

Microsoft Excel Module 1: Charts, Graphs and Pivot Tables

Pre-requisites: Delegates must be confident with using a keyboard, mouse and Windows and be familiar with the basic functions of Excel.

Objectives: The following objectives will be covered in the course:

- Charts
- Graphs
- Pivot Tables

Course Outline:

- Creating Charts**
 - Creating a Chart Sheet
 - Creating an Embedded Chart
 - Comparing Chart Sheets with Embedded Charts
- Modifying Charts**
 - Chart Types
 - Modifying Embedded Charts
 - Adding and Deleting Chart Items
 - Moving and Sizing Chart Items
- Formatting a Chart**
 - Formatting Chart Text
 - Formatting Labels
 - Formatting the Chart
 - Printing a Chart Sheet
- Using Graphic Objects**
 - Adding Graphic Objects
 - Formatting Graphic Objects
 - Using Graphic Objects to Enhance Worksheets and Charts
- Using Pivot Tables**
 - Creating Pivot Tables
 - Modifying Pivot Tables
 - Grouping and Summarising Data in a Pivot Table
 - Creating Interactive Pivot Tables for the Web