Excel 2013: Charting

Modality: On Demand

Duration: 2 Hours

This course will help you learn how to leverage the chart elements and formatting options to energize and highlight your data. You'll also be guided through chart presentations that utilize the built-in options of Excel, the Quick Analysis Tool, and the Recommended Charts Tool.

Course Outline:

Getting Started

- What you'll learn in this training

An Overview of Charts

- Identifying elements on a chart
- Selecting chart data in adjacent cells
- Selecting char data in nonadjacent cells
- Charting using the Chart Group buttons
- Working with tabs and ribbons
- Working with the Quick Analysis tool

Using the Chart Tabs and Ribbons

- Viewing a sample chart
- Creating Column and Bar charts
- Creating Line charts
- Creating Pie and Doughnut charts
- Creating Scatter and Bubble charts
- Circling duplicate values in a scatter plot
- Creating Area charts
- Creating Radar charts
- Creating Surface charts
- Creating Stock charts
- Creating a chart template
- Creating a combo chart
- Creating a trend line for a chart

Formatting Your Chart

- Adding titles and labels
- Changing the chart type
- Formatting the chart area
- Adding a border and/or patterns to the plot area
- Formatting the axis properties
- Setting format option for titles and labels
- Setting the placement and font for the legend
- Changing the data series
- Changing the data series pattern or marker
- Changing the shape of a 3D data marker
- Changing the plot order
- Resizing and repositioning
- Showing or hiding the data table
- Changing the gap and overlap values
- Changing the elevation and rotation
- Pulling out slices
- Using a graphic or picture

Presenting Your Chart

- Placing a chart on a separate chart sheet
- Printing a chart sheet
- Printing embedding charts
- Inserting a static copy of your chart
- Inserting a linked copy of your chart
- Saving your chart as a Web page

Working with Sparklines

- Introducing Sparklines
- Creating Sparklines
- Grouping and ungrouping Sparklines
- Editing the Sparkline data
- Changing the Sparkline type
- Showing Sparkline data points
- Formatting the Sparkline
- Changing axis settings
- Changing hidden and empty cell settings
- Clearing Sparklines