



Training Solutions, Inc.

Charting with Excel XP Course Outline

Section 1 - Creating a Chart

- Elements of a Chart
- Terminology
- Embedded Chart vs. Chart Sheet
- Create a Chart Sheet
- Create an Embedded Chart
- Move the Chart
- Data from Different Sheets
- Add Data Series

Section 2 - Formatting a Chart

- Chart Toolbar
- Change the Chart Type
- Chart Sub-types
- Size the Chart
- Select Chart Elements
- Move a Legend
- Format Walls
- Format the Chart Area
- Add Titles
- Gridlines and Tick Marks
- 3-D Charts and Rotation

Section 3 - Chart Options

- Formatting the Axis
- Change a Data Series Type
- Secondary Axis
- Trendlines
- Drawing Toolbar
- Add an Arrow and Text
- Apply Lines and Fills
- Move/Size an Object
- Change Objects
- Change Data Series Shapes
- Bars to Graphics
- Stack and Scale
- Change Series Order
- Change X Axis Labels

Section 4 - Customizing Charts

- Use AutoFormats
- Data Tables
- Create a Custom Type
- Customize a Chart
- Save a Custom Type
- User Defined Formats

Section 5 - Interface with PowerPoint for Presentations

Karen, this is where we would add the section from our PowerPoint advanced material on how to bring Excel data and charts into PowerPoint presentations.