



# Microsoft Excel Charting with Excel

Participants on this Microsoft Excel – Charting with Excel half day course will gain an insight into the fundamentals of Charting in Excel. You will be up and running with charts without having to be away from the office for a full day.

The course assumes you have a working knowledge of the fundamentals of Excel, however, people with limited exposure to the software and those who are entering data into spreadsheets created by others will also benefit from attending this course.

## Course Details

Skill Level: **Beginner**

Duration: **Half Day**

Class Size: **10 students** (max)

## Course Content

### Creating Tables

- Formatting Data as a Table
- Using Tables

### Chart Types

- Exploring Chart Types
- Setting up Charts
- Changing Chart Types
- Combination Charts

### Adding Trendlines

- Adding Trendlines to Charts
- Formatting Trendlines

### Working with Charts

- Introduction to Charts
- Creating Charts
- Changing the Chart Location

### Working with Chart Elements

- Adding and Removing Chart Elements
- Formatting Charts



*Great instructors every time I have had the chance to come for a workshop, regardless of level of course or content.*

A. Yusef