Excel – Charts and Graphs

Description

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

Niveau
Avancé
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

Classroom Registration Price (CHF)
400
Virtual Classroom Registration Price (CHF)
375
Duration (in Days)
0.5
Reference
MOE-21