

Excel: Charting and Graphic features

CHARTING INCLUDING:

- Selecting the data for your chart
- Creating charts using the insert tab
- Deciding which chart to use
- Changing the chart type
- Selecting and changing the data displayed in the chart
- Formatting a chart including a pie chart
- Adding chart titles
- Customising the chart with colour
- Showing the legend
- Adding data labels
- Selecting and changing parts of a chart
- Adding a trend line
- Formatting the chart using the Design tab
- Printing the chart
- Selecting and Saving a Custom Chart
- Creating a chart with a second axis
- Inserting Sparklines

ADDITIONAL GRAPHIC OPTIONS FOR EXCEL INCLUDING:

- SmartArt, symbols, shapes and screenshots
- Inserting pictures and or logos
- Hyperlinks
- Mapping data (time permitting)