

# CHARTING MASTER CLASS IN EXCEL - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



## Chart Basics

- ▶ Understanding Chart Types
- ▶ Creating Charts
  - On an Existing Worksheet
  - On a New Worksheet
- ▶ Creating Charts with the Quick Analysis Tools
- ▶ Moving & Resizing Charts
- ▶ Understanding Chart Elements
- ▶ Changing Chart Data
- ▶ Applying Styles & Chart Layouts

## Designing Charts

- ▶ Manipulating Chart Elements
  - Titles
  - Legends
  - Data Tables
  - Data Labels
- ▶ Formatting Individual Chart Elements
- ▶ Manipulating 3-D Charts
- ▶ Adding Trend Lines
- ▶ Creating a Custom Chart Template

**Course Duration: 1/2 Day**

**Price Per Day: £695**  
(For any 2 Bite Sized courses)

### Suitable For:

This course is aimed at those who are working with Microsoft Excel and who need to interpret values in graphical format to show highs, lows and data trends.

### Learning Outcomes:

By the end of the course delegates will be able to create charts in a variety of layouts to interpret single or multiple data values. They will be able to manipulate the layout of charts and include detail options such as trend lines and values.

### Prerequisite Skills:

Delegates attending this course should be able to navigate efficiently within spreadsheets and perform common commands such as sorting, filtering, selecting and formatting data.