

Excel – Charts and Graphs

Learn how to display Excel data graphically using a variety of compelling charts.

Snapshot

Duration: 90 minute

Level: Beginner

Pre-requisites: Basic familiarity with Excel formulas

Version: Suitable for 2010, 2013, 2016 and Office 365

Learning Outcomes

- Understand chart types and uses
- Create a chart
- Format chart elements
- Change chart types

Course Content

- Understanding chart types
- Creating a chart
- Editing a chart
- Formatting chart elements
- Changing chart types