Microsoft® Office Excel: Charting Essentials

Training Course Content

Course Summary: Present data graphically with various visually appealing charts, and analyze data through a variety of charting options. This course expands on the Charting skills introduced in our Excel Level 2 course.

Prerequisites: To ensure your success, we recommend that you have previous experience with Excel formulas, data filtering, pivot tables, and basic charting. Students can obtain this level of skill through our Level 1 and 2 courses.

Highlights: In this course, we will cover shortcuts and best practices, the importance of data layout and consistency, technical aspects to modifying and formatting a chart, and extra practice working with complex chart types such as Combination and Two-Axis, Pie of Pie or Pie of Bar charts, as well as applying sorting, filtering, custom lists, linking, and working across applications.

Contact us to discuss if this class is right for you.

Lesson 1: Charting Basics

Topic 1A: Navigate Chart Elements
Topic 1B: Select Chart Type
Topic 1C: Modify Data Range

Lesson 2: Enhanced Options

Topic 2A: Customize Through Ribbon
Topic 2B: Axis Options
Topic 2C: Series Options
Topic 2D: Insert Objects

Lesson 3: Advanced Formatting

Topic 3A: Double-Click Formatting
Topic 3B: Advanced Fill Options
Topic 3C: Copy/Paste to Clone or Format
Topic 3D: Editing the Data

Lesson 4: Tips for Success

Topic 4A: Clean Data And Data Layout
Topic 4B: Use the Select Data Box
Topic 4C: Filtering
Topic 4D: Properties/Protection

Lesson 5: Complicated Chart Types

Topic 5A: Create a Dual Axis Chart
Topic 5B: Create a Combination Chart
Topic 5C: Pie of Pie and Bar of Pie Charts
Topic 5D: Waterfall, Scatter and Radar Charts

Lesson 6: Preparing Chart for Use

Topic 6A: Working with Other Applications
Topic 6B: Linking vs Embedded
Topic 6C: Pivot Charts
Topic 6D: Printing Options