



Course Content

Course Description:

In this course, you will cover the many different types of charts available in Excel, how to modify and redefine chart data, as well as how to move, layout, and style a chart. In addition, you will learn about chart elements and how to add, remove, and format chart elements, as well as how to save a chart template. Finally, you will learn about sparklines, trendlines, error bars, and advanced chart types.

Prerequisites:

Excel Level 2 or equivalent knowledge

Topics:

Module 1: Chart Overview and Types

- Chart Overview
- Charts Introduction
- The Chart Window
- Chart Types
- Bar Charts
- Column Charts
- Line Charts
- Scatter (XY) Charts
- Pie Charts
- Area Charts
- Bubble Charts
- Doughnut Charts
- Stock Charts
- Surface Charts
- Radar Charts

- Formatting Chart Elements
- Saving a Chart Template

Module 3: Charts Advanced

- Sparklines
- Trendlines
- Error Bars
- Combination Charts

Module 2: Modifying a Chart

- Modifications
- Redefining the Chart Data
- Moving the Chart
- Layouts and Styles
- Chart Elements
- Adding and Removing Chart Elements