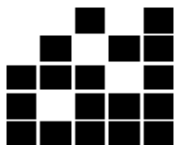


Excel Charts

Audience	This course is appropriate for users who know the spreadsheet techniques of Excel and Office 365/2016. Users should have created and edited worksheets using basic commands such as Insert, Delete, Copy, and Format. Users should be able to load, print, and save files.
Description	This course uses a combination of lecture and hands-on exercises to familiarize students with the charting functions of the Excel program. Students learn to create, edit, format, and print charts. Manipulation of chart data is also covered.
Objectives	After completing the class, students should be able to: <ul style="list-style-type: none">■ Set up a datasheet■ Create a default chart■ Identify the major elements of a chart■ Create charts using the Insert tab, Charts group buttons■ Change the type, layout, and style of a chart■ Print a chart■ Select, move, and size chart elements■ Insert and delete chart elements■ Format chart elements■ Insert and delete text boxes■ Save a chart as a chart template■ Copy chart formats to other charts■ Identify arguments in the series formula■ Transpose data in a chart■ Edit the data selection used by the chart■ Change worksheet data from the chart
Length	3½ hours
Beyond This Level	When you have successfully completed this class, the next class you should consider is Excel Level 2 or Level 3. In Level 2, students learn to differentiate between absolute and relative cell references, create and use complex formulas, manipulate large worksheets, name ranges, and link worksheets. The Level 3 course covers creating and manipulating data in a database and then performing analysis on the data. Also includes importing and exporting data into Excel, using templates to create worksheets, collaborating on worksheets by protecting and sharing them, and macros.



I. Creating Charts

- A. Determining the Chart Type
- B. Setting up the Datasheet
- C. Creating a Default Chart
- D. Major Elements of a Chart
- E. Describing the Chart Tools Tabs
- F. Creating a Chart with the Ribbon
- G. Changing a Chart Type
- H. Changing a Chart Layout and Style
- I. Printing a Chart

II. Modifying and Formatting Charts

- A. Selecting Chart Elements
- B. Moving and Sizing Chart Elements
- C. Deleting & Displaying Chart Elements
- D. Inserting and Deleting Text Boxes
- E. Formatting Chart Elements
- F. Saving and Applying a Chart Template
- G. Copying Formats to Other Charts
- H. (Optional) Scaling the Chart Axes

III. Manipulating Chart Data

- A. Identifying the Series Formula
- B. Transposing Data Series Orientation
- C. Editing the Data Selection
- D. Changing the Data Series Order
- E. Adding Data to a Chart
- F. Deleting Data from a Chart