

Excel Charts

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have knowledge of Excel to an Intermediate level.

Duration:

1/2 Day

Time:

9:00 – 13:00

Who should attend?

This course is designed for people who need to gain the necessary skills to create, edit, format, and print charts in Excel. Learners are welcome to bring their own material, for facilitated hands-on application in the afternoon, if required.

Creating Charts

- From non-adjacent selections
- Using one step
- Changing the default chart type

Embedded Chart Placement

- Moving and Sizing embedded charts
- Deleting an embedded chart

Customising a Chart

- Ways to select chart items
- Chart labels, titles and other text
- Change the Display:
 - Chart Labels
 - Data Labels
 - Legends
 - Gridlines
 - Axes
- Display or hide chart items
- Delete chart items
- Change colours, patterns, lines, fills and borders
- Use a picture in a chart
- Change values in a chart
- Add data to a chart

Plotting Data

- Plot data series from rows / columns
- Secondary value axis
- Category and value order
- Data series order
- Control the way empty cells are plotted
- Change the points plotted

Using Dates in Charts

Add a Trendline to a Data Series

Change the View of a 3D Chart

Custom Chart Types

- Built in custom charts
- Creating your own custom charts