



This class is for people who want to use Excel to prepare professional charts for business presentations and reports. In this class you will learn how Excel interprets worksheet data, and how Excel converts data into a 'picture' format. Although Excel has a Chart Wizard to help you create charts, you will probably need to customize charts to suit your own purposes. You will learn how Excel interprets your data, so that you can convey a clear, accurate graphic message.

In addition to protecting worksheets and creating templates, this class also discusses Excel's ability to Import and Export data to and from Excel, and queries an external database.

PREREQUISITES

- Introduction to Windows or equivalent experience
- Microsoft Excel Introduction
- Microsoft Excel Intermediate

CONTENT

- Plan and create bar, column, line, and pie charts
- Understand chart objects
- Analyze worksheet data and choose the appropriate chart type
- Understand how Excel plots data based on the shape of the selection area and the contents of the selected cells
- Use the Chart Wizard to embed a chart on an Excel worksheet
- Create a chart on a separate chart sheet
- Read series formulas that underlie charts
- Size or move a chart or a chart object
- Change chart types
- Format charts to improve their appearance
- Print charts
- Print charts with the corresponding worksheet data
- Protect a Worksheet
- Create a User-Defined Chart
- Save a User-Defined Chart as a Template
- Create a Template
- Use a Template to Create a Workbook
- Import data into Excel
- Export data from Excel into a text file
- Query an External Database