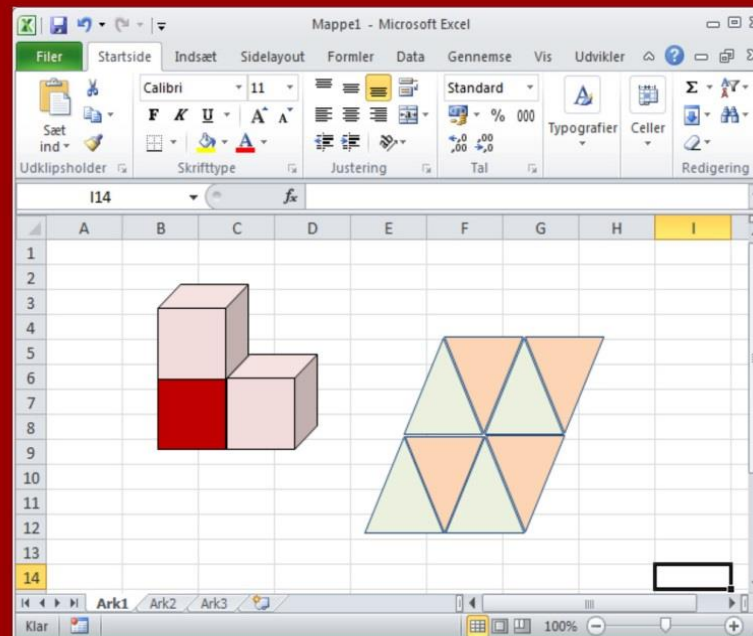




# Gå igang med Excel

Trin 1 til Excel 2010

AUTOFIGURER



Jørn Blok

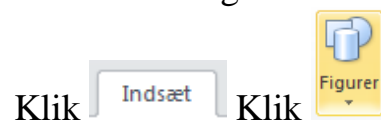
## Inden du går i gang

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.



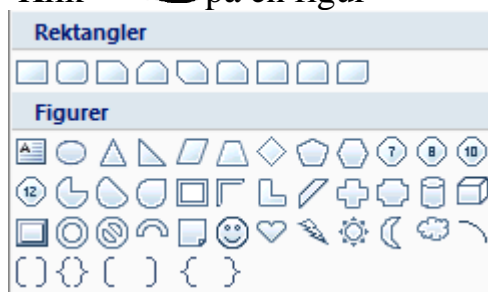
Når du skal lave en figur skal du:

1. Indsætte figuren



2. Vælge en figur


3. Klik  på en figur



4. Lave figuren

 hold venstre museknap nede hele tiden

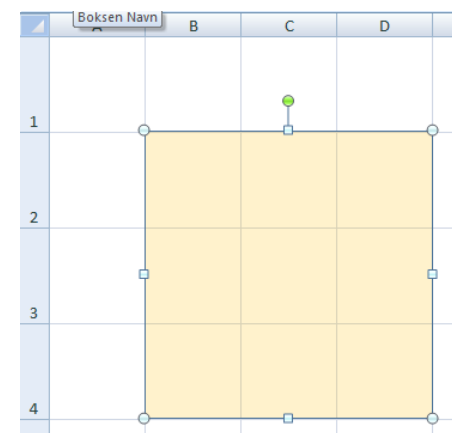
 flyt musen

 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

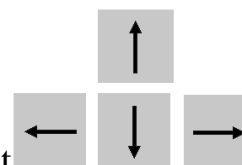


Når du vil flytte figuren kan du gøre det

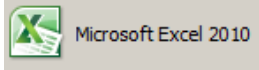
med musen    



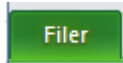
med tastaturet



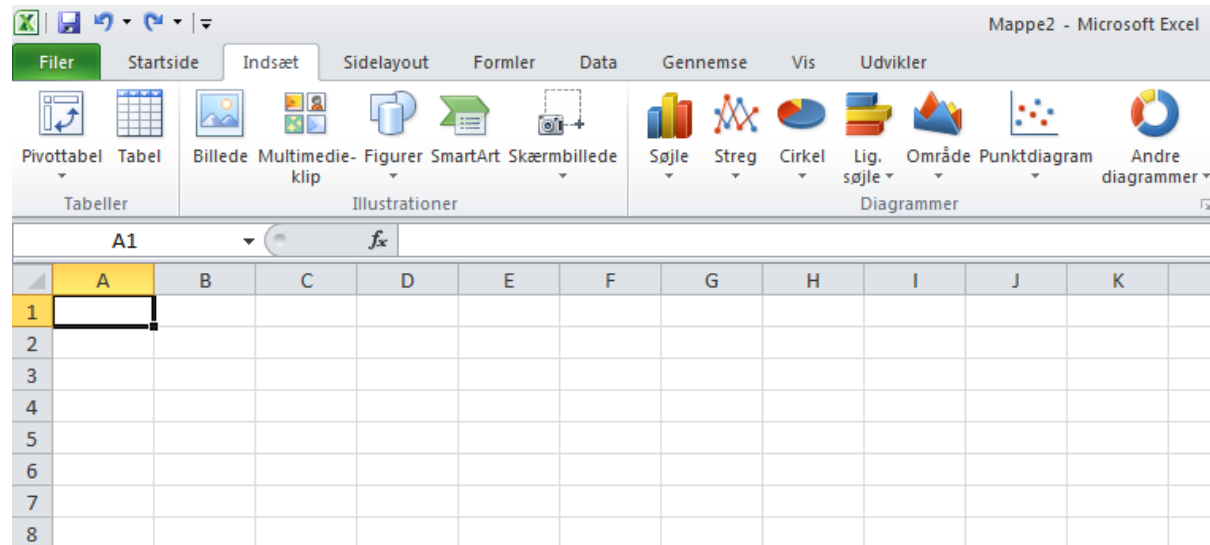
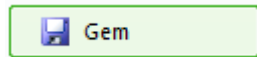
- Åbn Excel



- Klik



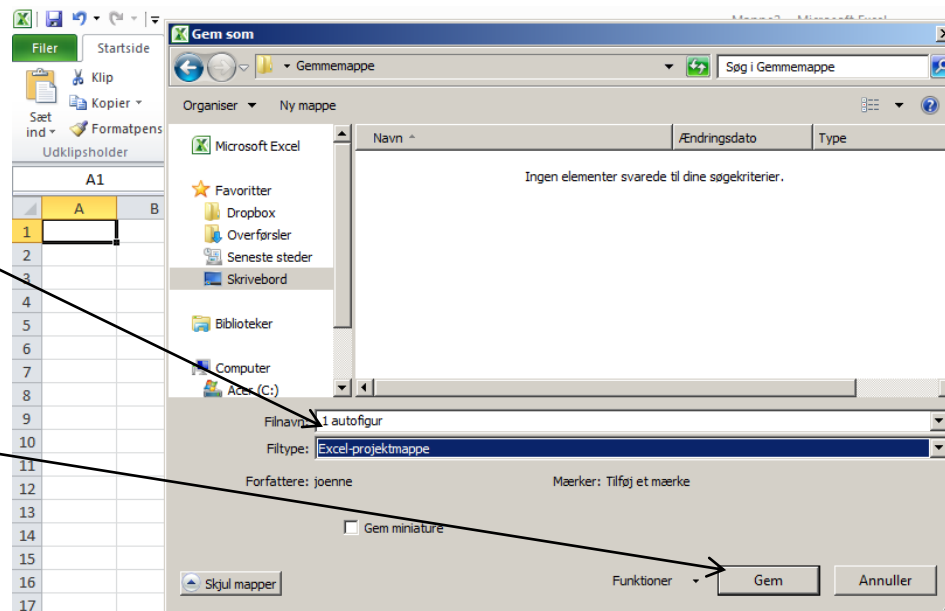
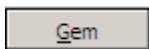
- Klik



- Find gemmemappe

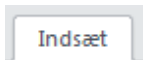
- Skriv 1 autofigur

- Klik

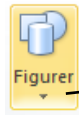


## Indsætte en autofigur

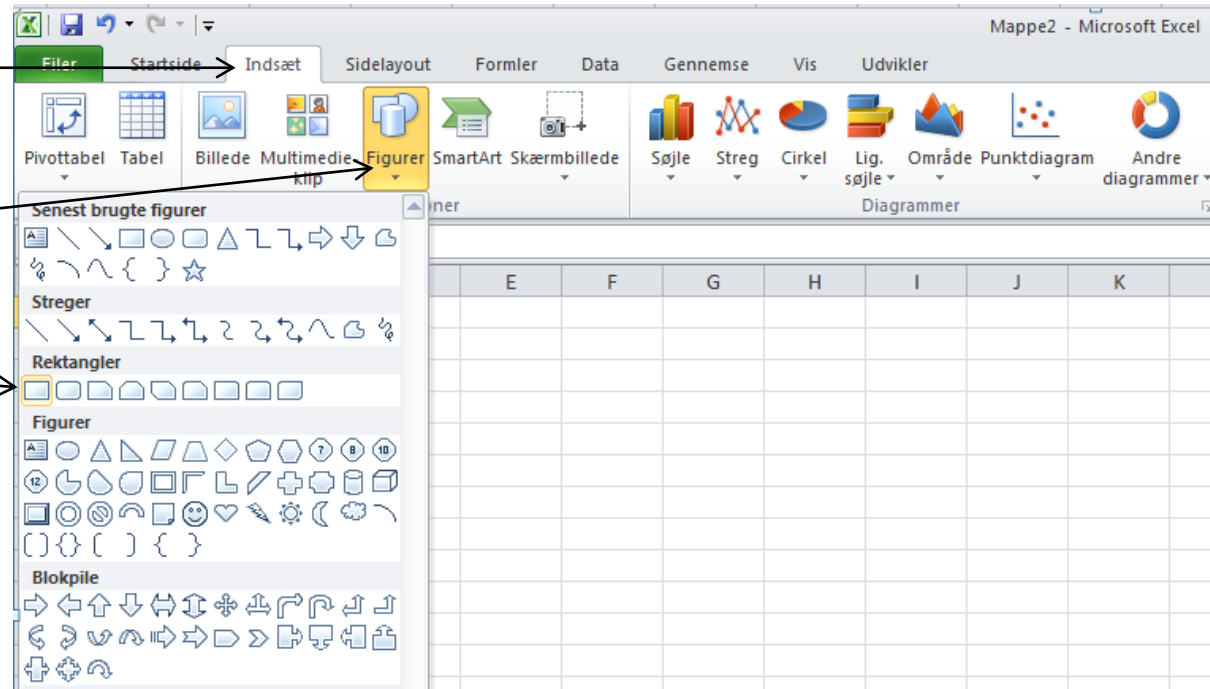
- Klik



- Klik



- Klik



- Musemarkør skifter form

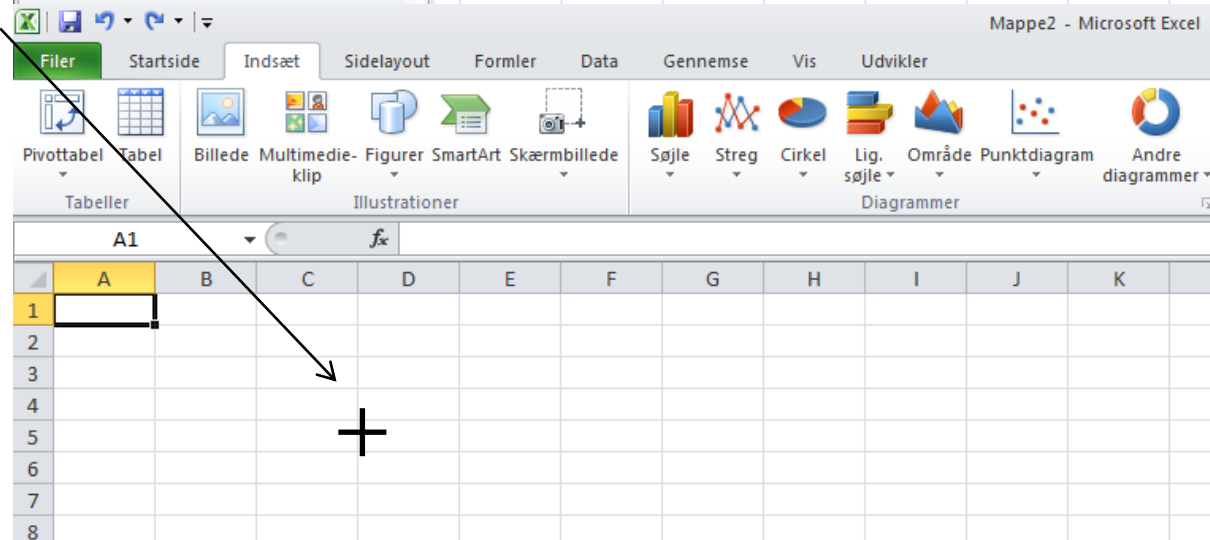
- Hold venstre museknap nede



- Træk med musen



- Slip museknap

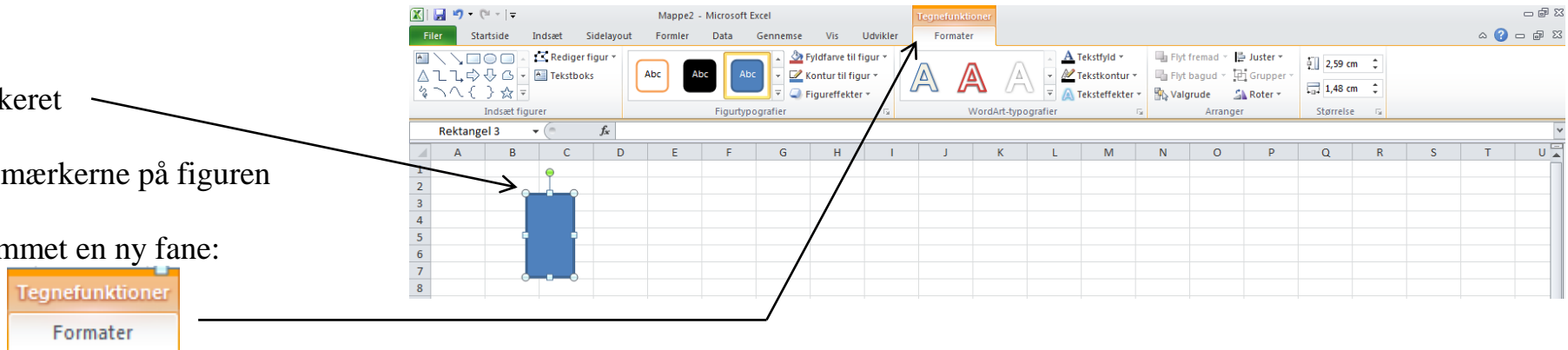


så du får en figur

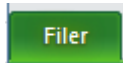
Figuren er markeret

Det kan ses på mærkerne på figuren

Der er også kommet en ny fane:



- Klik



- Klik

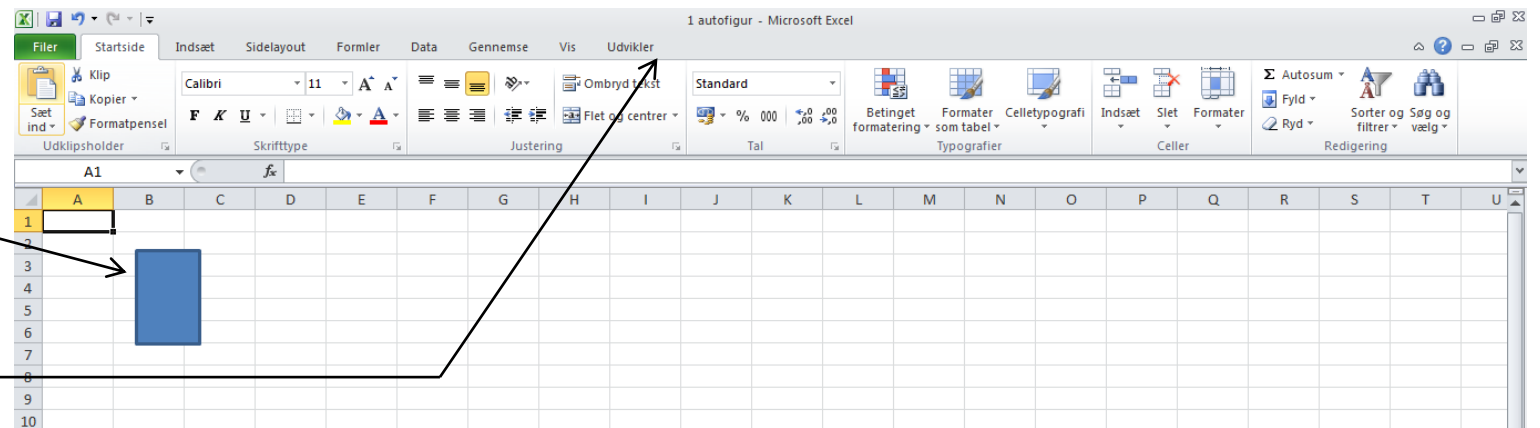


## Størrelse på autofigur

- Klik i A1

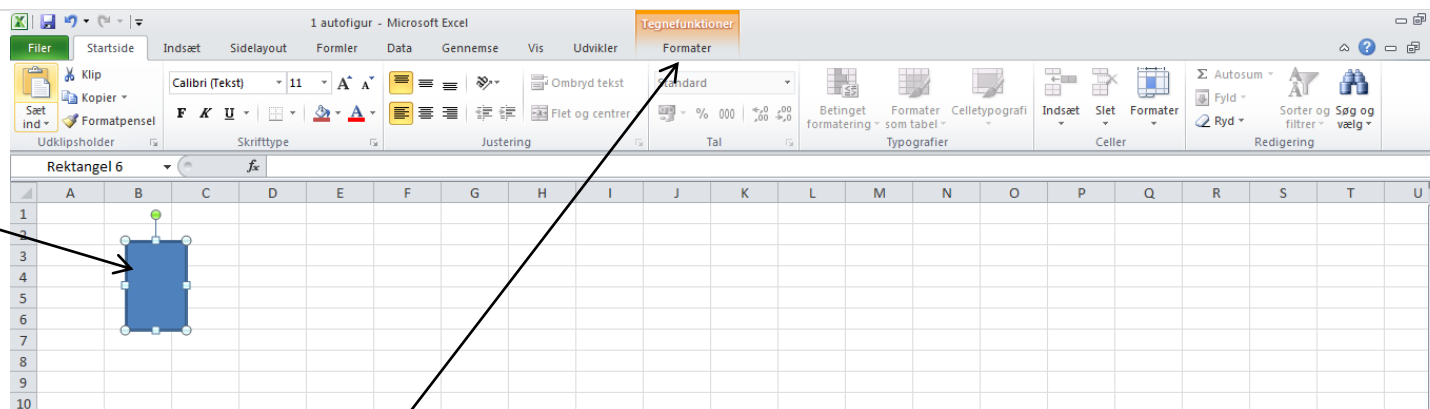
Figuren er ikke markeret

Fanen er væk



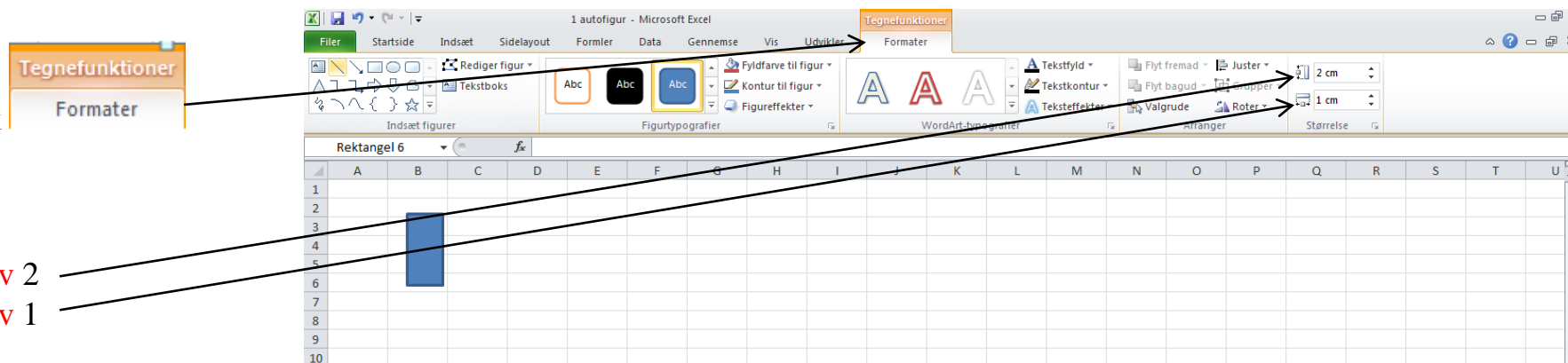
- Klik på figur

Figuren er markeret, og fanen er der også



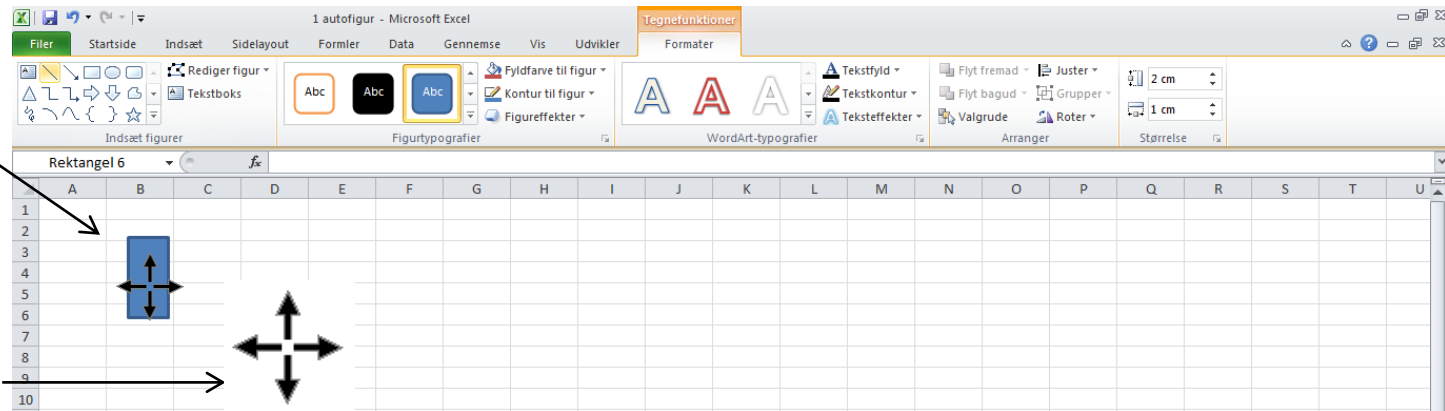
- Klik

- Skriv 2
- Skriv 1

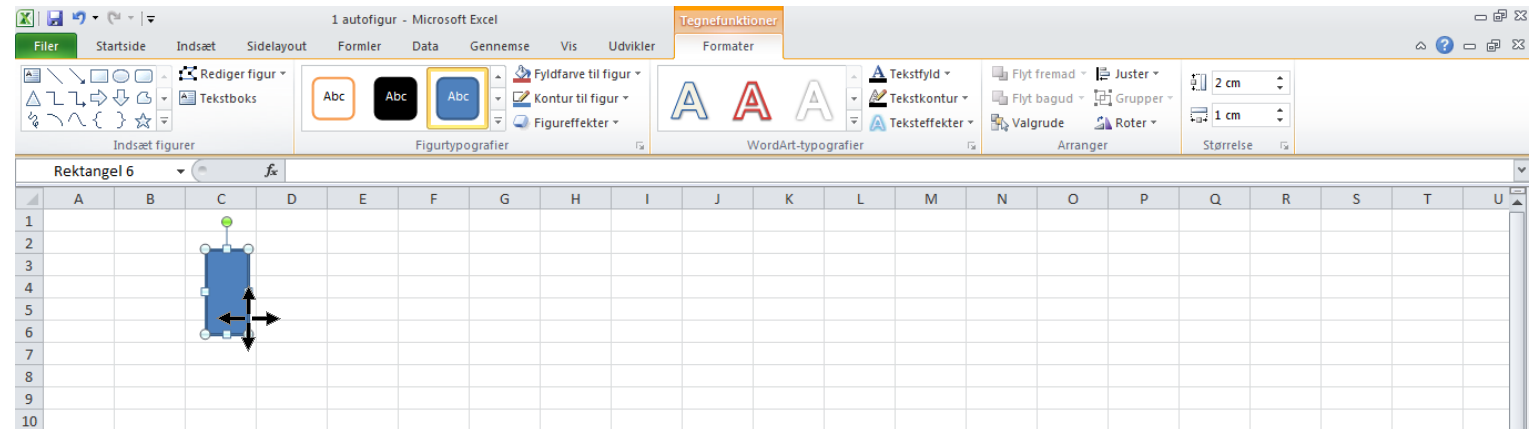


## Flytte en autofigur med musen

- Klik på figur
- Flyt musemarkør ind i figur
- Musemarkør skifter form

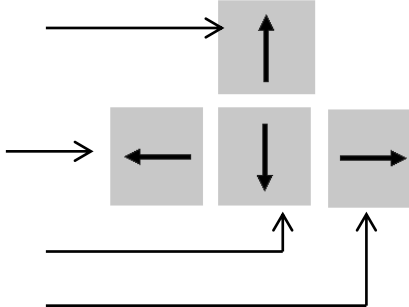


- Hold venstre museknap nede
- Træk med musen
- Slip museknap



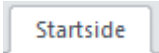
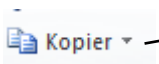
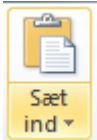
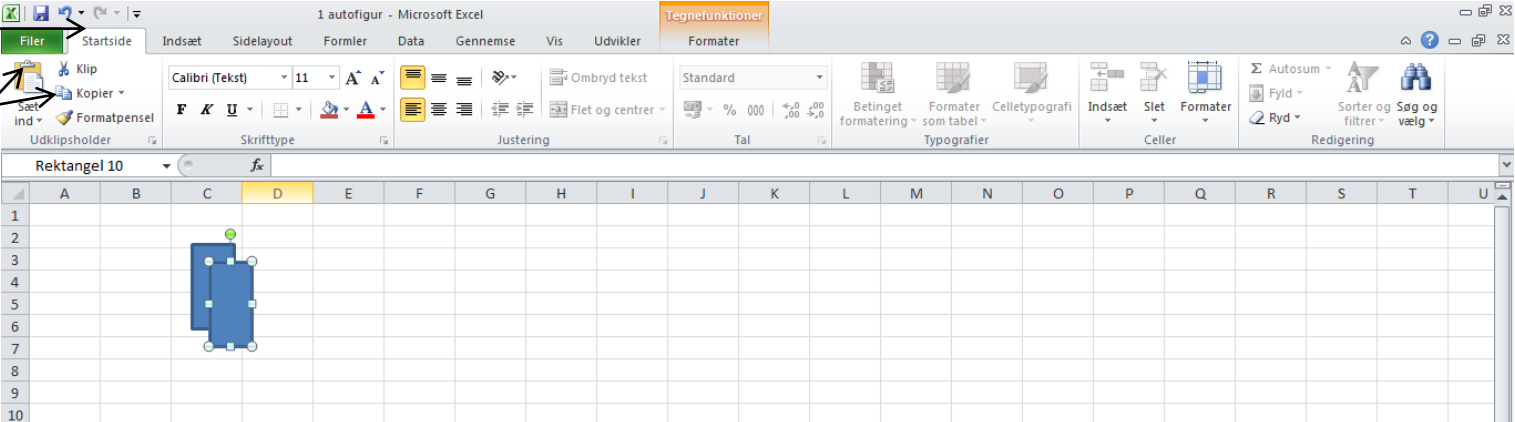
## Flytte autofigur med piletaster

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
- 

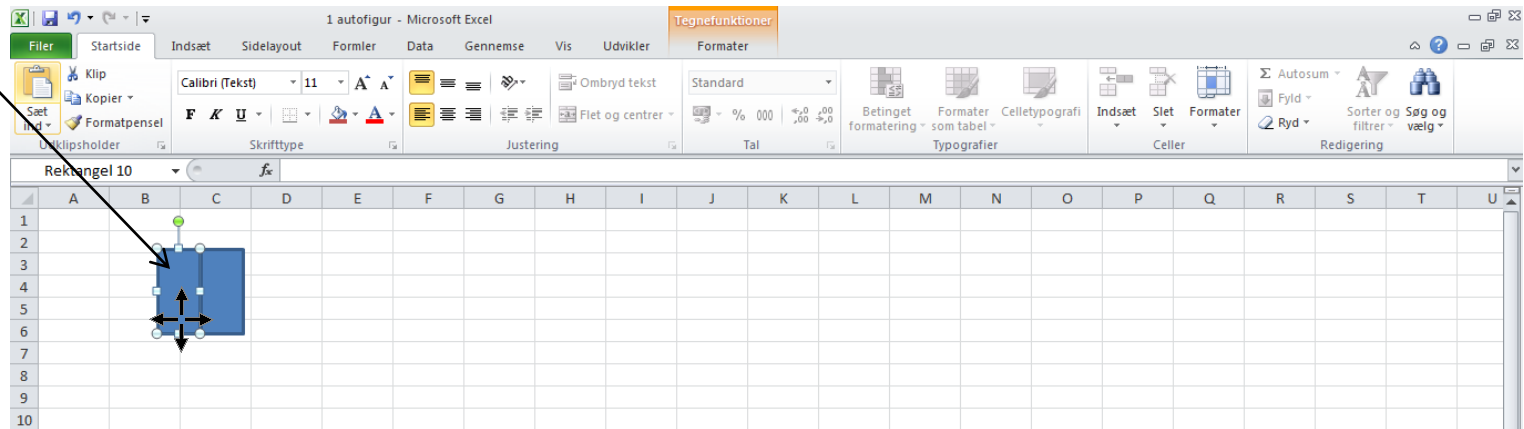
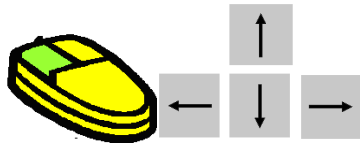
- Klik  Klik 

## Kopier og sæt ind

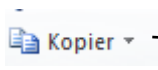
- Klik 
  - Klik 
  - Klik 
- 



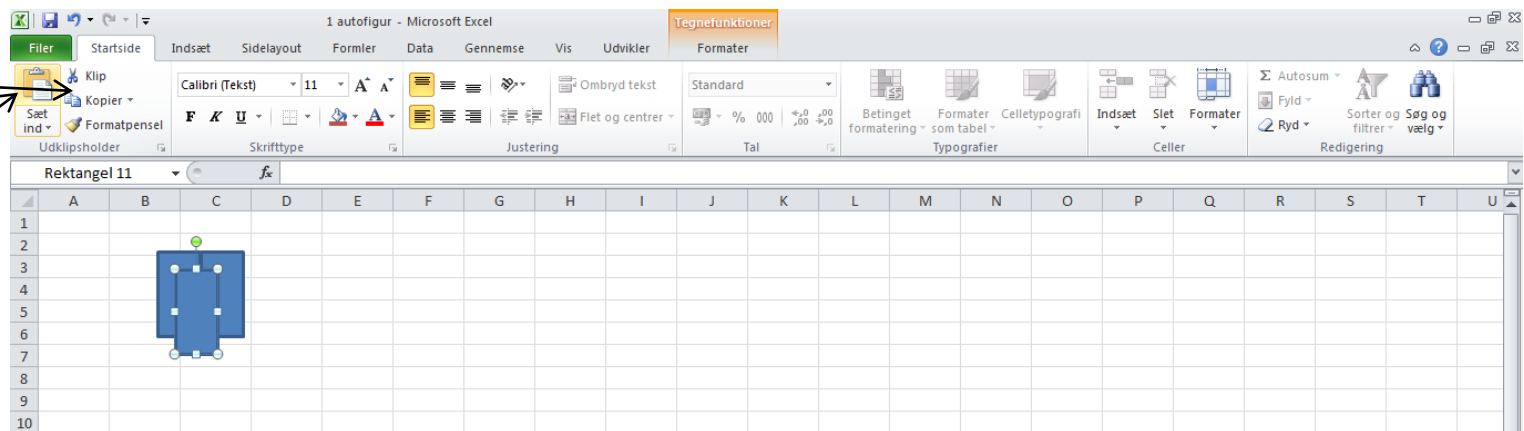
- Flyt autofiguren hertil
- Brug mus og pilekaster



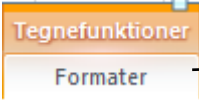
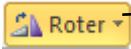
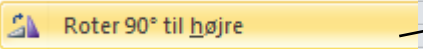
- Klik

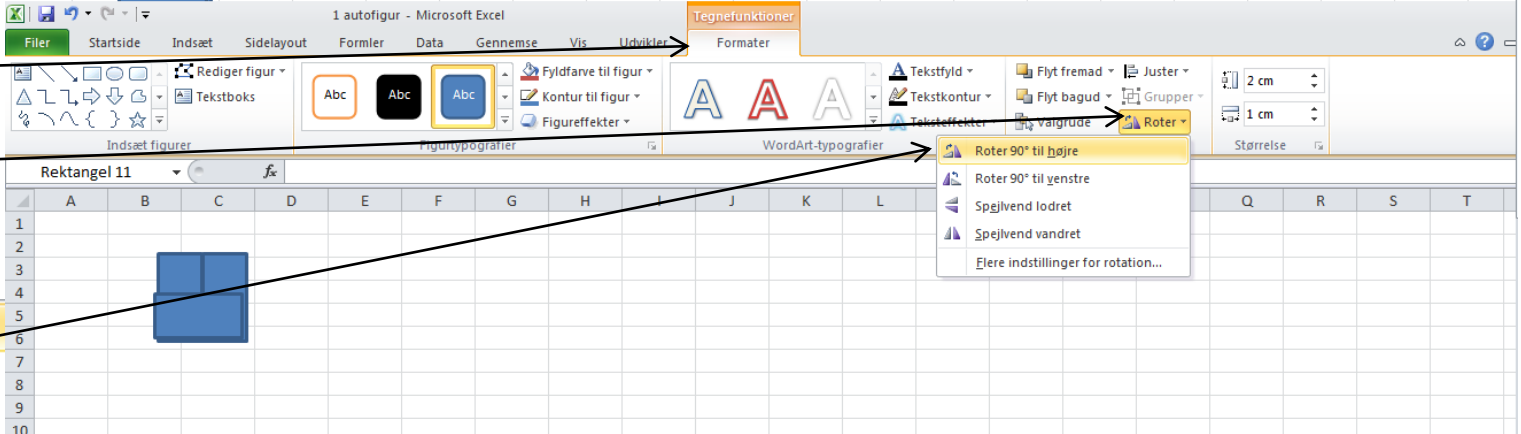


- Klik

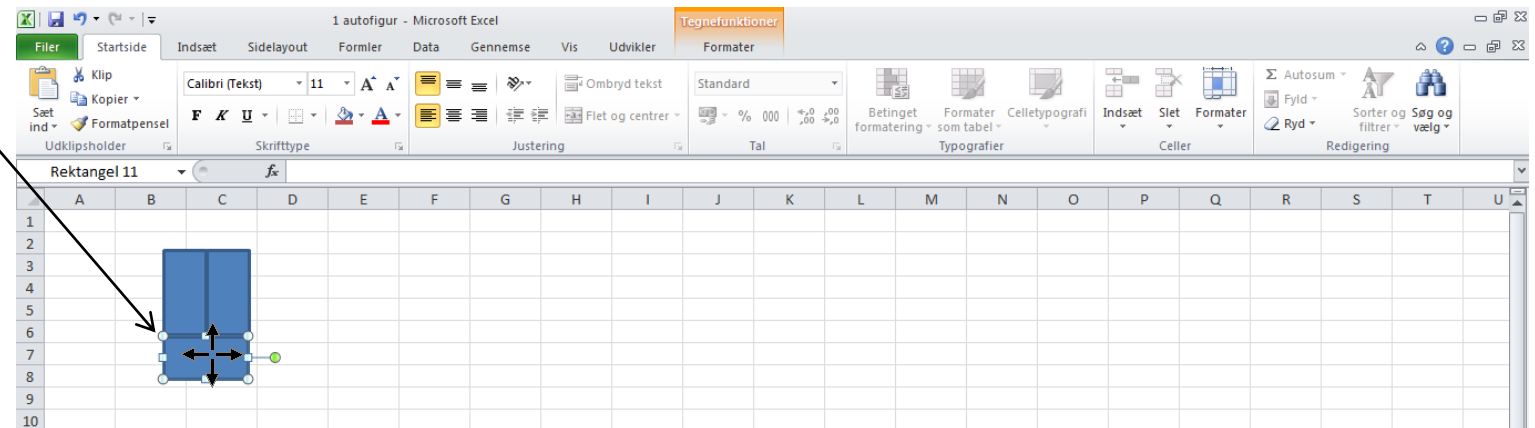
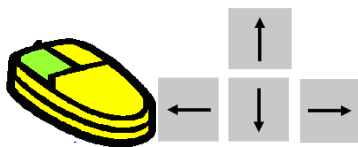


## Roter en autofigur

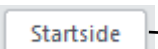





- Klik 
- Klik 
- Klik 

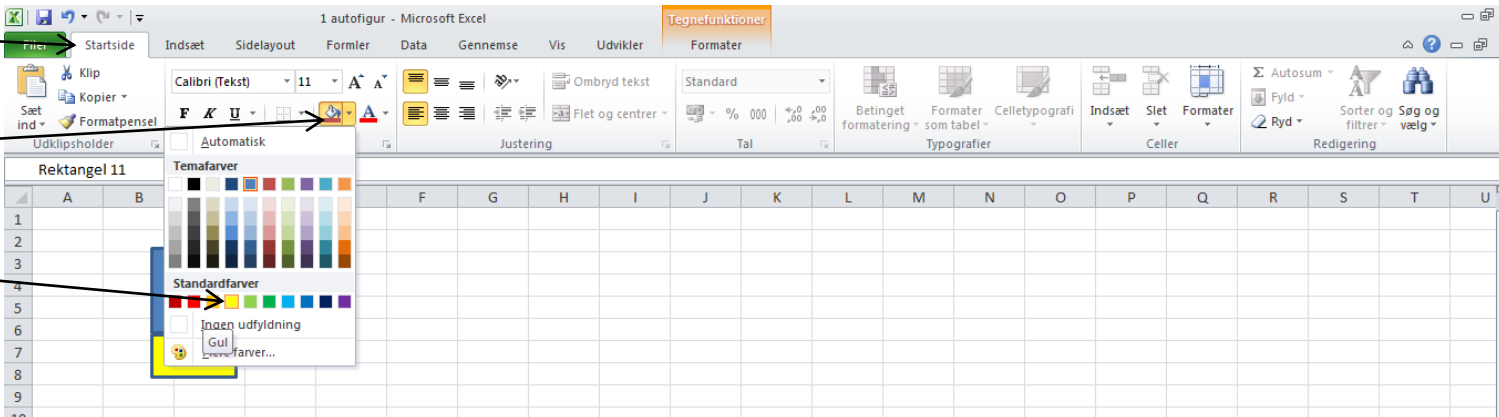


- Flyt autofiguren hertil
- Brug mus og piletaster

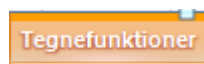
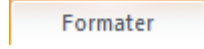
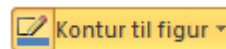
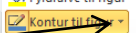
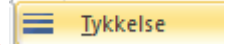

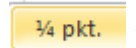
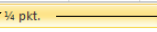


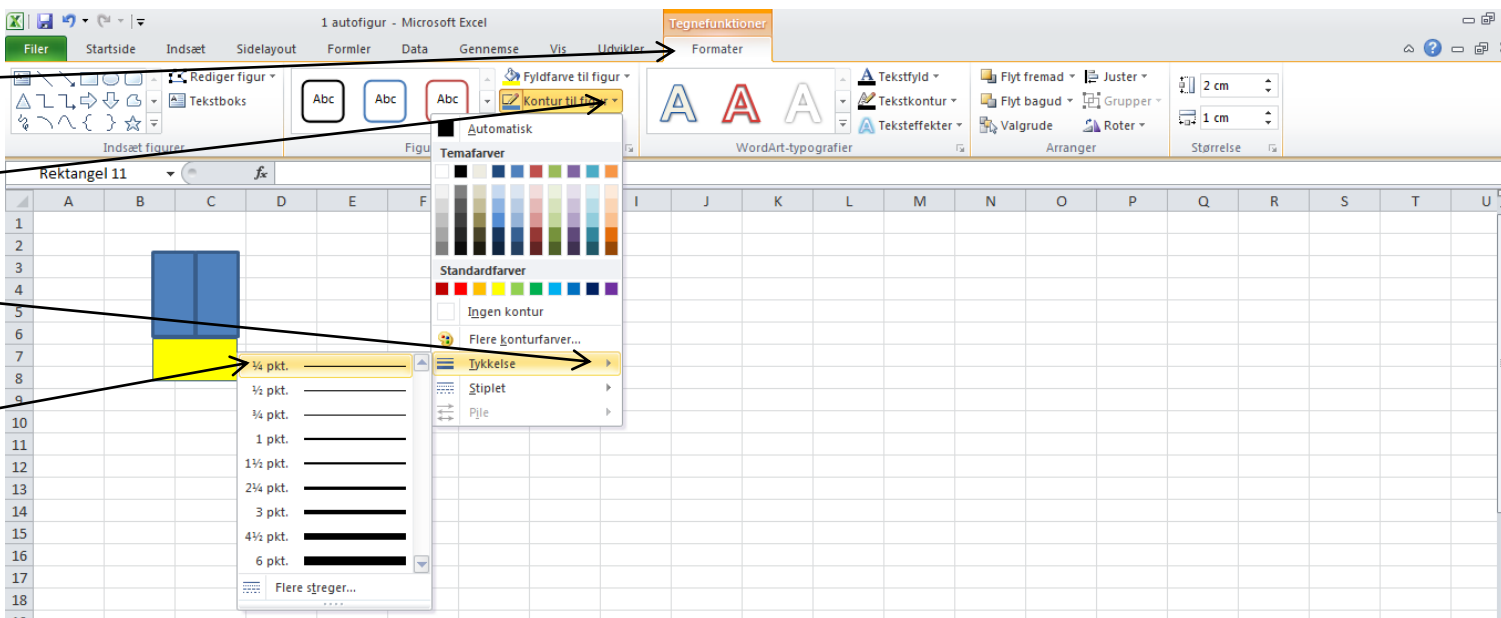
## Farve på autofigur

- Klik  → 
- Klik  → 
- Klik Gul  → 

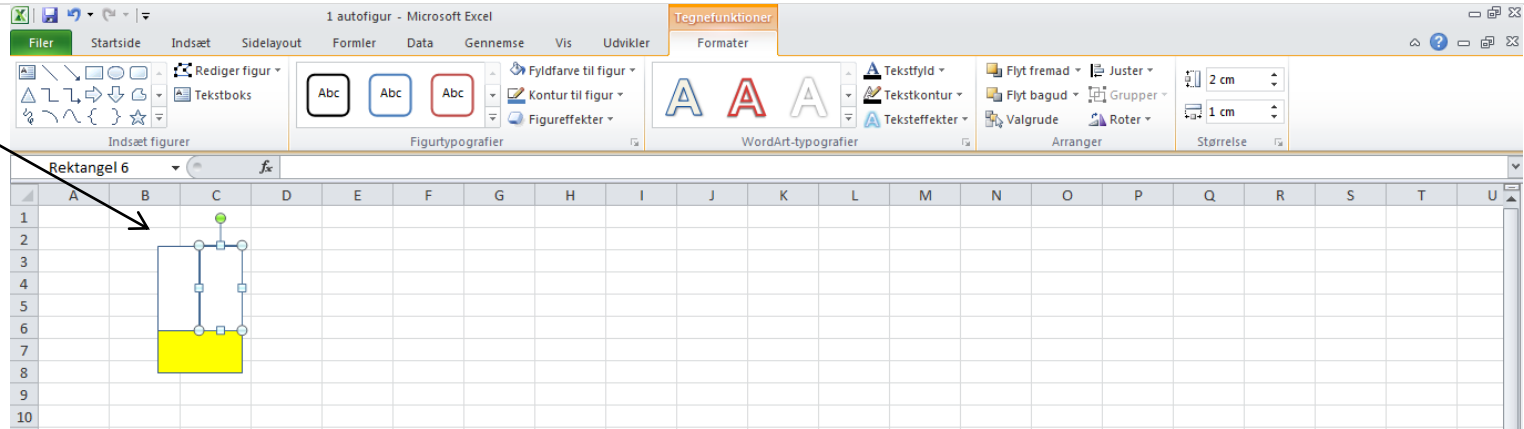


## Stregtykkelse på autofigur

- Klik  → 
- Klik  → 
- Klik  → 
- Klik  → 

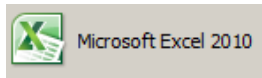


- Lav selv farve og streg på de sidste to figurer



- Klik  Klik  Klik  Klik 

- Åbn Excel

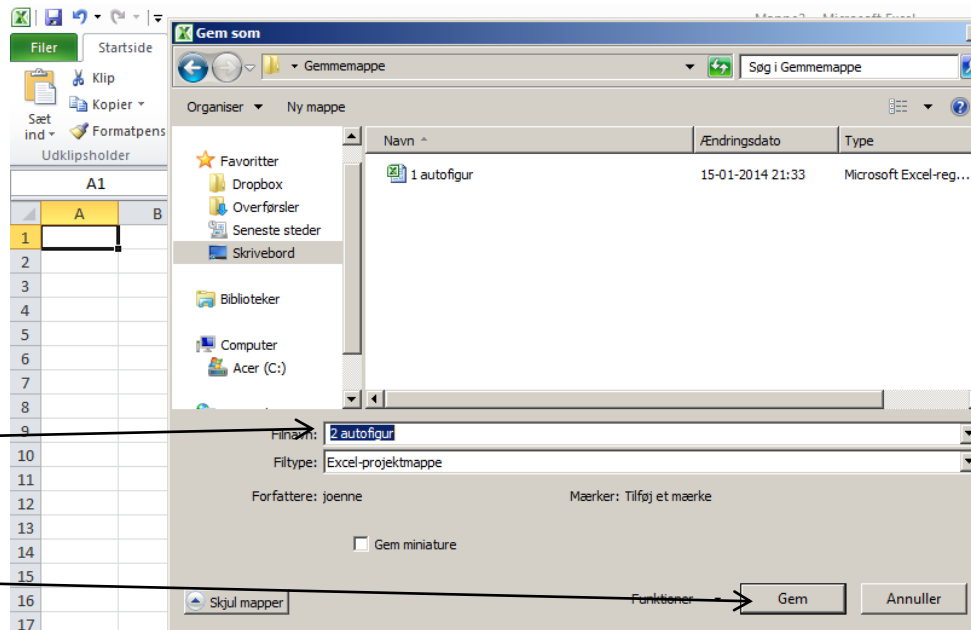


- Klik  Klik 

- Find gemmemappe

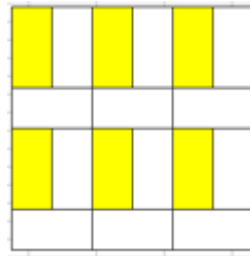
- Skriv 2 autofigur

- Klik



### Opgave:

- Prøv at lave dette flisemønster →



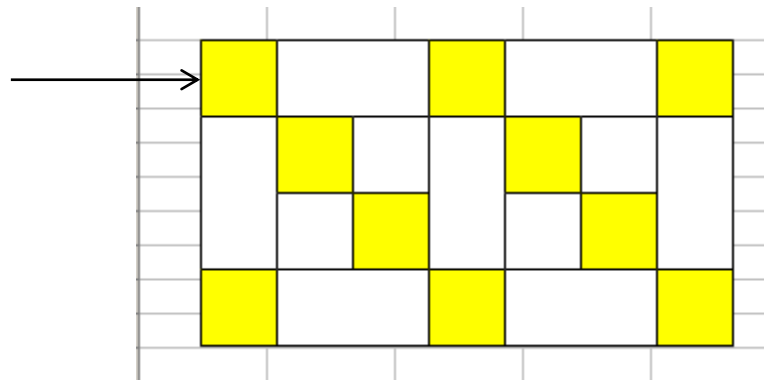
Når du har lavet opgaven skal du

- Klik  Klik  Klik  Klik 

### Opgave:

Kan du lave dette flisemønster?

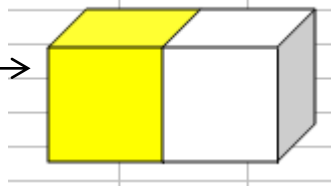
Husk først af gemme (3 autofigur)



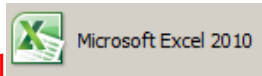
Når du er færdig, skal du

- Klik  Klik  Klik  Klik 

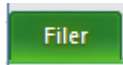
Nu skal du lave to terninger  
Gør først sådan:



- Åbn Excel



- Klik



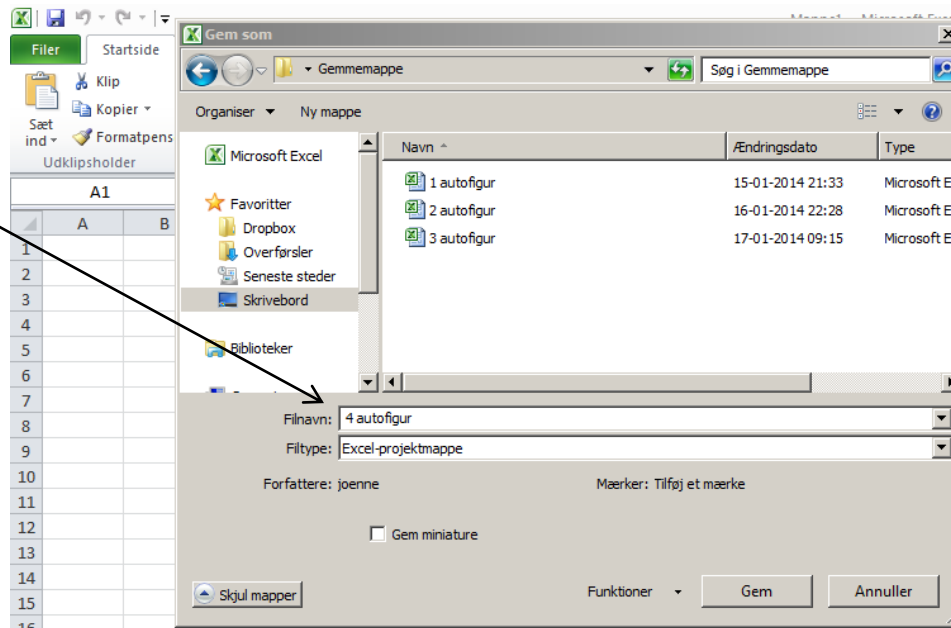
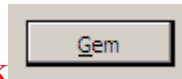
- Klik

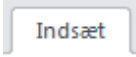
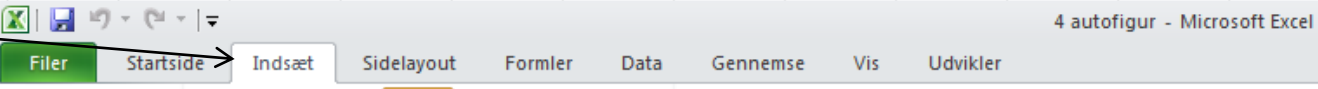
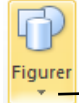
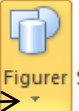




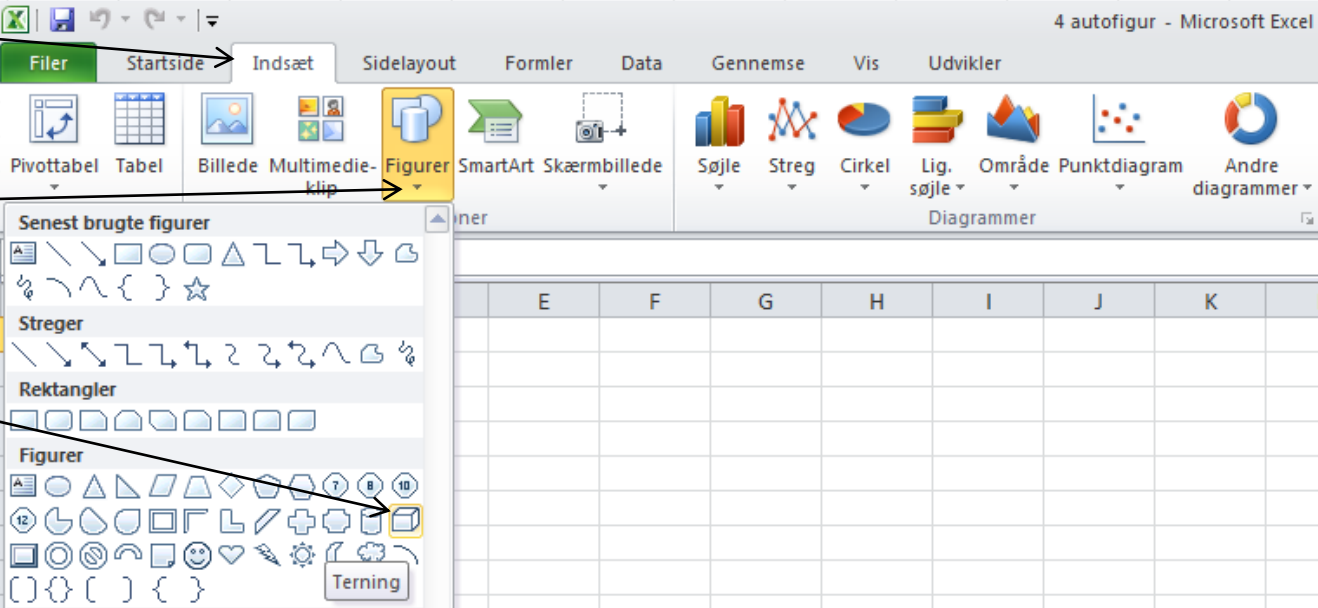
- Find gemmemappe




- Skriv 4 autofigur

- Klik



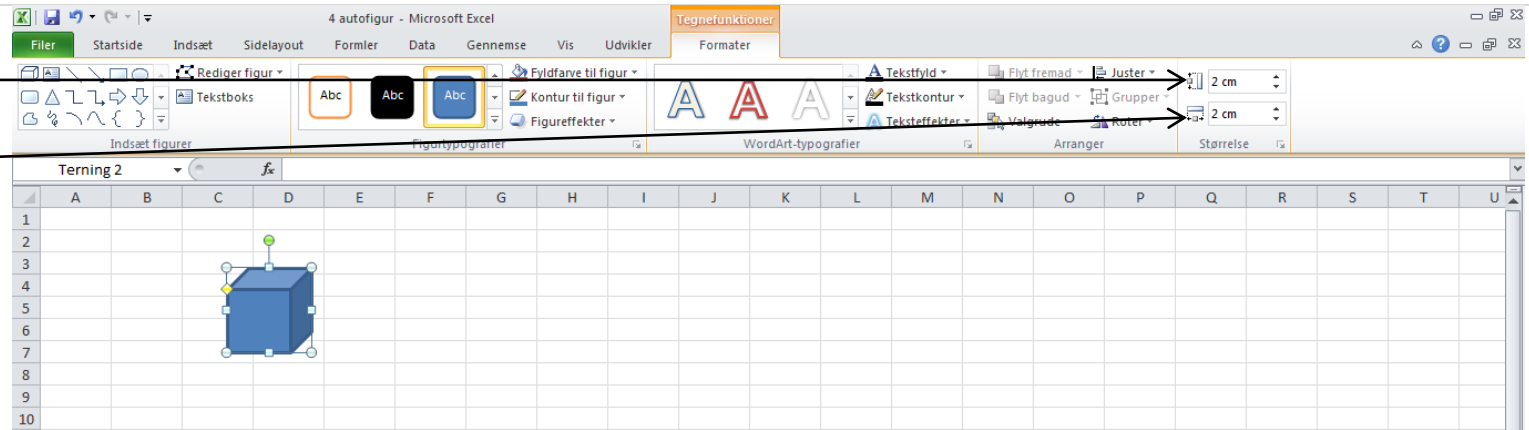
- Klik  → 
- Klik  → 
- Klik  → 



- Hold venstre museknap nede 
- Træk med musen 
- Slip museknap 

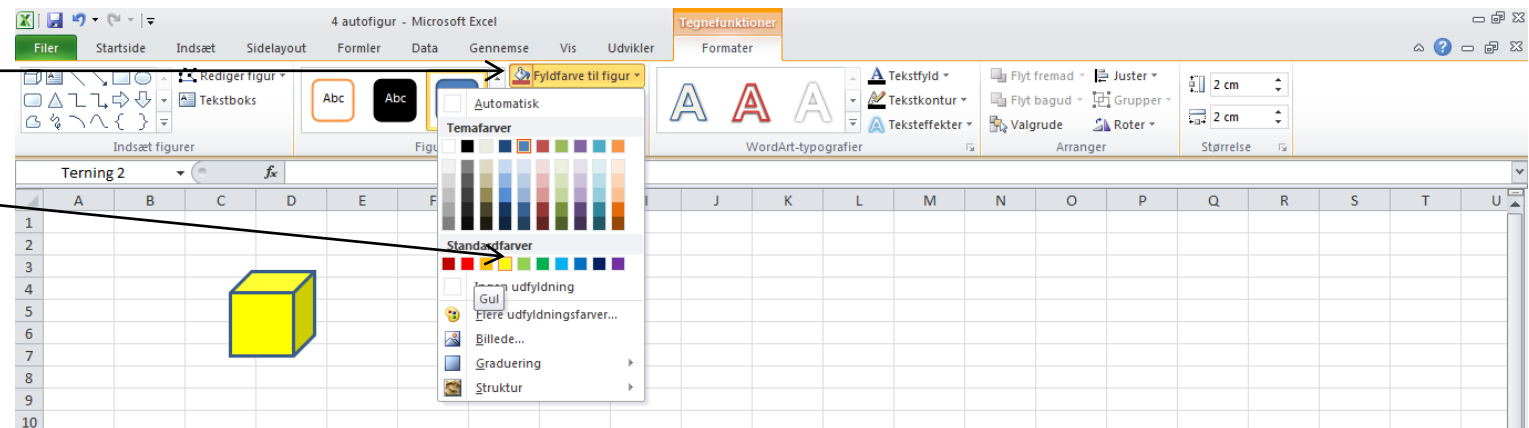
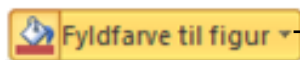
• Skriv 2

• Skriv 2


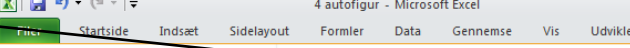
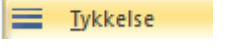


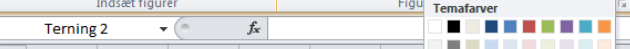


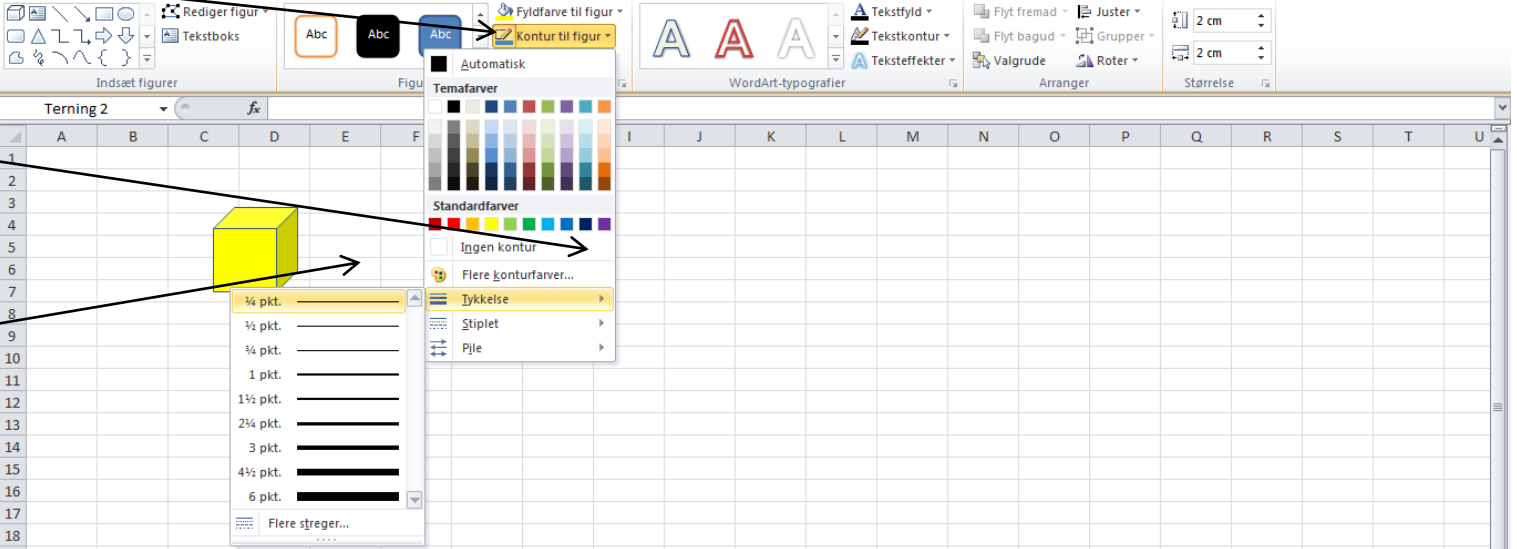
• Klik

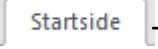

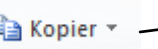
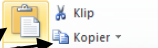
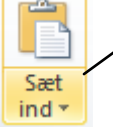
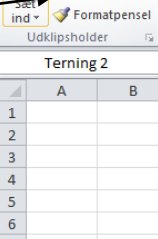
• Klik Gul

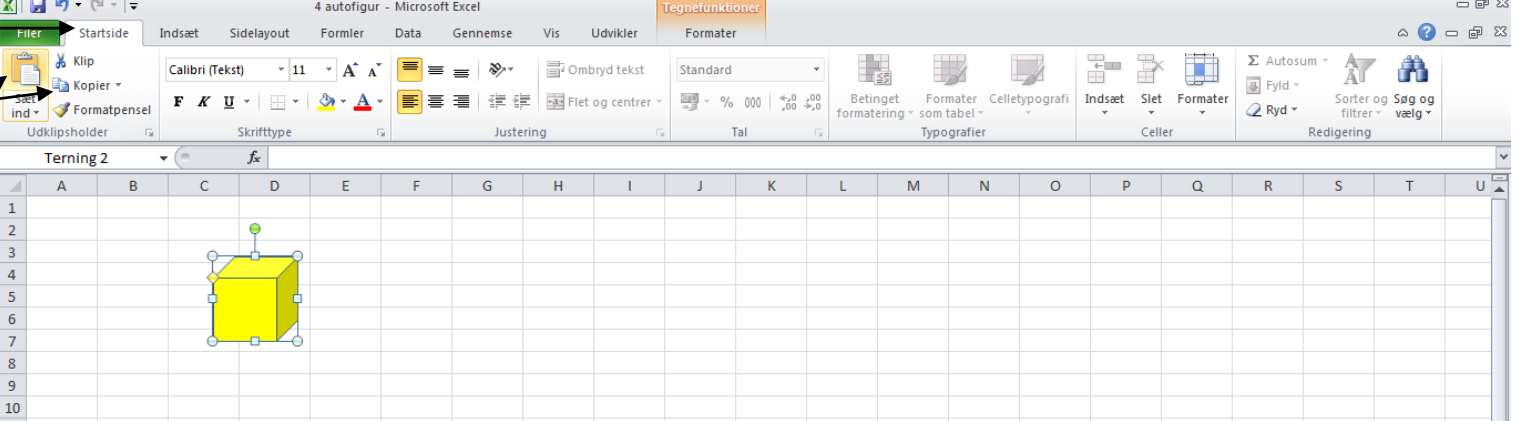




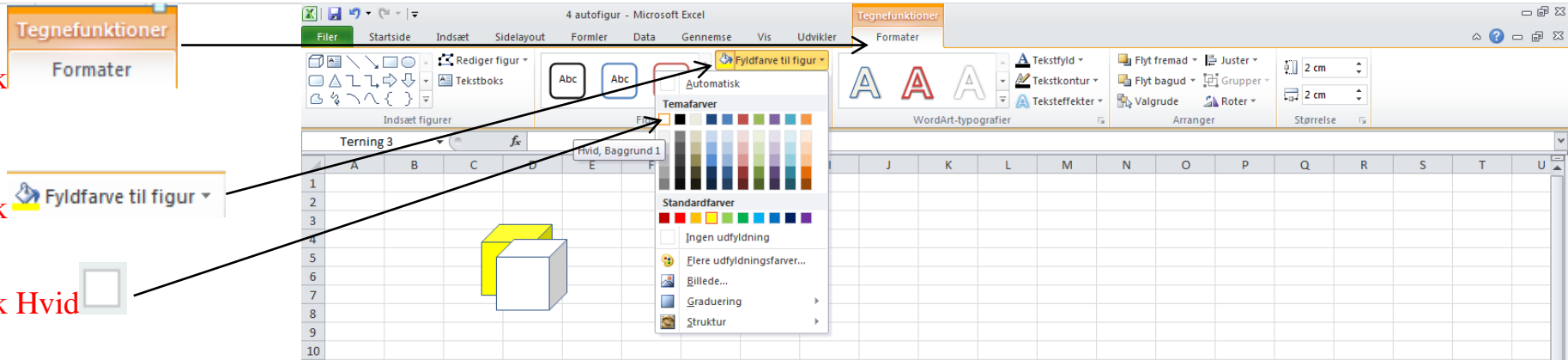
- **Klik**  → 
- **Klik**  → 
- **Klik**  → 



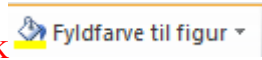
- **Klik**  → 
- **Klik**  → 
- **Klik**  → 



- Klik



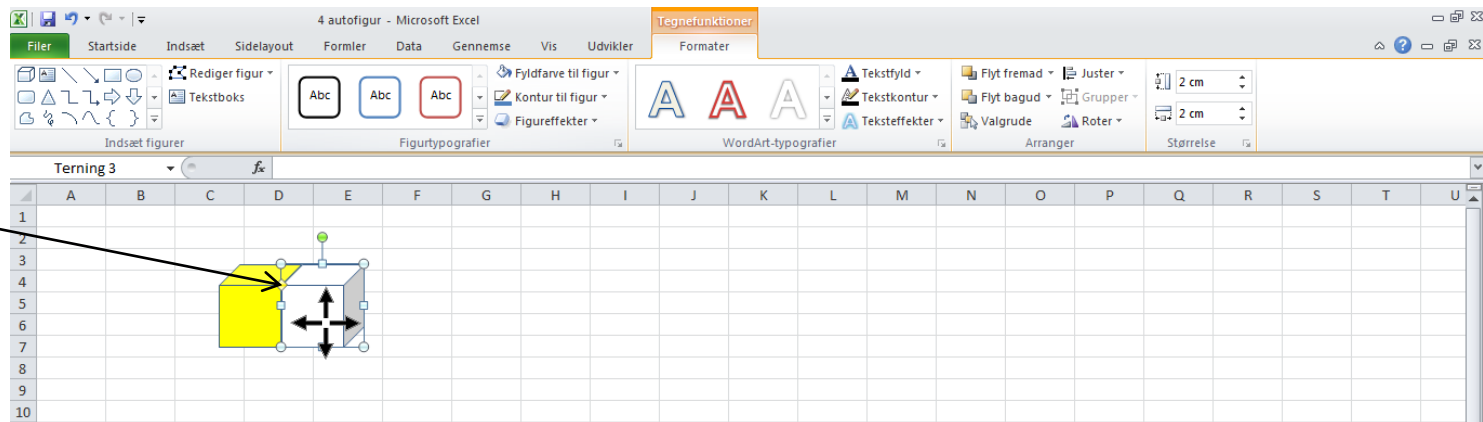
- Klik



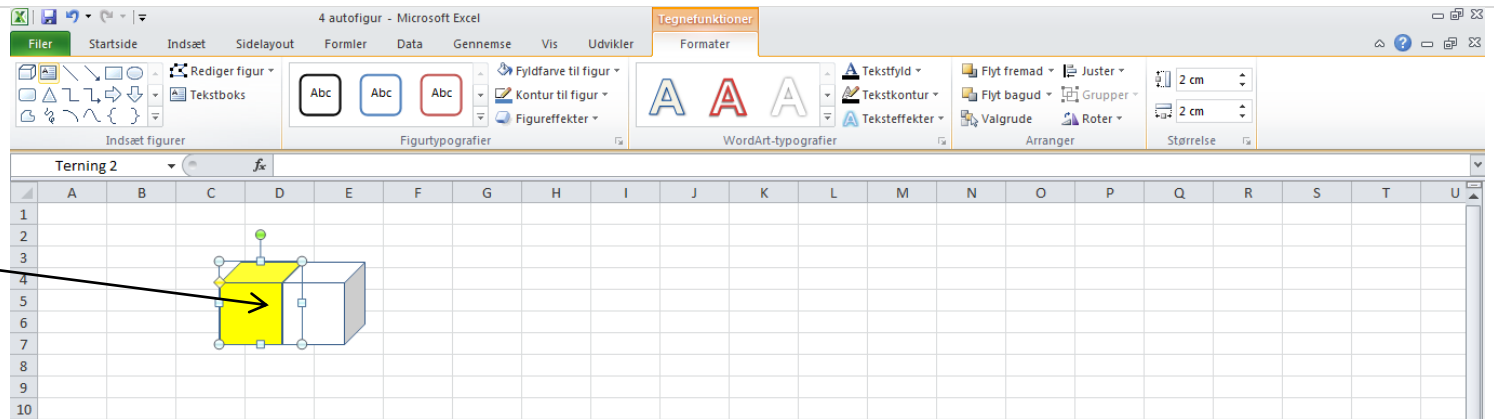
- Klik Hvid



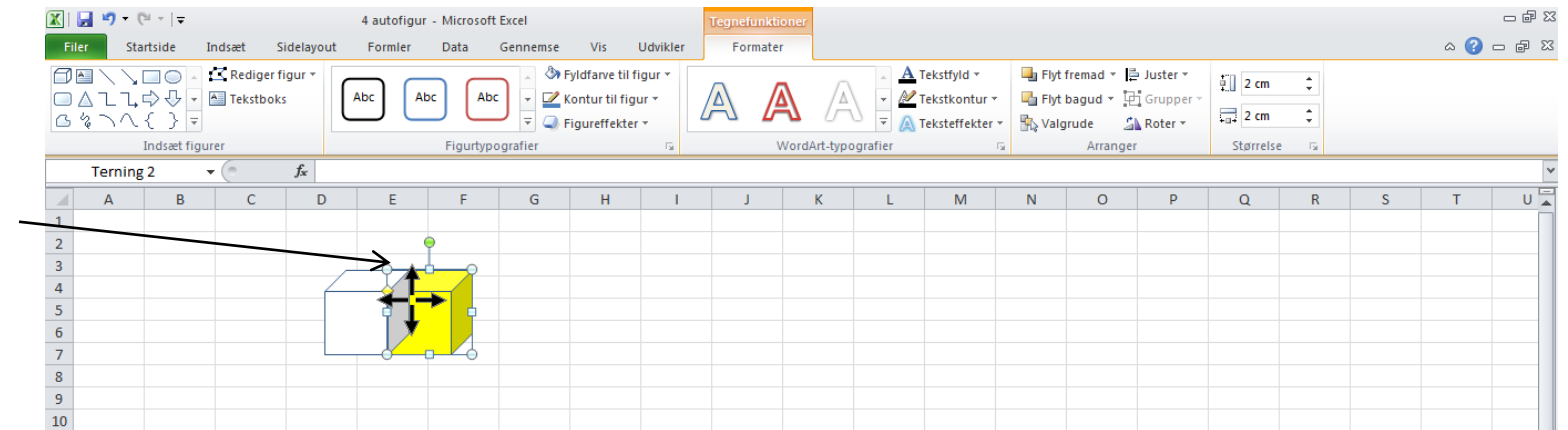
- Flyt den hvide terning hertil



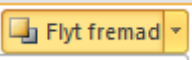
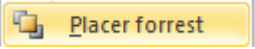
- Klik gul terning

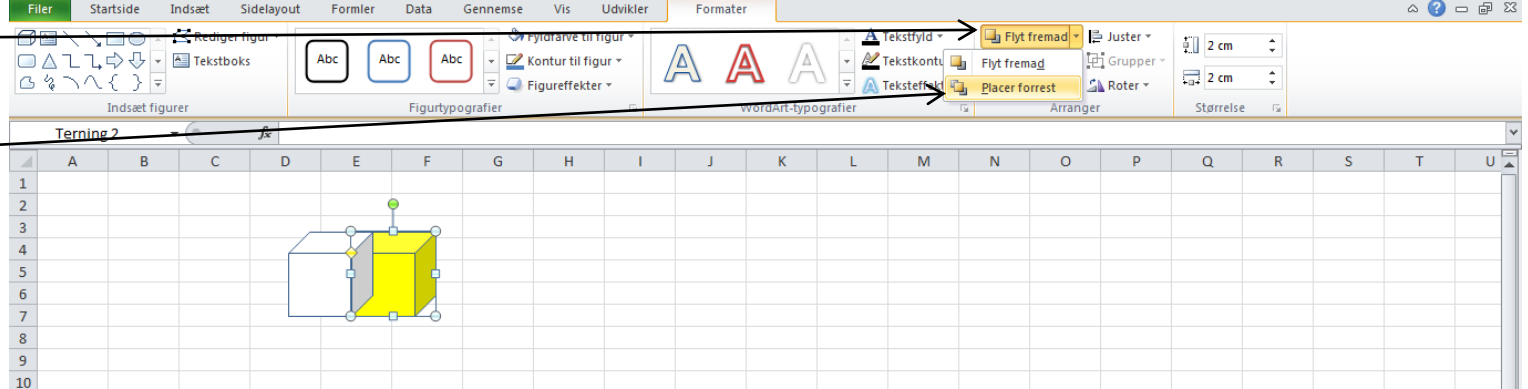


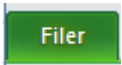
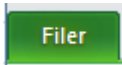
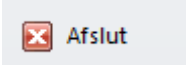
- Flyt den gule terning hertil



## Rækkefølge

- Klik 
- Klik 



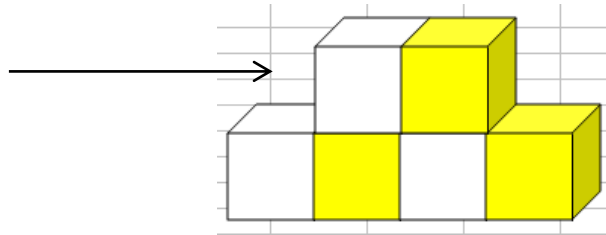
- Klik  Klik  Klik  Klik 

- Åbn Excel 

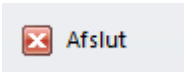
- Klik  Klik  Find gemmemappe Skriv  Klik 

## Opgave:

- Prøv at lave denne figur

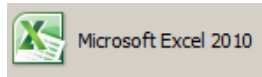


Når du er færdig, skal du

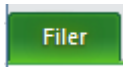
- Klik  Klik  Klik  Klik 

### Opgave:

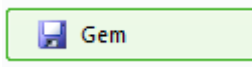
- Åbn Excel



- Klik



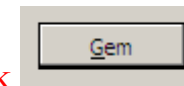
- Klik



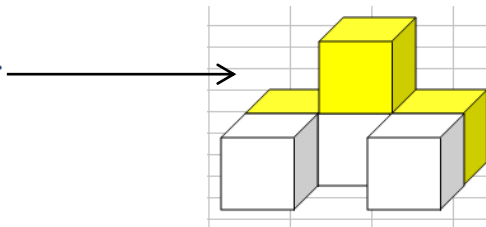
- Find gemmemappe Skriv

|          |                    |
|----------|--------------------|
| Filnavn: | 6 autofigur        |
| Filtype: | Excel-projektmappe |

- Klik



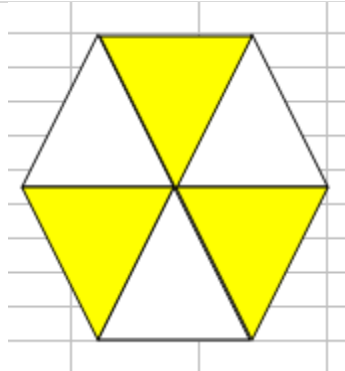
- Kan du lave denne figur



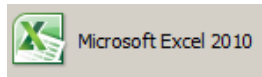
Når du er færdig, skal du

- Klik  Klik  Klik  Klik 

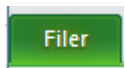
Nu skal du lave dette mønster.  
**Gør først sådan:**



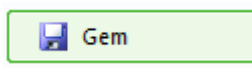
- Åbn Excel



- Klik



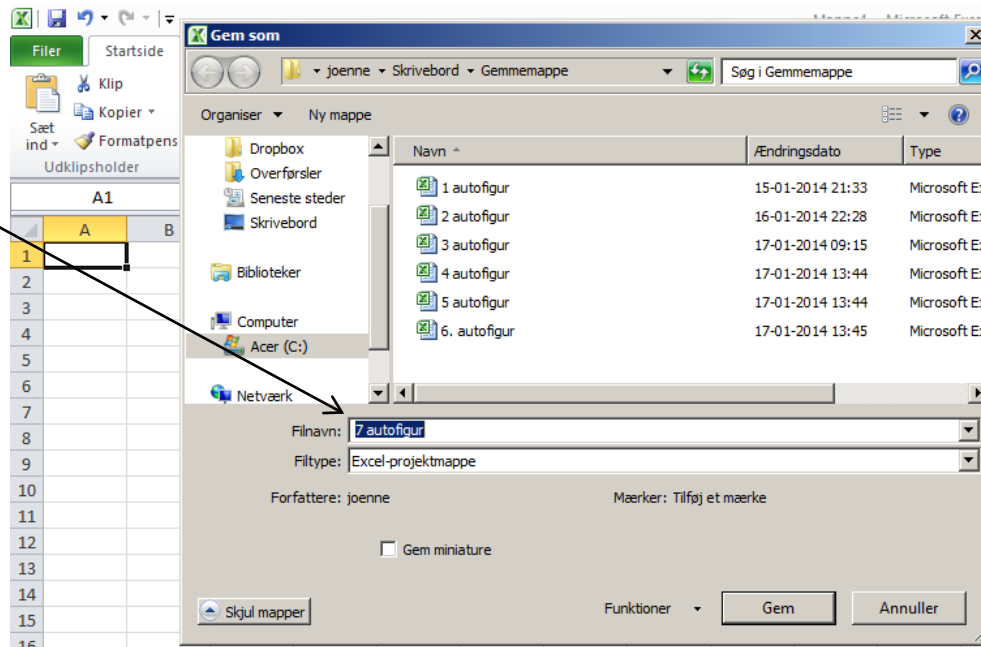
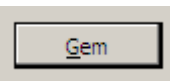
- Klik



- Find gemmemappe

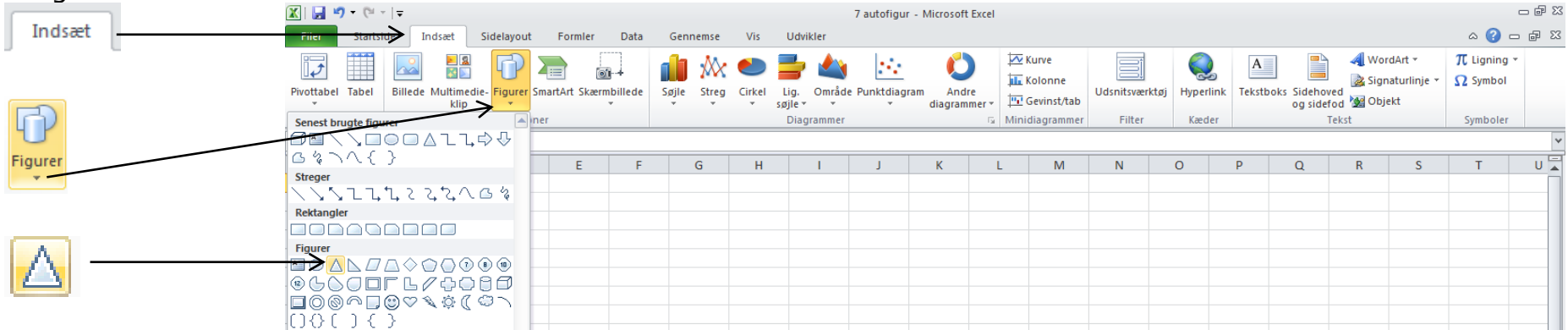
- Skriv 7 autofigur

- Klik



## 1. Vælg autofigur

- Klik

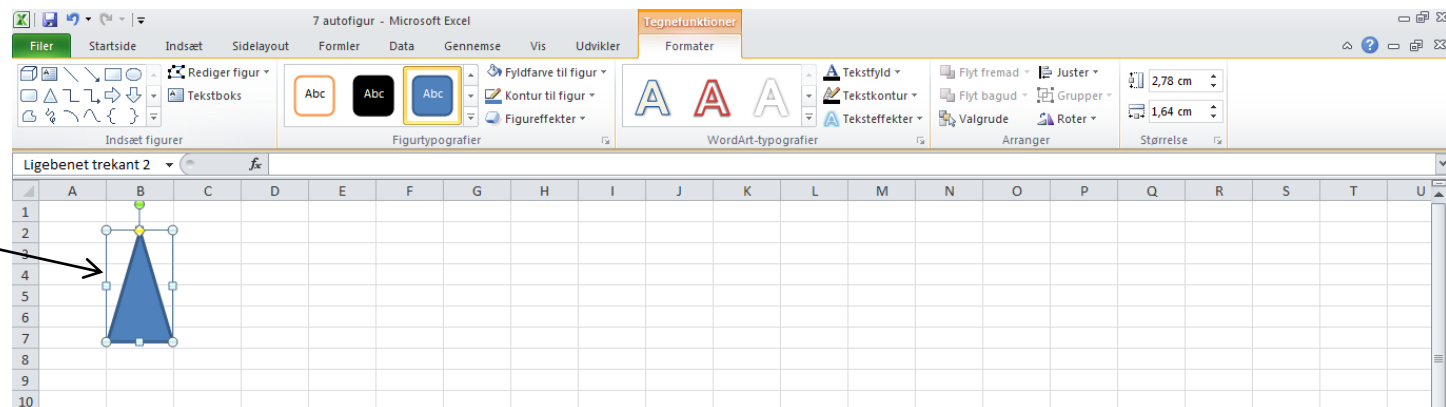


- Klik

- Klik

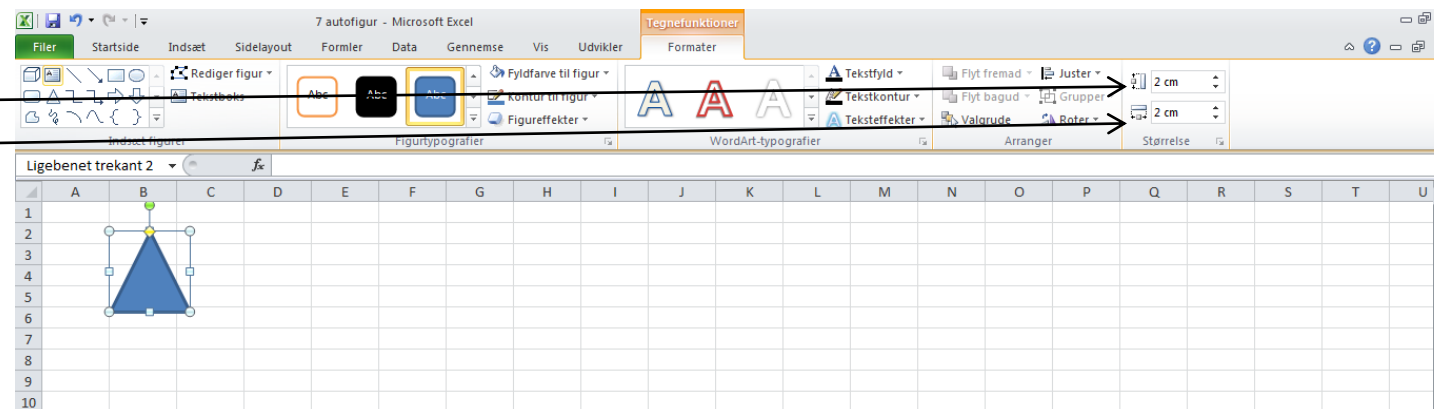
## 2. Lav autofigur

- Lav autofiguren

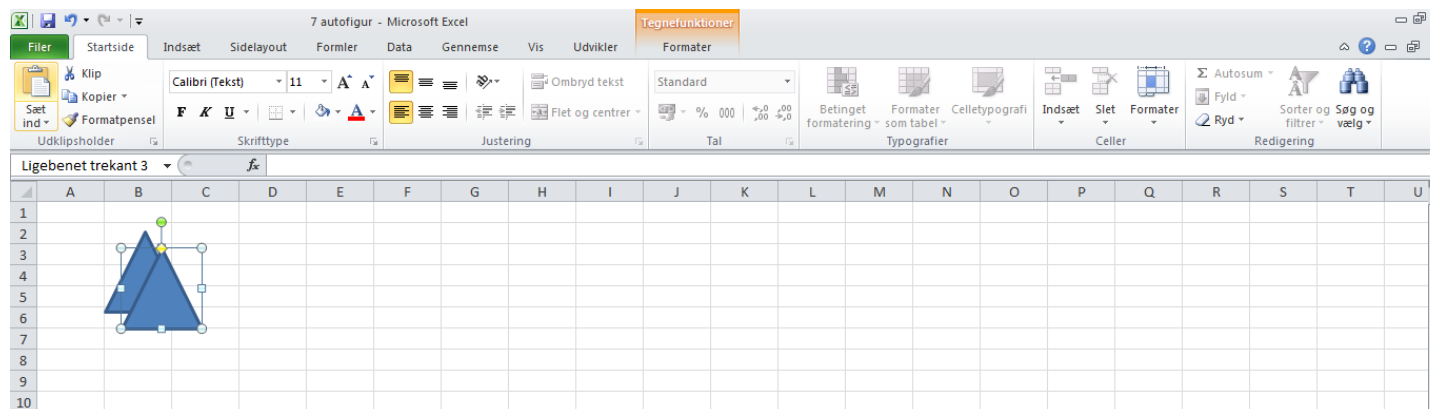


### 3. Vælg størrelse

- Skriv 2
- Skriv 2

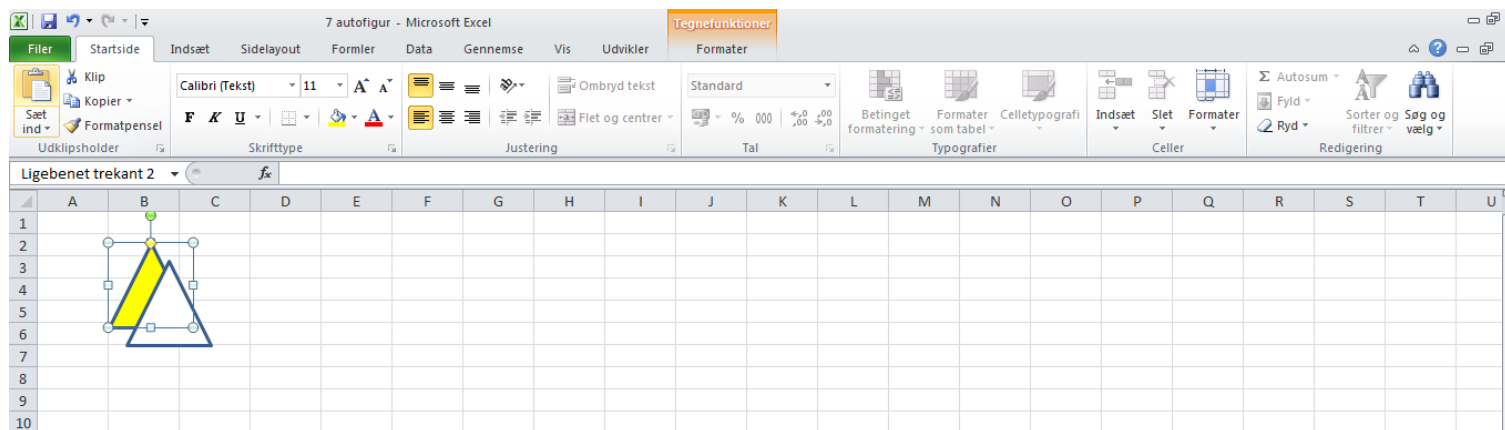


### 4. Kopier og sæt ind

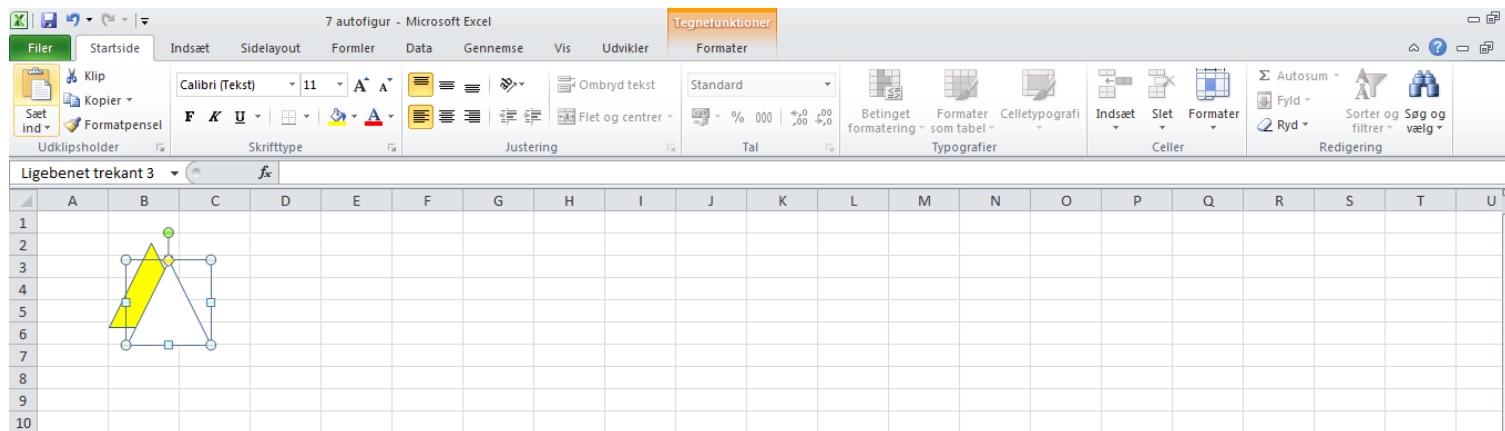




## 5. Ændre farver



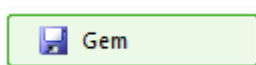
## 6. Lav tynde streger



• Klik

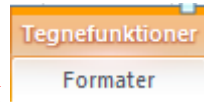


Klik



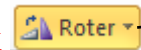
## Spejlvend en autofigur

- Klik

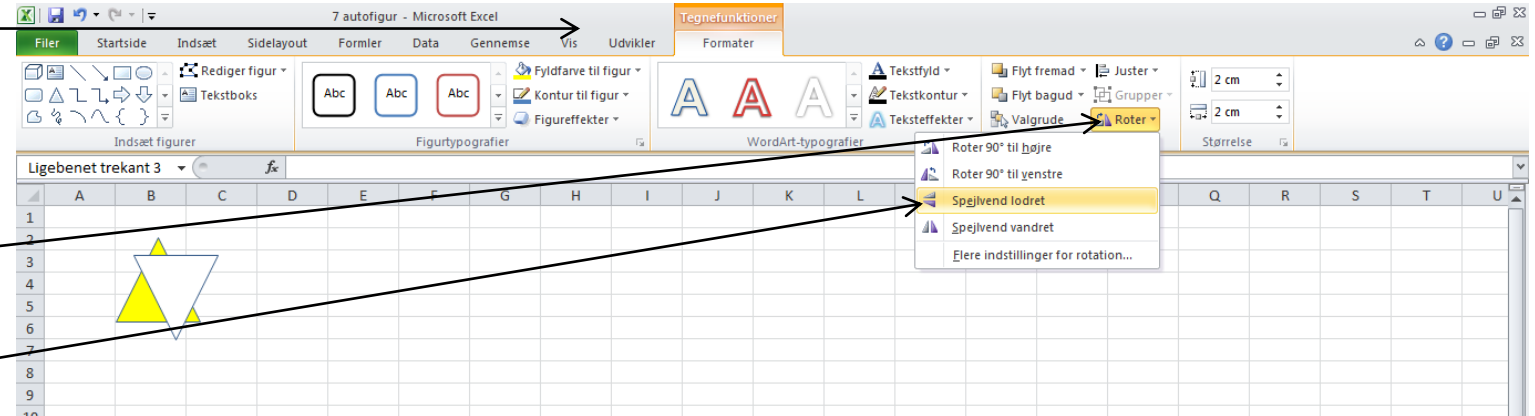
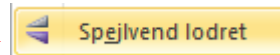


- Klik hvid figur

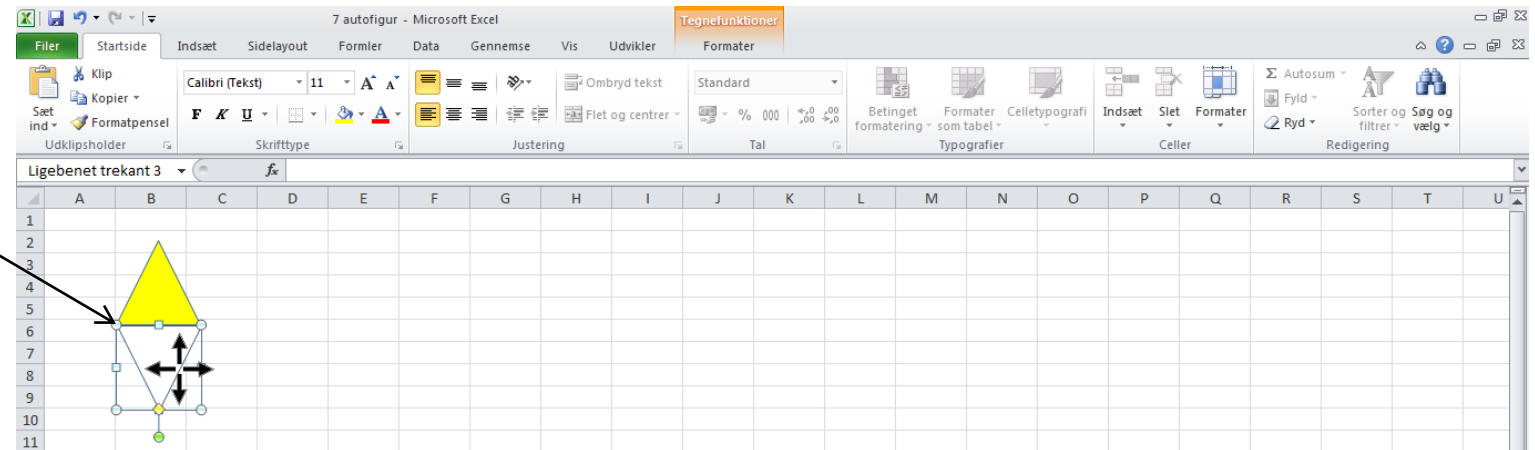
- Klik



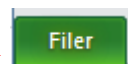
- Klik



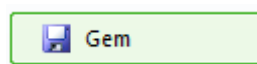
- Flyt hvid figur hertil



- Klik



- Klik

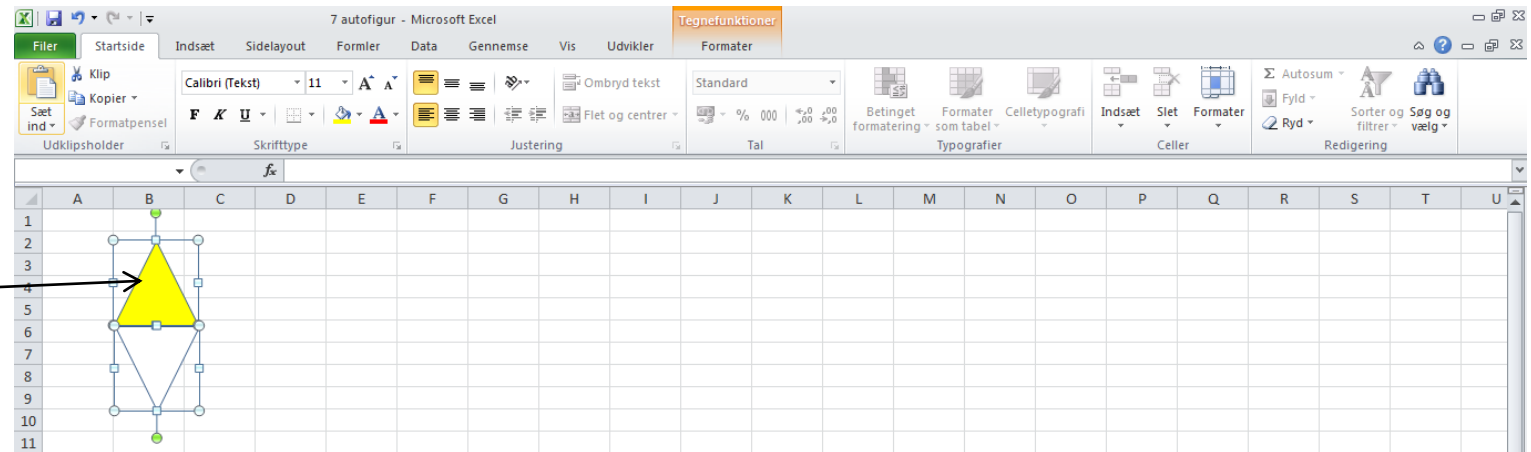


## Grupper autofigurer

- Hold Ctrl – tasten nede

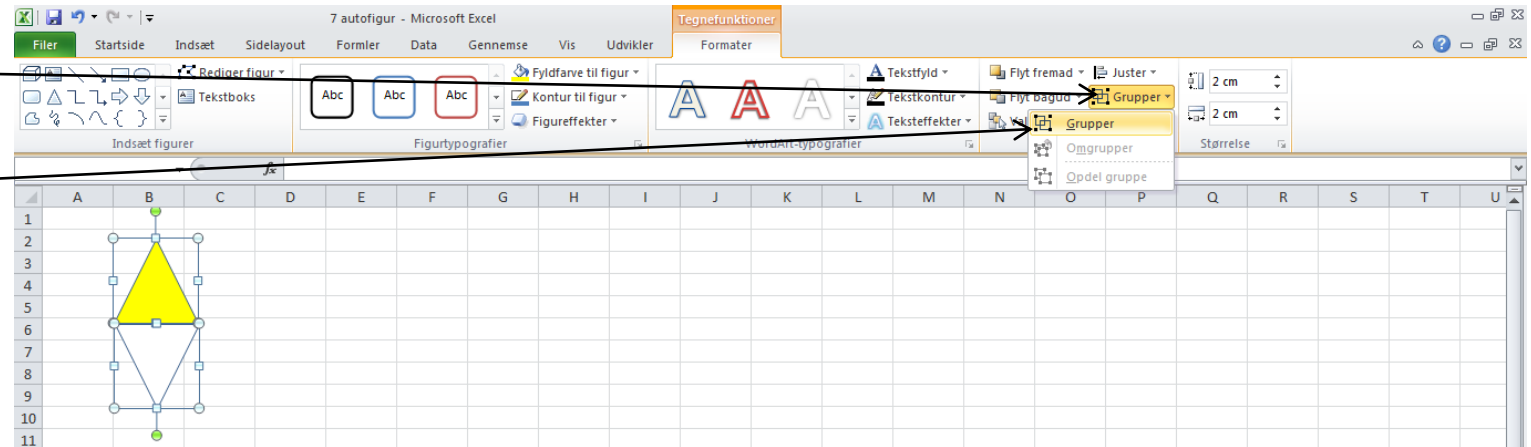
Ctrl

- Klik på gul figur
- Slip Ctrl - tasten



- Klik  Grupper

- Klik  Grupper



• Klik

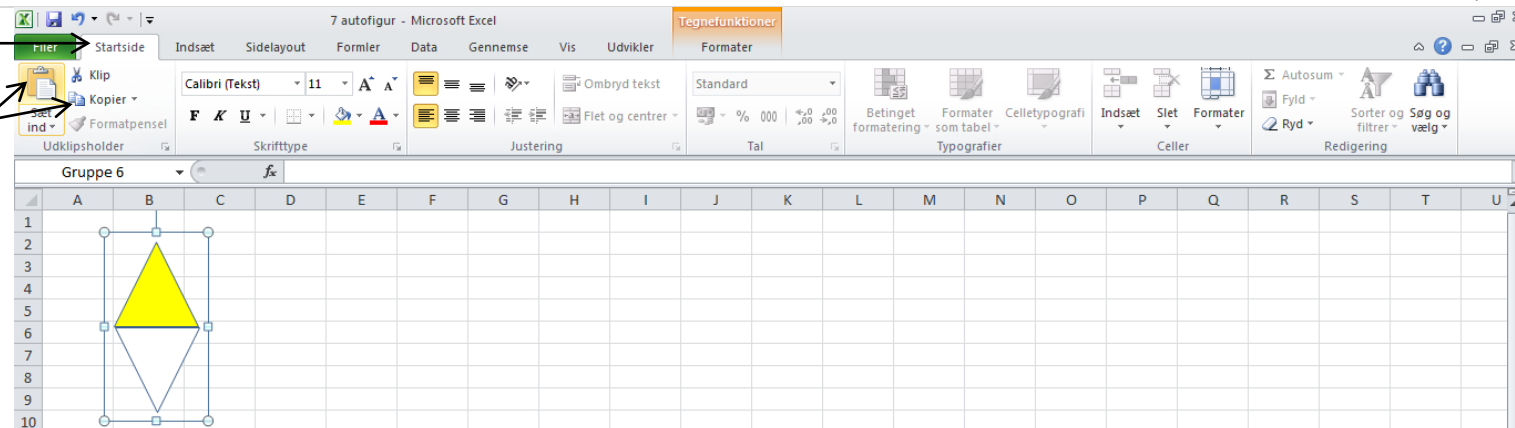
Startside

• Klik

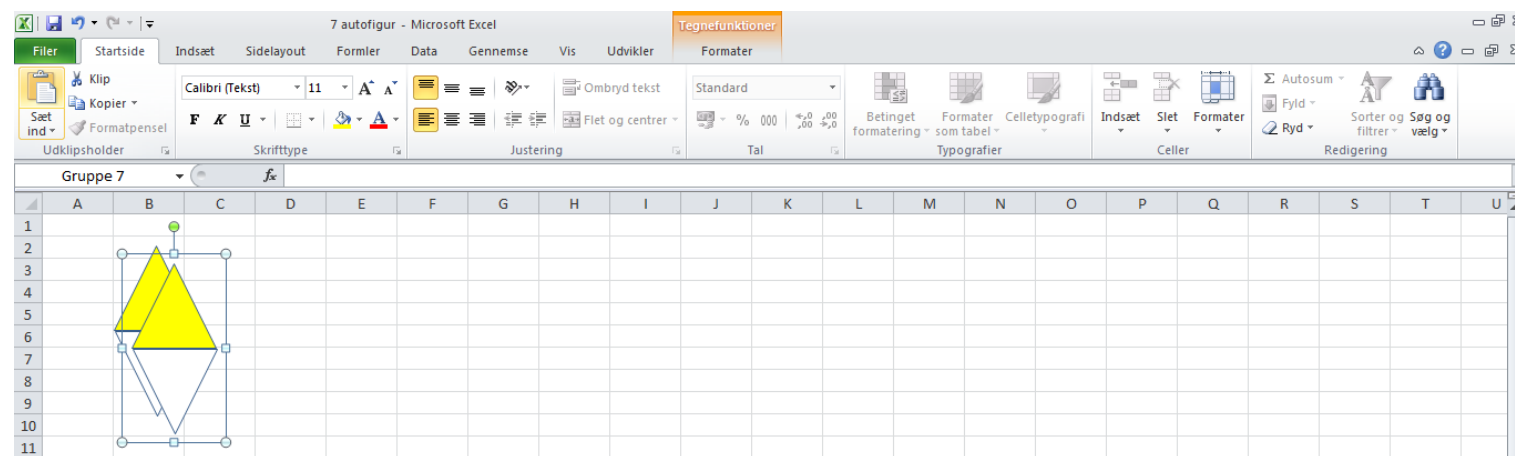
Kopier

• Klik

Sæt ind

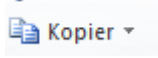


Nu ser det sådan ud

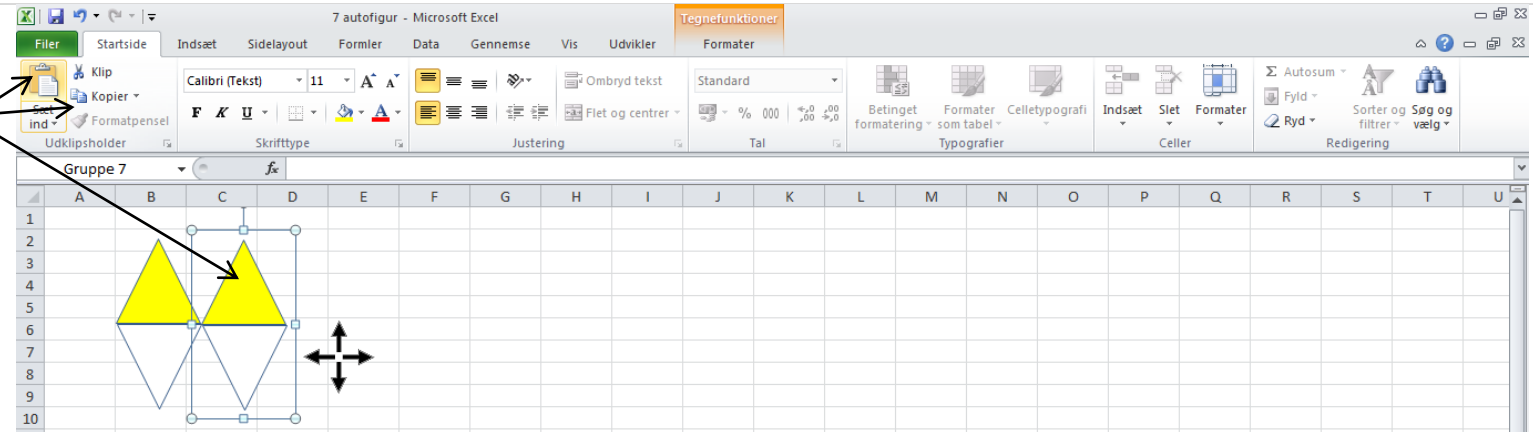
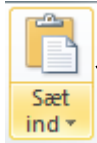


- Flyt figur hertil

- Klik

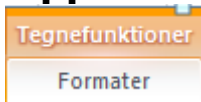


- Klik

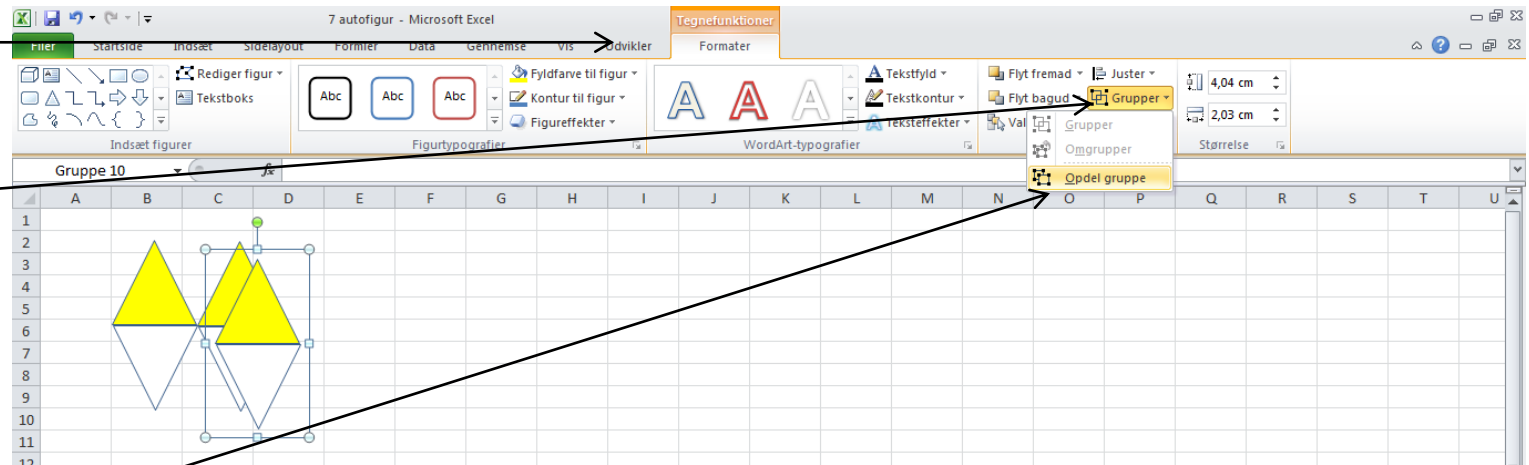
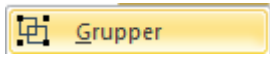


## Opdel gruppe

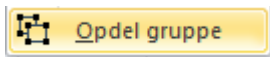
- Klik



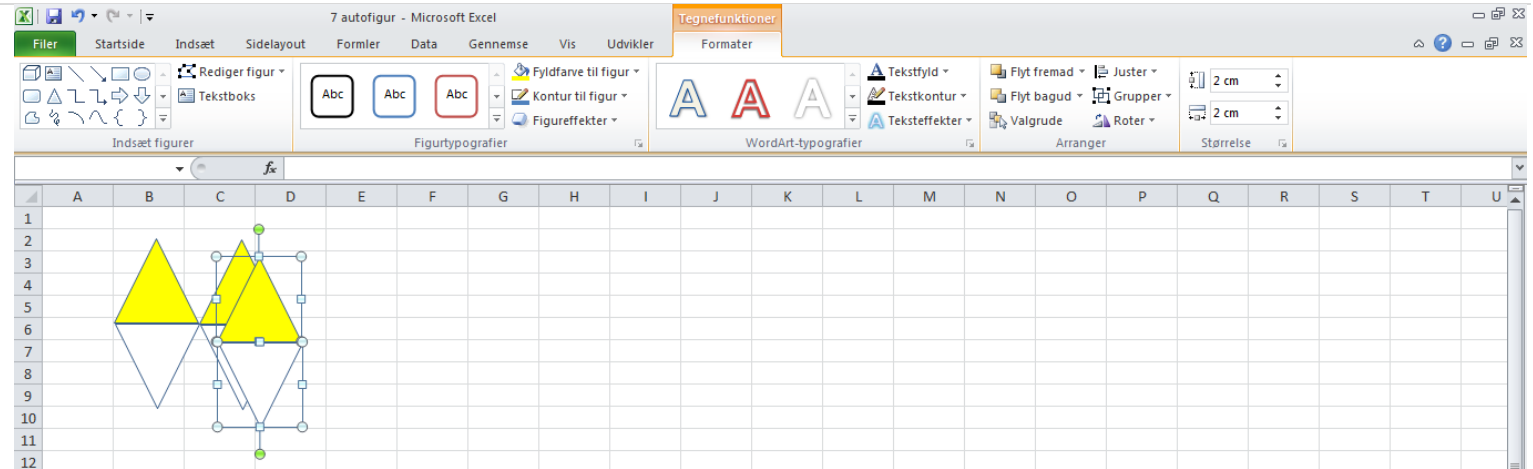
- Klik



- Klik

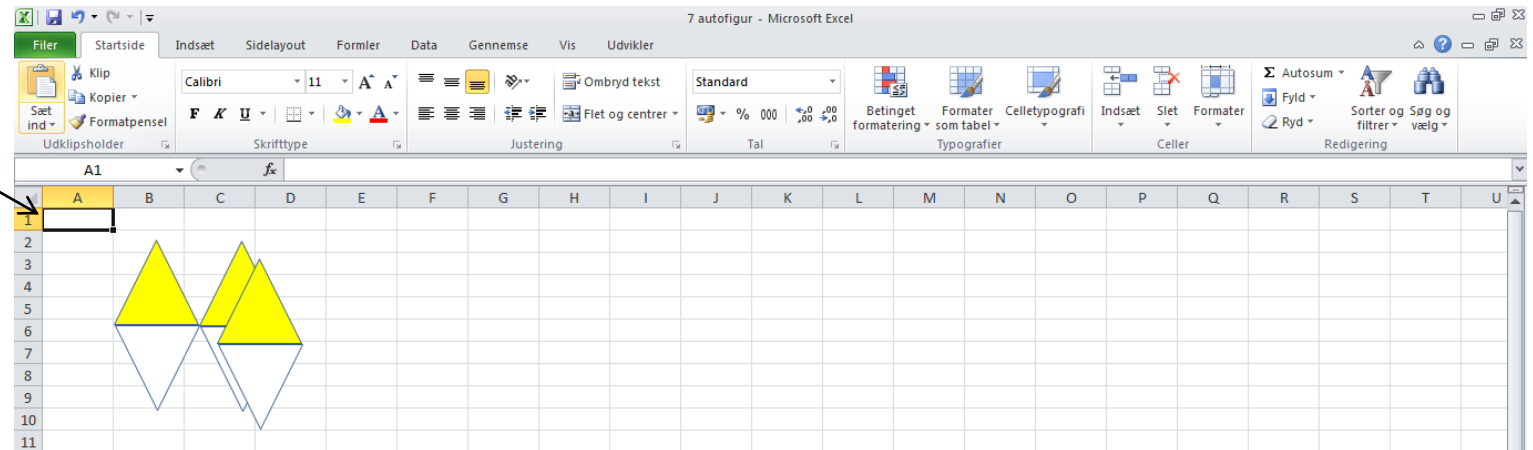


Nu ser det sådan ud



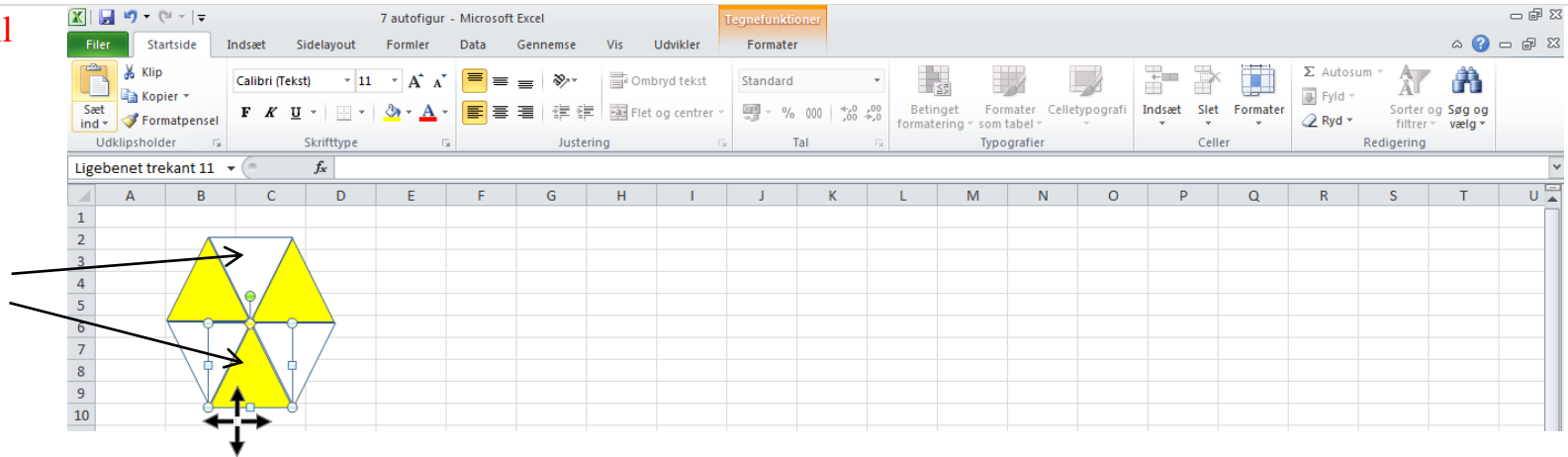
- Klik i A1

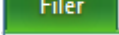
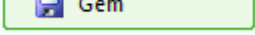

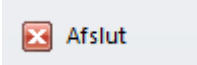
Markeringen forsvinder og du har nu to trekanter som du nu skal flytte



- Klik på den figur du vil flytte

- Flyt figurerne hertil



- Klik  Klik  Klik  Klik 

Flere opgaver?

