



Excel Effective Charting

Duration: 3 Hours

Who should attend:

This course is aimed at delegates who need to produce graphical representations of their data in Excel. This course is ideal for those analysing data for presentation.

You will learn about the different chart types in Excel and when to use them appropriately, including pie charts, bar and column charts, and line charts. You will also learn how to format charts, changing colours, titles and labels on the charts. Finally you will learn how to change the data that makes a chart, allowing you to use the same look and feel for multiple sets of data.

Pre-requisites:

Delegates should have attended our **Excel Updating Worksheets** course or have equivalent knowledge.

Content

Charts

- Chart Types
- Choosing an Appropriate Chart Type
- Selecting Data for Charting
- Using the Chart Wizard
- Creating a Chart

Pie Charts

- What is a Pie Chart
- Pie Chart Limitations
- Exploding a Pie Chart

Column/Bar Charts

- Charting Multiple Data Series
- Changing the Scale of a Chart Axis

Line Charts

- What is a Line Chart
- Formatting a Line Chart

Formatting Charts

- Formatting and Editing Chart Objects
- Formatting Chart Axis
- Changing the Chart Colours
- Annotating Charts



Excel Effective Charting

Other Chart Types

- Radar
- Tree Maps
- Sunburst
- Box and Whisker
- Waterfall
- Funnel

Annotating Charts

- Adding lines to charts
- Adding callouts to charts
- Adding additional annotations

Re-using Charts

- Changing a Charts Type
- Combination Charts
- Change a Charts Source Data
- Saving a Chart as a Template