



Microsoft Excel 2007 Mini-Series: Charts and PivotTables Course Outline

Section 1- Creating Charts

- Chart Basics
- Embedded Charts
- Chart Sheets
- Common Chart Types
- Generating Charts
- Moving Charts
- Previewing Charts
- Printing Charts

Section 2- Formatting Charts

- Chart Tools
- Contextual Tabs
- Changing Chart Types
- Chart Layout
- Titles
- Axis and Data Labels
- Legends
- Data Tables
- Resizing Charts
- Axes and Gridlines
- Trendlines

Section 3- Charting from Multiple Sheets

- Charting from Multiple Sheets
- Source Data and Data Series
- Naming Sheet Tabs
- Adding Data
- Copying and Pasting Data
- Moving Charts
- Using Functions

Section 4 -PivotTables and PivotCharts

- Creating PivotTables
- Field List
- Building PivotTables
- Changing Displays and Filters
- Field Settings
- Reporting Totals
- Moving PivotTables
- Formulas
- Creating PivotCharts
- Adding Data
- Editing and Moving PivotCharts
- Removing PivotTables

Appendices

- Compatibility Mode
- PivotTables in Classic View