

Communicate your Message with Excel Charts

Course Length

3 hours

Course Objective

Become more efficient with Microsoft Excel Charts

Target Student

This class is for Excel users who are comfortable with the basics and want to know how to choose the correct Chart type and learn many ways to edit and format charts.

Prerequisites

Participants should be comfortable with Excel basics.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Outline

- Determine the best chart type for your message
- Common mistakes when selecting chart data
- Create pie, column, bar, line and Scatter Charts
- Add and remove data from an existing chart
- Learn the options for each chart type
- Create and edit Sparklines

Also Includes

- Reference Material.
- Certificate of completion.