

## Excel – Charting

### Prerequisite

A good working knowledge of Microsoft Excel

### Course Description

This course is for the student who wants to quickly learn how to create exciting graphs. Charting in Excel can be very easy, if you know the tricks! This course will explore the many ways of creating different charts, formatting the charts, and modifying the charts.

### Objectives

#### **Charting**

- Create a Monthly Line Chart
- Chart Features
- Delete, Add or Change a Series
- Chart Formats
- Format Chart Text
- Format a Data Series
- Display Data Labels
- Display the Data Table
- Format the Legend
- Resize the Plot Area
- Add Titles
- Change the Series Orientation
- Change the Plotting Order of Data Series
- Create a Custom Chart Type
- Create a Quarterly Line Chart
- Create a Total 3-D Bar Chart
- Create a Trendline
- Create a 3-D Pie Chart
- Display Data Labels
- Explode Pie Wedges
- Rotate the Pie
- Create an Embedded Chart
- Print the Charts

### Class Length

90 minutes  
Instructor lead, hands-on course