Excel 2010/2013 Charts

Audience
This course is appropriate for users who know basic spreadsheet techniques for Excel 2010/2013. Students should be able to create and edit worksheets, create basic calculations, apply simple commands such as Insert, Delete, Copy, and Format, and open, print, and save files.

Description
This course uses a combination of lecture and hands-on exercises to familiarize students with the Chart function in Excel. Students learn to create, edit, format, and print charts, and modify chart data.

Objectives
After completing the class, students should be able to:

- 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 objects
- Insert and delete chart objects
- Format chart objects
- 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. 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.

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 Objects
   B. Moving and Sizing Chart Objects
   C. Deleting & Displaying Chart Objects
   D. Inserting and Deleting Text Boxes
   E. Formatting Chart Objects
   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