

EXCEL COURSES



CHARTS AND GRAPHICS

Level:

For intermediate levels

Prerequisites:

Excel – The Basics; knowledge of basic formulas and functions as well as absolute cell references. Understanding of database basics and preferably including knowledge of sorting and filtering.

Audience:

Most suitable for users of Excel who need to display data in a graphical way. *Training is delivered in separate courses for users of 2010 and 2013.

Aim:

of this course is to provide the student with the knowledge to create charts and present data efficiently. We will learn the basics of creating charts, and then go into advanced features such as using primary and secondary axis, trendlines, error bars and more.

Overview:

Module 1: Charts

- Creating a chart
- Customizing chart elements
- Inserting pictures, clip arts
- Inserting Diagrams (Smart Art)
- Working with primary and secondary axis
- Trendlines
- Error Bars
- Customizing graphics

Module 2: Graphic Objects

- Insert and modify graphic objects
- Layer and group graphic objects
- Incorporate Smart Art

Module 3: Sparklines

- What are Sparklines?
- Types of Sparklines
- The Sparkline Tool

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Half day