

## Introduction to Esri Maps for Office

Welcome to the Essential ArcGIS Task Sheet Series. This series supplements the Iowa State University GIS Geospatial Technology Training Program short course series, "Essential ArcGIS Tutorial Series." The task sheets are designed to provide quick, easy instructions for performing specific tasks in GIS.

Esri Maps for Office is a downloadable application available to all ArcGIS Online subscribers, paid or trial accounts. This application allows you to create dynamic maps of your Excel data without leaving the Excel environment. You can analyze your data in a location based context by creating clustered point maps or heat maps to understand the density of point features. You can also share the maps that you create in Excel to ArcGIS Online or copy and paste them into your PowerPoint presentations or Word documents. This task sheet will introduce you to the basics of using ESRI Maps for Office and demonstrate how to make a choropleth map within the Excel environment.

### 1. Download Esri Maps for Office

- To use this application you must have an ArcGIS Online account. If you don't have an account you can create a free 30-day trial account at [www.arcgis.com](http://www.arcgis.com) or review publication **PM2082-13h: Introduction to Creating and Using an ArcGIS Online Trial Subscription**.
- To download Esri Maps for Office, visit [www.esri.com/software/arcgis/arcgisonline/apps/esri-maps-for-office](http://www.esri.com/software/arcgis/arcgisonline/apps/esri-maps-for-office) and click on **Get Esri Maps for Office**. Select your language and download version that matches the bit version of Microsoft Office 2010 you have on your computer. *Note: If you don't know the bit version of Microsoft Office, open Excel, click the File tab, and select Help. In the About Microsoft Excel section on the right, the version information states whether it is 32-bit or 64-bit.*

#### Esri Maps for Office

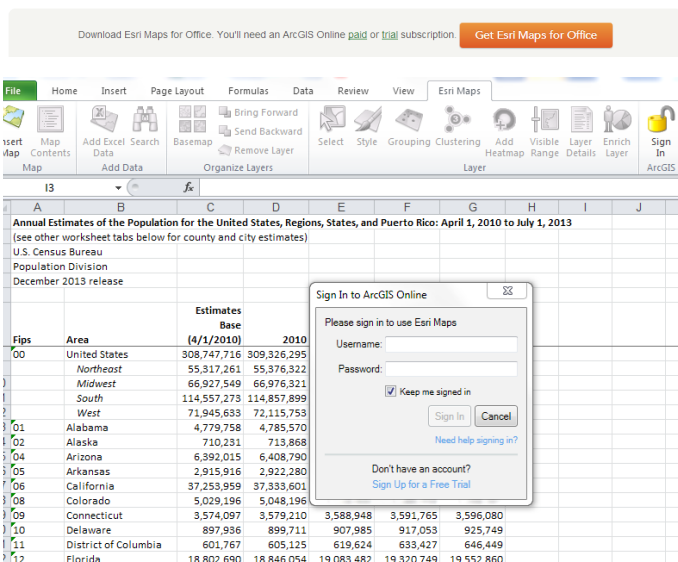
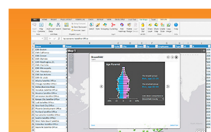
##### Map-Enable Your Data

Making a dynamic map of your Excel data is as easy as creating a graph or chart. Quickly map locations and other geographic data by territory, state or ZIP Code. You control how the maps are styled, so you can emphasize the information that's important. [Watch a video](#) [2:19]



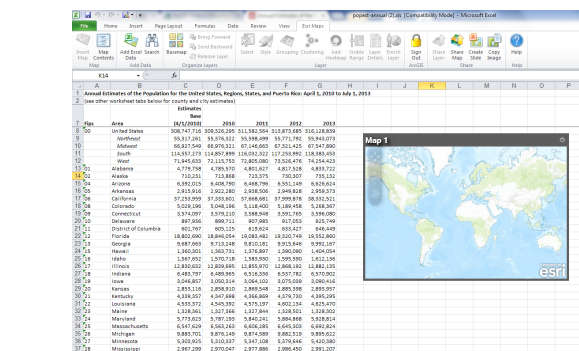
##### Enrich Your Data

Add geographic data enrichment services to your map to get more context about a location or area. Show demographics and lifestyle data and other relevant characteristics associated with a specific area to provide new and deeper insights about your mapped locations. [Watch a video](#) [2:45]



### 2. Opening Excel and Inserting a Map

- Once the Esri Maps for Office download is complete, download the data used in this task sheet by navigating to [www.extension.iastate.edu/communities/gis/quicktasksheets/data](http://www.extension.iastate.edu/communities/gis/quicktasksheets/data). Click on the publication number that matches this task sheet. In this case, the publication number is **PM2082-14b**.
- Open the downloaded **Excel** table. You will now see a new tab at the top of the Excel menu called **Esri Maps**. Click on that tab.
- Here you will need to sign in using your ArcGIS Online, paid or trial account. Click **Sign In** at the top of the **Esri Maps** menu and fill in your username and password.
- Finally, to insert a map into your Excel spreadsheet, click **Insert Map**. *Note: to see the full map click in the map header and drag the map below the chart headers.*

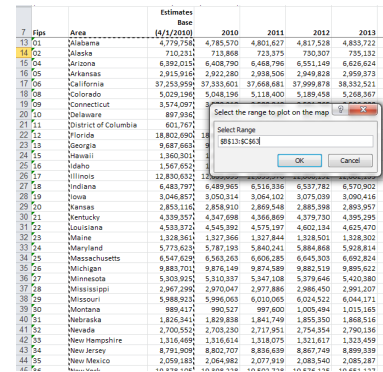


### 3. Adding Data and Styling a Map

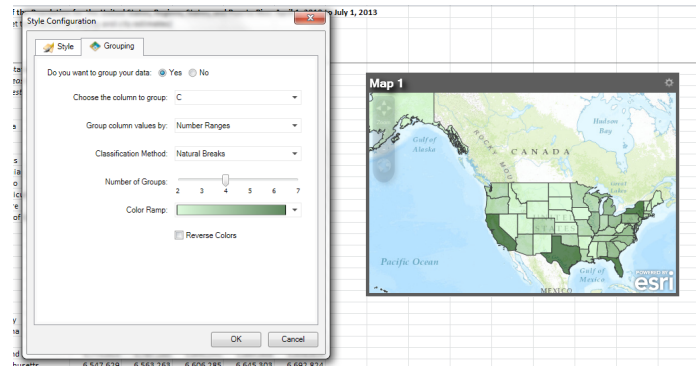
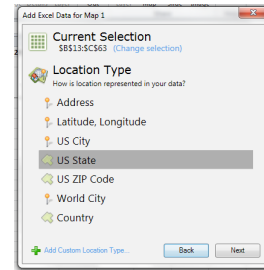
- The next step is to add the population data to the map for visualization. To do this, click the **Add Excel Data** icon. When the dialog box appears select the **Cell Range** option.
- Begin the cell range at **B13** and continue to **C63** and click **OK**. *Note: the cell range should be: \$B\$13:\$C\$63*
- In the next window, choose **US State** as the **Location Type** and click **Next**. Make sure **First row contains headers** is unchecked and choose column **B** as the column name for **State**. Click **Add**.
- The 50 U.S. States will now be visible in your map, but what we really want is a choropleth map showing the population of each state. To do this, click on the **Style** icon at the top of the window and select the **Grouping** tab.
- Apply the following settings to the **Style Configuration** dialog box. Check **Yes**, you want to group your data. Group column values by **Number Ranges**. Choose classification Methods as **Natural Breaks**. Change the number of Groups as **4** and choose the **Green Monochrome** Color Ramp. Click **OK**.

### 4. Sharing Map

- After symbolizing the population choropleth map there will be four different sharing options; share layer, share map, create slide, and copy image.
- Share Layer: In order to share your layer to ArcGIS Online, click the **Share Layer** icon in the **Esri Maps** menu. In the dialog box type in the layer name: **State\_Population\_2010**. You will also need to choose who to share this layer with. *Note: if that layer name already exists in your ArcGIS Online account the box will have a red outline.*
- Share Map: When you share a map, a web map is created in ArcGIS Online where you can continue editing. Click the **Share Map** icon in the **Esri Maps** menu. In the **Share Map on ArcGIS Online** dialog box, add **Title**, **Tags**, map **Description** and choose to share it with **Everyone** or your **Organization**. Click **Next**. On



7	Flps	Area	Base	Estimates	2010	2011	2012	2013
13	Al	Alabama	4,779,754	4,785,570	4,801,627	4,817,528	4,833,722	
14	AK	Alaska	710,231	723,868	723,375	730,307	735,132	
15	AZ	Arizona	6,392,015	6,408,790	6,468,796	6,551,149	6,626,624	
16	AR	Arkansas	2,915,914	2,922,280	2,938,506	2,949,828	2,959,373	
17	CA	California	37,253,959	37,333,601	37,658,681	37,999,878	38,351,521	
18	CO	Colorado	5,029,189	5,048,196	5,118,400	5,189,458	5,268,367	
19	CT	Connecticut	3,574,097					
20	DE	Delaware	897,090					
21	DC	District of Columbia	601,267					
22	FL	Florida	18,802,690					
23	GA	Georgia	9,887,663					
24	HI	Hawaii	1,360,301					
25	ID	Idaho	1,367,652					
26	IL	Illinois	12,830,632					
27	IN	Indiana	6,483,797	6,489,965	6,516,336	6,537,782	6,570,902	
28	IA	Iowa	3,046,857	3,050,314	3,064,102	3,075,039	3,090,416	
29	KS	Kansas	2,855,116	2,858,910	2,869,548	2,885,398	2,893,957	
30	KY	Kentucky	4,339,357	4,347,698	4,366,869	4,379,730	4,395,295	
31	LA	Louisiana	4,533,372	4,545,392	4,575,187	4,600,184	4,626,470	
32	ME	Maine	1,328,361	1,327,866	1,327,844	1,328,501	1,328,302	
33	MD	Maryland	5,775,629	5,787,150	5,840,241	5,884,868	5,929,814	
34	MA	Massachusetts	6,547,626	6,563,263	6,600,285	6,640,305	6,685,824	
35	MI	Michigan	9,883,701	9,876,149	9,874,589	9,882,519	9,895,622	
36	MN	Minnesota	5,530,302	5,510,237	5,547,108	5,579,646	5,620,280	
37	MS	Mississippi	2,967,296	2,970,047	2,977,886	2,986,450	2,991,207	
38	MO	Missouri	5,988,924	5,996,003	6,010,065	6,024,522	6,044,171	
39	MT	Montana	989,417	990,327	997,600	1,005,494	1,012,169	
40	NE	Nebraska	1,826,341	1,829,838	1,841,749	1,855,350	1,868,516	
41	NV	Nevada	2,700,352	2,703,230	2,717,951	2,734,354	2,750,136	
42	NH	New Hampshire	1,316,492	1,316,614	1,318,075	1,321,617	1,323,458	
43	NJ	New Jersey	8,791,009	8,802,707	8,836,639	8,867,749	8,899,339	
44	NM	New Mexico	2,059,181	2,064,982	2,077,919	2,083,540	2,088,287	
45	NY	New York	19,378,191					



the next page, specify the Excel layers that you want to include on the map. Then click **Share Map**. You can now click on the link to **View the published map** after receiving the **Map published successfully** message or go to [www.arcgis.com](http://www.arcgis.com) and view **My Content**.

- Create Slide: click the **Create Slide** icon within the **Esri Maps** menu to create a powerpoint slide containing an image of your map.
- Copy Image: Click the **Copy Image** icon within the **Esri Maps** menu to copy the map image to the clipboard. Open the program you want to place that map image in, right-click and select paste.

### Contact:

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