

## **Excel Drawing**

The AutoShapes feature of Microsoft Draw--the drawing program that comes with Excel 97--makes creating all kinds of diagrams in your worksheet easy. And the AutoShapes feature offers another amazing convenience: If you don't like the FIRST shape you draw, you can change it into ANOTHER shape without drawing a thing!

1. Select the AutoShape you'd like to change into another shape.
2. On the Draw toolbar, click Draw and choose Change AutoShape.
3. Select another AutoShape.

Draw automatically converts the old AutoShape to the new one. If you added text to the AutoShape, the text remains unchanged--although you may have to adjust the size of the new shape to make all the text visible.

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