

Advanced Excel

Charts

DESCRIPTION/COURSE OBJECTIVES

This course focuses exclusively upon creating and using Excel charts. Upon successful completion of this course, participants will be able to:

1. Understand the different types of Excel charts
2. Identify the basic components and features of charts
3. Prepare worksheet data for charts
4. Create edit, and format charts
5. Use Excel charts in other Microsoft Office programs
6. Share and print charts

COURSE INSTRUCTOR

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Course handouts are available at

https://mtateresearch.com/computer_courses_supplemental_resources

COURSE OUTLINE

The course will cover the following topics:

Introduction to Excel Charts

- A brief overview of the different types of Excel charts
- An introduction to the basic chart elements

Creating Charts

- Selecting the data source
- Choosing a chart type
- Creating a column chart
- Creating a bar chart
- Creating a line chart
- Creating a pie chart
- Creating a combo chart
- Creating other types of charts
- Naming and renaming charts
- Moving and resizing charts
- Changing the chart type
- Printing and sharing charts
- Using Excel charts in other Office programs
- Using Excel charts in Web pages
- Deleting charts

Using Chart Elements

- Learning basic chart elements
- Adding, editing, and formatting chart elements
 - Adding, editing, and positioning the chart titles
 - Adding, editing, and positioning axis titles
 - Formatting the axes
 - Adding, positioning and formatting data labels
 - Positioning and formatting legends
 - Adding and formatting gridlines
 - Formatting the chart area, plot area, and data series
 - Formatting data points
 - Using the Chart Tools Format tab

Using Chart Design Features

- Applying chart styles and colors
- Modifying data sources
 - Applying chart filters
 - Switching row and column data
- Creating and customizing sparklines
- Using combination charts
- Using graphic elements in charts
 - Inserting clip art
 - Inserting SmartArt

Sharing and Printing Charts

- Formatting charts for printing
- Printing charts
- Insert Excel charts into Word, PowerPoint and other Office programs