



# Visualizing Data with Charts in Excel 2016

Course ID #: 7000-515-ZZ-Z

Hours: 4

## Course Content

### Course Description:

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

### Target Student:

This course is designed for students who already have foundational knowledge and skills in Excel 2016 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

### Topics:

#### Lesson 1: Visualizing Data with Charts

##### Topic A: Create Charts

- Charts
- Chart Basics
- Chart Types
- Chart Insertion Methods
- Recommended Charts
- The Insert Chart Dialog Box
- How to Create Charts
- Creating Charts

##### Topic B: Modify and Format Charts

- Modification vs. Formatting
- Chart Elements
- Chart Elements Guidelines
- The Chart Tools Contextual Tab
- The Format Task Pane
- The Chart Tools Buttons
- The Select Data Source Dialog Box
- Chart Animations
- How to Modify and Format Charts
- Modifying and Formatting Charts



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## Topic C: Use Advanced Chart Features

- Dual-Axis Charts
- How to Create a Dual-Axis Chart
- Forecasting
- Trendlines
- Trendline Types
- The Format Trendline Task Pane
- How to Work with Trendlines
- Creating a Dual-Axis Chart
- Chart Templates
- How to Create and Use Chart Templates
- Creating a Chart Template