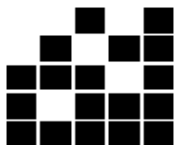


Excel Charts

Audience	This course is appropriate for users who know the spreadsheet techniques of Excel. Users should have created and edited worksheets using basic commands such as Insert, Delete, Copy, and Format. Users should be able to load, print, and save files.
Description	This course uses a combination of lecture and hands-on exercises to familiarize students with the charting functions of the Excel program. Students learn to create, edit, and format charts. Manipulation of chart data is also covered.
Objectives	After completing the class, students should be able to: <ul style="list-style-type: none">■ create charts,■ use the Chart Wizard,■ identify major elements of charts,■ change chart types,■ print charts,■ select, move, and size chart objects,■ insert and delete chart objects,■ format chart objects,■ insert and delete text boxes,■ scale a chart's axis,■ copy chart formats to other charts,■ identify arguments in the Series formula,■ transpose data in a chart,■ edit the data selection used by the chart,■ change worksheet data from the chart.
Length	3½ hours
Beyond This Level	When you have successfully completed this class, the next class you should consider is Excel Level 2 or Level 3. In Level 2, students learn to differentiate between absolute and relative cell references, create and use complex formulas, manipulate large worksheets, name ranges, and link worksheets. The Level 3 course covers list management, pivot table, and macro features. Be sure to leave time for practice before registering for this next level.



I. Creating Charts

- A. Creating a Default Chart
- B. Major Elements of a Chart
- C. Describing the Chart Toolbar
- D. Using the Chart Wizard
- E. Changing Chart Types
- F. Creating an Embedded Chart
- G. Printing a Chart

II. Modifying and Formatting Charts

- A. Selecting Chart Objects
- B. Moving and Sizing Chart Objects
- C. Inserting and Deleting Chart Objects
- D. Inserting and Deleting Text Boxes
- E. Formatting Chart Objects
- F. Scaling the Chart Axes
- G. Copying Formats to Other Charts

III. Manipulating Chart Data

- A. Identifying the Series Formula
- B. Transposing Data Series Orientation
- C. Editing the Data Selection
- D. Changing the Data Series Order
- E. Adding Data to a Chart
- F. Deleting Data from a Chart
- G. Changing Data Points