# Excel Chart Workshop

## What Can You Expect?

What would reports be without Charts? The visual representation makes any form of reporting or presenting a breeze. This course is designed for people who need to gain the necessary skills to create, edit, format, and print charts in Excel. Learners are welcome to bring their own material, for facilitated hands-on application in the afternoon, if required.

## What Is Required From You?

You should be familiar with using a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically you should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. You should have knowledge of Excel to an Intermediate level.

## Assessment Strategy

The assessment methodologies used in this course are to determine and recognise learner competence against the criteria in the related unit standard(s). Learners are required to successfully complete both Formative and Summative assessments.

### Unit Standard Alignment

**SAQA ID:** 116943                **NQF Level:** 4                **Credits:** 3

**US Title:** Using a (GUI)-based spreadsheet application, enhance the functionality and apply graphs/charts to a spreadsheet.

## ½ Day Course Content (09:00 – 13:00)

### Creating Charts
- From Non-Adjacent Selections
- Using One Step
- Changing The Default Chart Type

### Embedded Chart Placement
- Moving And Sizing Embedded Charts
- Deleting An Embedded Chart

### Plotting Data
- Plot Data Series From Rows / Columns
- Secondary Value Axis
- Category And Value Order
- Data Series Order
- Control The Way Empty Cells Are Plotted
- Change The Points Plotted

### Custom Chart Types
- Built In Custom Charts
- Creating Your Own Custom Charts

### Customising a Chart
- Ways To Select Chart Items
- Chart Labels, Titles And Other Text
- Change The Display:
  - Chart Labels
  - Data Labels
  - Legends
  - Gridlines
  - Axes
- Display Or Hide Chart Items
- Delete Chart Items
- Change Colours, Patterns, Lines, Fills And Borders
- Use A Picture In A Chart
- Change Values In A Chart
- Add Data To A Chart

### Using Dates in Charts

### Add a Trendline to a Data Series

### Change the View of a 3D Chart

## What will I take back to work with me?

When you walk out of the door with your certificate in hand, you will be able to visually represent your data effectively with charts and enhance your current and new charts with your brand new skills.

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Tel: 012 348 0099/0062
Fax: 012 348 0046