

KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

Course Title:	Excel Charts and Graphs
Course Length:	1/2 Day
Prerequisite:	Introduction to Excel
Course Description:	Learn to choose the best chart type for your data, demonstrate change or relationships, format scale, grid, shapes, pattern, plot area, axes, and data labels.
Performance Objectives: Students will become skilled in ...	<ol style="list-style-type: none">1. Creating Charts That Compare Items2. Creating Charts that Show Change3. Creating Charts That Display Data Relationships4. Working with Custom Chart Types5. Formatting Chart Area, Plot Area and Gridlines6. Formatting Axes' Scale, Patterns, Number Format, Alignment7. Formatting the Data Series8. Working with 3-D Views9. Adding Trendlines to Charts10. Creating and Saving User-Defined Charts