

# Excel 2007/2010 Presenting Statistical Data with Charts - Online

**Audience** This course is appropriate for users who know the spreadsheet techniques of Excel. 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 basic 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:

- 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
- 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

- 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