

Speaking Through Charts using Excel

Course Duration

1 Day

Objectives & Expected Outcomes

To be able to Create a chart; Apply different formatting to a chart; Work with custom chart types; Apply a trend line to a chart; Change chart types & add new data series; Add Chart titles, gridlines and data labels to make charts clearer; Use the full variety of charts: Pie, Scatter, Bubble etc; Add images to your chart to better illustrate and explain your data; Use PivotTables and the interactivity of PivotCharts, enabling users to select options and see different charting results

Pre-Requisites

To have attended the Introduction course or gained similar knowledge in the workplace; specifically, the delegate should be familiar with arranging and the layout of Excel data.

Subjects

Charts

Why use charts at all? | What differentiates a good chart | Which chart is appropriate and when | Creating your first chart

Formatting Charts

Identifying, formatting and modifying chart elements | Global Colours | Formatting a chart axis | Changing a Charts data source | Add a data table | Changing chart type | Formatting a chart axis | Applying chart options | Spacing in a column chart

Different Chart Types

Column | Line | Pie | Doughnut | Bar | Area | Scatter | Bubble | Radar | Stock | Surface

Work with Custom Chart Types

Create a Custom Chart Type | Create a chart from the Custom Chart Type | Set a chart type as default | Creating a combination chart | Adding a trend line to a chart | Printing a Chart

PivotCharts

Creating a PivotTable | Creating PivotCharts | Filtering a PivotChart | Rearranging the layout

Using Charts in Other Programs

Embedding Excel Charts in other applications such as PowerPoint
