Better Skills Training
Upgrade Your Skills

Excel Charts

If you're using Excel and creating graphical reports then this Excel module is for you. We'll cover the most useful charts that are built into Excel, and then explore the options and features that will get the most effective output of your data in chart format. Delivered by Mike Derham, Microsoft User Specialist and ICS-Skills Expert User.

Topics:

Choosing and Selecting the Source Data

Recommended Charts

Using Quick Analysis

Choosing the Right Chart

Inserting a Chart

Move a chart within a worksheet

Move a chart to another worksheet

Resize the chart

Editing, Adding, and Removing Chart Data

Edit chart source data

Add data

Copy data into a chart

Remove data

Changing Chart Data

Change the source cell range

Rename or edit a data series

Reorder the data series

Update horizontal axis

Filtering Chart Data

Changing Chart Layout and Style

Working with Chart Labels

Edit chart label text

Add or move a chart

Format a chart label

Remove a chart label

Changing the Chart Gridlines

Choose major and minor gridlines

Format gridlines

Changing the Scale

Change display units

Change the scale of the axis

Change formatting for axis values

Emphasizing Data

Change the colour of data series

Change the colour of a single data point

Formatting your data labels

Annotate the chart

Use a different chart type for data

Should You Attend This Module?

If you feel that you could create more professional reports with Excel charts, and struggle to find the right chart for the right situation, you should attend this short module. You won't know all the chart options at the end of this session, however you should come away being able to work more confidently with the core features of Excel's many chart options.

Duration

This course can be delivered in 3 hours onsite, or 2 hours online