



# Speaking with Charts (Microsoft Excel 2007 & 2010)

## Course Aims

The course empowers the trainee to understand the basic concepts of charting and to demonstrate the ability to create and use charts on a personal computer. He or she will understand and be able to accomplish basic operations associated with developing, formatting and using charts in Microsoft Office. The trainee will be able to accomplish basic and detailed charts in multiple applications including Word, Excel and PowerPoint.

## Pre-requisites

An understanding of Windows / MS Office 2007 will be an added advantage

Level	Duration	Time
Intermediate	1 Day / 7.5 Hours	9:00 am to 5:30 pm

### Module 1. Charting

- Introduction
- Philosophy
- Psychology
- Anatomy
- Chart Types

### Module 2. Creating Charts in Excel

- Creating Charts with the Chart Wizard
- Moving and Resizing Charts
- Identifying Chart Objects
- Changing the Chart Type
- Changing the Chart Type and Sub-type
- Changing the Plot Direction
- Removing/Adding a Legend
- Moving the Legend
- Charting Non-adjacent Ranges
- Changing the Chart Range
- Changing the Data Source
- Changing the Chart Location
- Printing a Chart
- Creating Charts

### Module 3. Formatting Charts in Excel

- Adding Chart Titles
- Formatting Chart Objects
- Changing the Text Orientation
- Adding a Data Table
- Creating an Exploded Pie Chart
- Adjusting the 3-D View
- Deleting a Chart
- Formatting Charts
- Applying User-defined Charts

### Module 4. Advanced Charting in Excel

- Adding and Removing Gridlines
- Formatting Gridlines
- Formatting an Axis
- Changing the Axis Scaling
- Formatting the Data Series
- Adding Data - Different Worksheets
- Using a Secondary Axis
- Changing Data Series Chart Types
- Adding a Trendline

### Module 5. Charts Exploration

- Pie Chart
- Bar/Column Charts
- Pictogram Charts
- Histogram Charts
- Polygons Charts
- Line Charts
- XY – Scatter Charts
- Radar Charts
- Bubble
- Cartogram