



Training Solutions, Inc.

Microsoft Excel 2010 Mini-Series: Charts & Pivot Tables

Excel 2010 Interface

Using the new User Interface
Backstage View

Section 1 - Creating Charts

Chart Basics
Generating Charts
Embedded Charts and Chart Sheets

Section 2 - Formatting Charts

Chart Tools contextual tabs
Changing chart types
Moving a chart
Changing Layouts
Formatting axes and gridlines

Section 3 - Charting from Multiple Sheets

Source Data
Add data using Chart Tools
Copy and Paste data
Copy and paste data series

Section 4 - PivotTables and PivotCharts

Creating PivotTables
Using PivotTables fields and layouts
Creating Pivot Charts
Remove a PivotTable