

Course	Excel Intermediate – Charting Data
Length	Three hours
Audience/ Synopsis	“A picture is worth a thousand words” and your Excel data is no exception! Once you have mastered Excel on an introductory level, learn to represent your data graphically to make it easier to understand with Excel’s charting capabilities. Discover how to create charts and then make changes to them. Learn to use various chart types including bars, pies, columns and more.
Prerequisites	This course is for those people who have mastered Excel on at least an introductory level. Windows Basics, Excel Basics and Formula Building or comparable experience is required.
Topics	<p><i>Module 1: Chart Basics</i></p> <ul style="list-style-type: none">◆ What happened to Chart Wizard?◆ New Chart Tools in Ribbon◆ Different ways of creating a basic chart◆ Examining chart types and their uses◆ Using Chart Sheets or embedded charts◆ Saving charts <p><i>Module 2: Formatting Charts</i></p> <ul style="list-style-type: none">◆ Enhancing titles and legends◆ Managing axis information◆ Adding or changing colors◆ Moving and sizing chart items <p><i>Module 3: Making Changes</i></p> <ul style="list-style-type: none">◆ Changing data ranges◆ Changing the chart type◆ Previewing and printing charts <p><i>Module 4: Adding Graphic Items</i></p> <ul style="list-style-type: none">◆ Using the Drawing Toolbar◆ Adding Text Boxes◆ Adding arrows◆ Formatting graphic items