



CORPORATE & CAREER TRAINING

EXCEL 2007 - CHARTS & MULTIPLE WORKSHEETS

TRAINING OUTLINE

6 HOURS

I. WORKING WITH MULTIPLE WORKSHEETS

- Using Multiple Worksheets
- Navigating between Worksheets
- Selecting Worksheets
- Renaming Worksheets
- Selecting Multiple Worksheets
- Coloring Worksheet Tabs
- Inserting Worksheets
- Deleting Worksheets
- Printing Selected Worksheets

II. MANAGING WORKSHEETS

- Copying Worksheets
- Moving Worksheets
- Moving Data between Worksheets
- Copying Data between Worksheets
- Creating 3-D Formulas
- Using 3-D Ranges in Functions

III. USING MULTIPLE WORKBOOKS

- Opening Multiple Workbook Windows
- Cascading Open Workbook Windows
- Activating Cascaded Workbook Windows
- Tiling Open Workbook Windows
- Activating Tiled Workbook Windows
- Comparing Workbooks Side by Side
- Copying Data between Workbooks
- Saving a Workspace
- Closing All Open Workbooks
- Opening a Workspace
- Linking Workbooks

IV. CREATING CHARTS

- Using Charts
- Creating Charts
- Moving and Resizing Charts
- Identifying Chart Elements
- Changing the Chart 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

V. FORMATTING CHARTS

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

VI. USING ADVANCED CHARTING FEATURES

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

VII. USING CONDITIONAL AND CUSTOM FORMATS

- Applying Conditional Formats
- Changing a Conditional Format
- Adding a Conditional Format
- Creating a Custom Conditional Format
- Using Data Bars
- Deleting a Conditional Format
- Creating a Custom Number Format