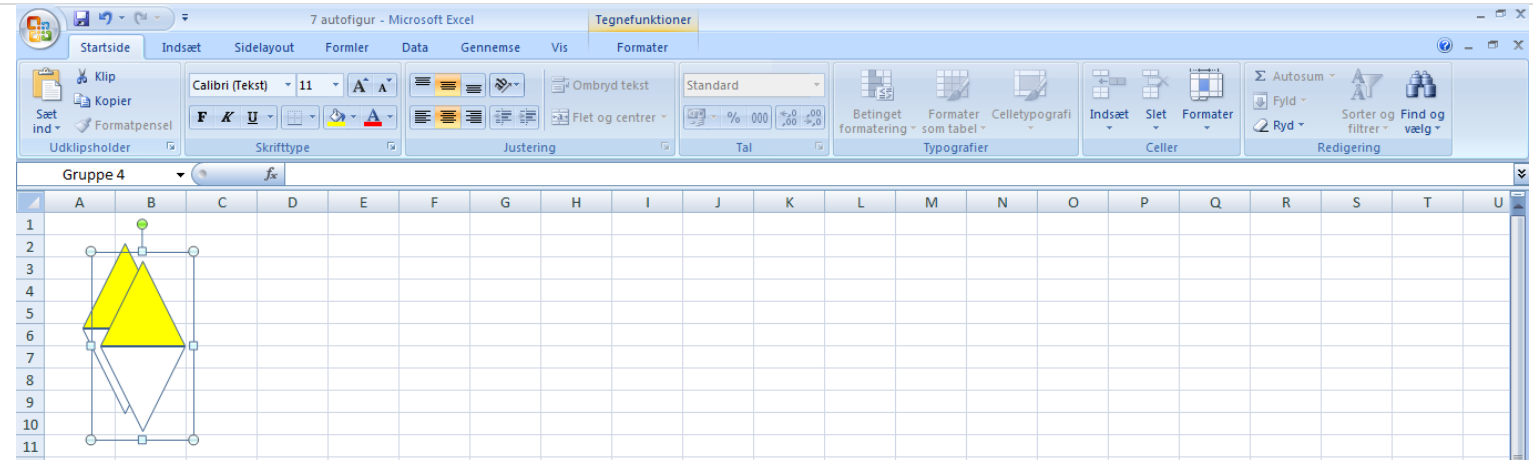
• Klik



• Klik

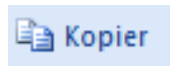


Nu der det sådan ud

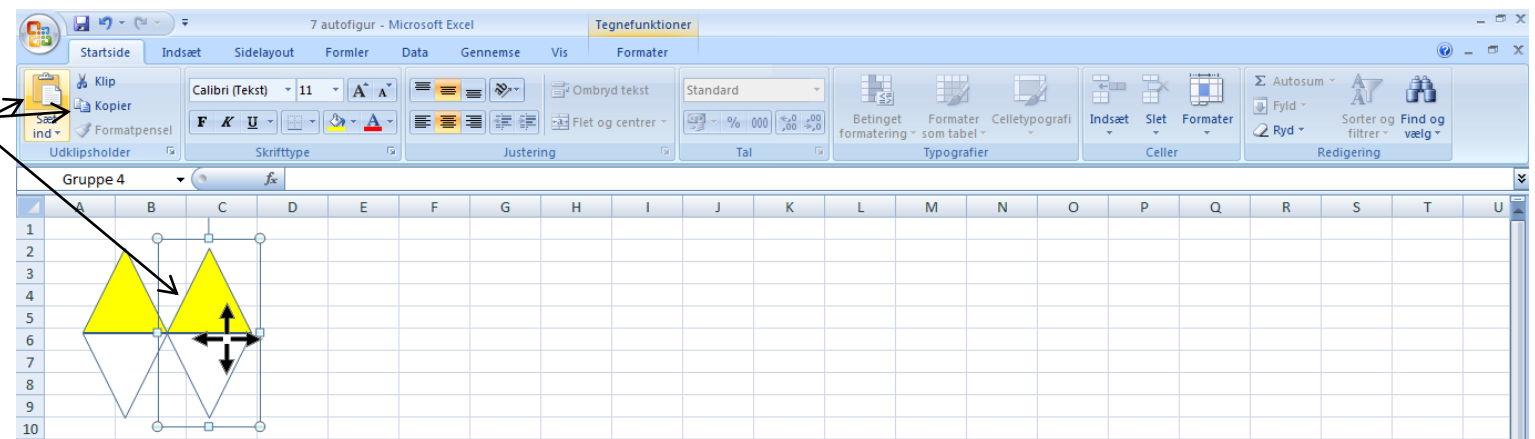


• Flyt figur hertil

• Klik

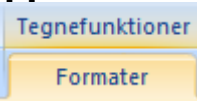


• Klik



Opdel gruppe

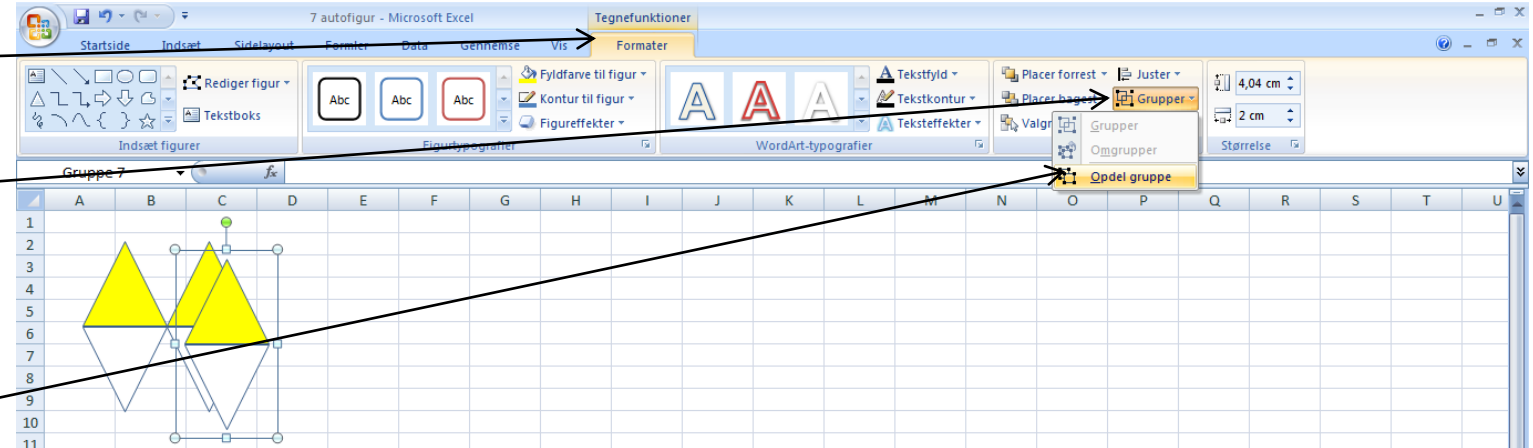
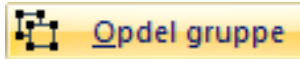
• Klik



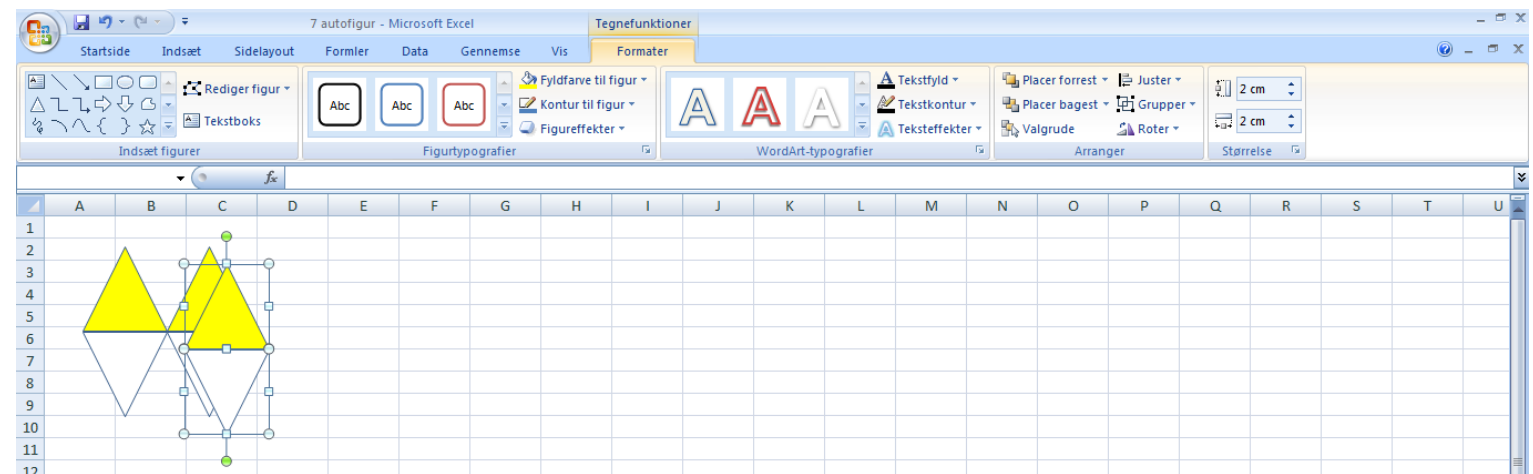
• Klik



• Klik

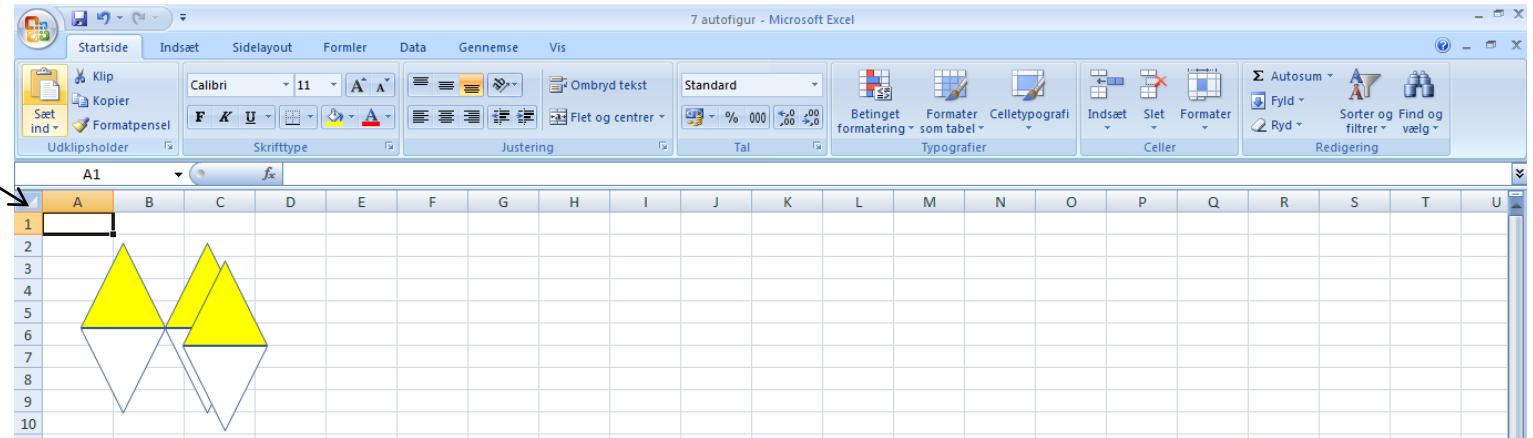


Nu der det sådan ud



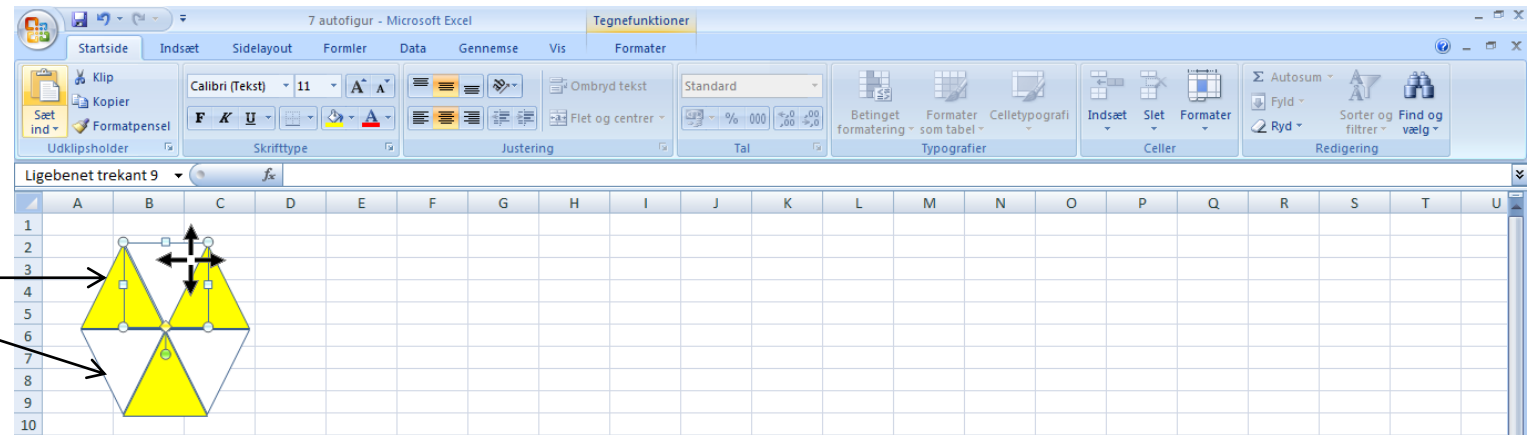
- Klik i A1

Markeringen forsvinder og du har nu to trekkanter som du nu skal flytte



- Klik på den figur du vil flytte

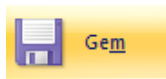
- Flyt figurerne hertil



- Klik



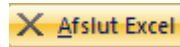
Klik



Klik



Klik



Flere opgaver?

