



### Microsoft Excel 2007 Creating Charts

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Microsoft Excel Working with Charts - is a 2-hour course which focuses on creating and editing charts.

Target Student: Anyone interested in acquiring skills necessary to create, edit, and format, Microsoft Excel charts.

Prerequisites: Before taking this course, you should have a basic understanding of using Microsoft Excel.

Delivery Method: Instructor-led, online-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to manage, edit, and create charts using Microsoft Excel.

#### Other Excel 2007 Courses:

**Microsoft Excel - Level 1** Learn the basics of working with an Excel worksheet. Students will gain an understanding of working with data to organize information and format.

**Microsoft Excel - Level 2** Students will take their knowledge of Excel to the next level. Learn to work with worksheets, data analysis tools, and data ranges.

**Microsoft Excel - Advanced Functions and Formulas** Learn to create formulas in Excel using built in functions. With hundreds of functions available in Excel advance your understanding with several useful functions.

**Microsoft Excel - Working with Macros** Macros are an action or a set of actions that you can use to automate tasks. Macros are recorded in the Visual Basic for Applications programming language. Students will learn to record and edit macros.

**Microsoft Excel - Creating PivotTables** Learn to create a PivotTable report that will allow you to summarize, analyze, explore, and present summary data.

#### Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Create an Excel chart with existing data.
- Change and work with the chart type.
- Add options and labels to the chart.
- Change the chart source data.
- Format the chart appearance.
- Change the location of a chart

