Microsoft® Office Excel: Charting Essentials

Training Course Content

Course Summary: Transform your raw data into visually appealing charts, and communicate your data more effectively. Take this course to learn how to create and manage charts in Microsoft Excel. 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.

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

Lesson 1: Creating and Modifying Charts Overview

Topic 1A: Create a Chart
Topic 1B: Format Chart Items
Topic 1C: Change the Chart Type

Lesson 2: Creating Multiple Chart Types

Topic 2A: Create a Bar Chart
Topic 2B: Create a Line Chart
Topic 2C: Create a Pie Chart
Topic 2D: Create a High-Low-Close Chart
Topic 2E: Create a Scatter Plot

Lesson 3: Modifying Chart Series Detail

Topic 3A: Charting Data that changes frequently
Topic 3B: Adding and Removing Data Series

Lesson 4: Advanced Charting

Topic 4A: Creating a Chart with 2 Value Axes
Topic 4B: Projecting Data Trends using Chart Trendlines
(Linear, Logarithmic, Polynomial, Power, Exponential, Moving Average)
Topic 4C: Interactive Charts: Develop a PivotChart© Report

Lesson 5: Publishing Charts

Topic 5A: Publish a Chart
Topic 5B: Link a Chart to Microsoft Power-Point and Word Documents
Topic 5C: Add Chart Comments

Lab: Student Exercises (Optional for Private Classes)

Lab A: Applying What You've Learned