

Excel Presenting Statistical Data with Charts-Online

Audience	This course is appropriate for learners who know the spreadsheet techniques of Excel. Learners should have created and edited worksheets, applied basic commands such as Insert, Delete, Copy, and Format, and should be able to open, print, and save files.
Description	This course uses a combination of lecture and hands-on exercises to familiarize students with the basic charting functions of the Excel program. Students learn to create, edit, format, and print charts.
Objectives	After completing the class, students should be able to: <ul style="list-style-type: none">■ Set up a datasheet for charting■ Create a default chart■ Identify the major elements of a chart■ Create charts using the Insert tab, Charts group buttons and the Quick Analysis Tool■ 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	3 hours

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



J. 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