

# ON LINE SERVICES

*Computer Training & Support*

## **Solution Series**

### **Showcase Your Data with Charts** **Using Excel**

#### **Course Description**

**Overview:** Students will create a variety of charts, with emphasis on selecting appropriate chart types and personalizing them by using various chart options.

The main activities covered are:

- Picture your Excel data in a chart
- Emphasize a single data range with a pie chart
- Track data over time
- Spice up your reports with charts

**Objectives:** Upon successful completion of this course, students will be able to:

- Create a chart from worksheet data using the F11 function key and the Chart Wizard, and identify chart components.
- Create a pie chart to showcase a single data range.
- Create column and line charts to track data over time.
- Create embedded and linked Excel chart objects applications other than Excel.

---

---

#### **Course Outline**

##### **Activity 1: Picture your Excel data in a chart**

- Create charts quickly with the F11 key and the Chart Wizard
- Identify chart components

##### **Activity 3: Track data over time**

- Create column charts
- Create line charts
- Save chart settings

##### **Activity 2: Emphasize a single data range with a pie Chart**

- Create a pie chart
- Work with pie chart options
- Change a chart's location

##### **Activity 4: Spice up your reports with charts**

- Include an embedded chart object
- Include a linked chart object
- Discover the differences between embedding and linking

***Solution Series are run in 3 Hour Sessions and can be combined for a full day of training.***