

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 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 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

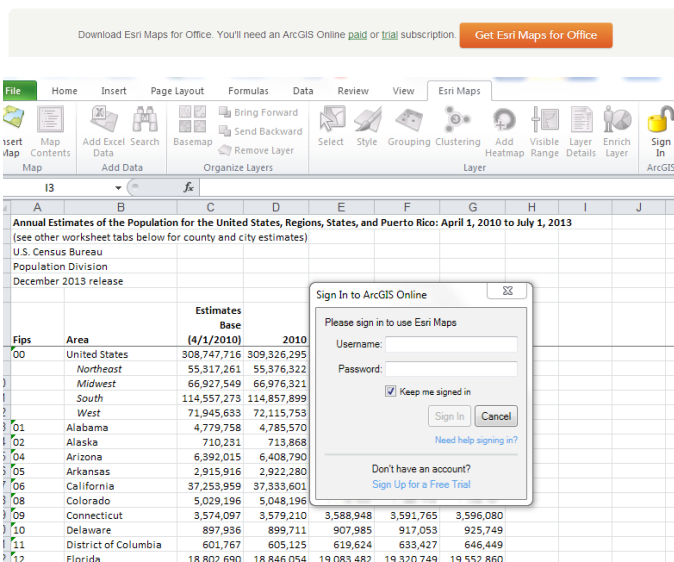
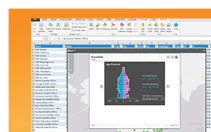
Map-Enable Your Data

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]



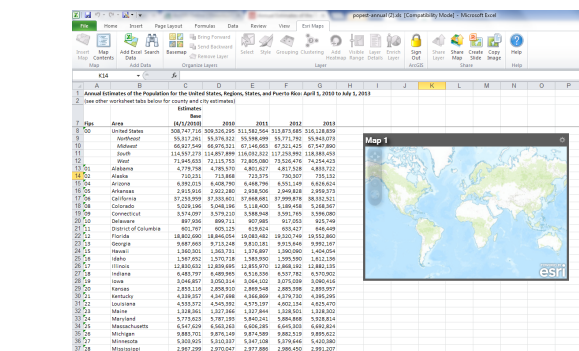
Enrich Your Data

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. 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.*

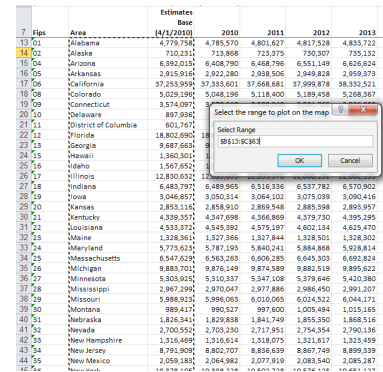


3. Adding Data and Styling a Map

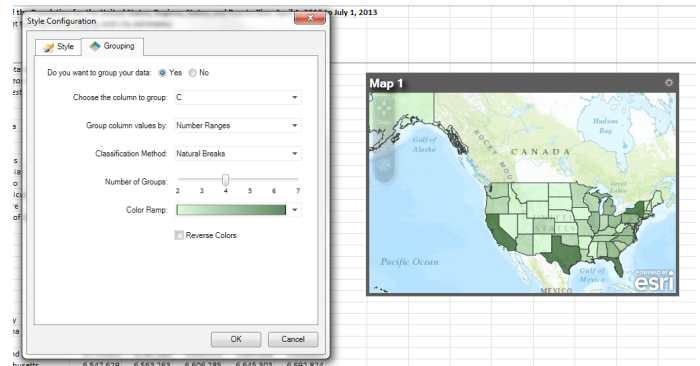
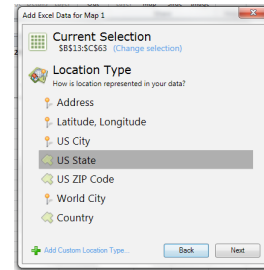
- The next step is to add the population data to the map for visualization. To do this, click the **Add Excel Data** icon. When the dialog box appears select the **Cell Range** option.
- Begin the cell range at **B13** and continue to **C63** and click **OK**. *Note: the cell range should be: \$B\$13:\$C\$63*
- In the next window, choose **US State** as the **Location Type** and click **Next**. Make sure **First row contains headers** in 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



	Flips	Area	Base	2010	2011	2012	2013
7	Alaska	4,779,754	4,785,570	4,801,627	4,817,528	4,833,722	
8	Alaska	710,251	713,868	723,375	730,307	735,132	
9	Alaska	6,392,015	6,408,790	6,468,796	6,551,149	6,626,624	
10	Alaska	2,915,914	2,922,280	2,938,506	2,949,828	2,959,373	
11	Alaska	37,255,959	37,353,601	37,658,681	37,999,878	38,351,521	
12	Alaska	5,029,189	5,048,196	5,118,400	5,189,458	5,268,367	
13	Alaska	3,574,097	3,574,097	3,574,097	3,574,097	3,574,097	
14	Alaska	897,090	897,090	897,090	897,090	897,090	
15	Alaska	801,767	801,767	801,767	801,767	801,767	
16	Alaska	18,802,690	18,802,690	18,802,690	18,802,690	18,802,690	
17	Alaska	9,487,663	9,487,663	9,487,663	9,487,663	9,487,663	
18	Alaska	1,860,301	1,860,301	1,860,301	1,860,301	1,860,301	
19	Alaska	1,387,652	1,387,652	1,387,652	1,387,652	1,387,652	
20	Alaska	12,830,632	12,830,632	12,830,632	12,830,632	12,830,632	
21	Alaska	6,488,797	6,488,797	6,488,797	6,488,797	6,488,797	
22	Alaska	3,040,314	3,040,314	3,040,314	3,040,314	3,040,314	
23	Alaska	2,855,116	2,855,116	2,855,116	2,855,116	2,855,116	
24	Alaska	4,339,357	4,347,698	4,366,869	4,379,730	4,395,295	
25	Alaska	4,533,372	4,545,392	4,575,187	4,600,184	4,626,470	
26	Alaska	1,328,361	1,327,866	1,327,844	1,328,501	1,328,302	
27	Alaska	5,775,629	5,787,150	5,840,241	5,884,868	5,928,814	
28	Alaska	6,547,626	6,563,263	6,600,285	6,660,305	6,695,254	
29	Alaska	9,883,701	9,876,149	9,874,589	9,882,519	9,895,622	
30	Alaska	5,303,302	5,310,237	5,347,108	5,379,646	5,420,280	
31	Alaska	2,967,296	2,970,047	2,977,886	2,986,450	2,991,207	
32	Alaska	5,988,923	5,996,003	6,010,065	6,024,522	6,044,171	
33	Alaska	989,417	990,327	997,600	1,005,494	1,012,169	
34	Alaska	1,826,341	1,829,838	1,841,749	1,855,350	1,868,516	
35	Alaska	2,700,352	2,703,230	2,717,951	2,734,354	2,750,136	
36	Alaska	1,316,492	1,316,614	1,318,075	1,321,617	1,323,458	
37	Alaska	8,791,009	8,802,707	8,836,639	8,867,749	8,899,339	
38	Alaska	2,059,181	2,064,982	2,077,919	2,088,540	2,098,187	
39	Alaska						



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 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.

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