



Excel – Charts and Graphs

Description

This Excel course will enable you to master the creation of graphs and diagrams, as well as their formatting.

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

Course Content

Module 1: Charts

- Creating a chart
- Moving and resizing a chart
- Apply a predefined chart layout or style
- Add or remove chart elements
- Manually change the layout and formatting of chart elements
- Select the most representative chart type
- Create a two axis chart
- Insert a trend line
- Save a graph as a template

Module 2: Graphic Objects

- Insert shapes and connectors
- Formatting graphic objects
- Define the default style for your objects
- Use the Selection Pane

Module 3: Graphical analysis of data

- Create an age pyramid
- Create an climatogram
- Create a bubble chart

Lab / Exercises

- Practice exercises will be given at the end of each module

Documentation

- Digital course material included

Participant profiles

- This module is intended for anyone who has to create and use graphs in the course of their jobs, as well as to make a graphic analysis of data

Prerequisites

Prior to attending this training, participants should have a working knowledge of Microsoft Excel or have completed the following training modules: Excel - Fundamentals, Excel - Becoming more efficient and Excel - Preparing for data analysis

Objectives

- Present their data in a visual way using the most appropriate graphics
- Use graphical objects
- Create graphs for data analysis

Niveau

Avancé

Duration (in Days)

0.5

Reference

MOE-21