

SELSIUS™

CORPORATE & CAREER TRAINING

Excel 2003 Charts

4 Hours

Objectives:

Excel 2003 Charts is a special topics seminar dealing with the Charts functionality of Excel 2003. Trainees will learn to:

- Create charts to effectively illustrate data
- Format charts to enhance visual appeal
- Add trend lines and labels to facilitate data analysis

Outline:

- **Creating Charts:** creating charts with the Chart Wizard, moving and resizing charts, identifying chart objects, changing the chart type and sub-type, changing the plot direction, removing/adding a legend, changing the chart range, changing the data source, changing the chart location, and printing charts.
- **Formatting Charts:** adding chart titles, formatting chart objects, changing the text orientation, adding a data table, adjusting the 3-D view, and deleting a chart.
- **Advanced Charting:** adding, formatting, and removing gridlines, formatting an Axis and changing its scaling, formatting the data series, adding data, adding a trendline, creating and applying user-defined charts.
- **Appendix:** Using AutoShapes and Diagrams