

# Focus on Charting

**Duration:** ½ Day

## Description

A practical half day course during which participants will concentrate on charting data using Microsoft Excel. The course will provide an in depth understanding of creating, modifying and formatting charts.

## Prerequisites

Participants must have a working knowledge of Microsoft Excel charting.

## Who Should Take This Course?

Any user of Microsoft Excel who is required to create charts and already has a working knowledge of charting.

## Objectives

- ✓ Creating Charts.
- ✓ Copying Charts to Word
- ✓ Changing chart source data
- ✓ Modifying Charts.
- ✓ Formatting Charts.
- ✓ Chart Options.

## Outline

### Creating Charts

- Creating charts using F11 key.
- Creating charts using Chart Wizard.
- Previewing and printing charts.

### Copying charts to Word

- Copying charts.
- Linking charts in Word.

### Changing Chart Source Data

- Changing source data using the range finder.
- Adding data to a chart.
- Working with data series.

### Modifying Charts

- Modifying chart titles and labels.
- Modifying axes, gridlines and legends.

### Formatting Charts

- Formatting fonts and numbers.
- Making changes to colours, borders and patterns.
- Formatting axes.
- Creating a custom chart type.

### Chart Options

- Using Error Bars.
- Combination Charts.
- Plotting series on a secondary axis.