



Building Professional Charts with Microsoft Excel 2016

Course Duration:

3.5 Hours / 0.5 Day

1 Creating a Chart

- Add a Chart with the Quick Analysis Tool
- Preview All Charts
- Switch Rows and Columns
- Apply Chart Styles or Colors
- Apply Chart Layouts

2 Resizing or Moving a Chart

- Resize a Chart
- Move to a New Location on the Same Sheet
- Relocate to Another Sheet

3 Editing Chart Elements

- Use the Format Task Pane
- Edit the Chart or Axis Titles
- Change the Display Units in an Axis
- Customize a Series Color

4 Changing an Existing Chart's Type

- Change the Chart Type

5 Creating a Chart with Multiple Chart Types

- Insert a Multiple Type Chart
- Add a Secondary Axis

6 Updating Chart Data

- Change the Data Source

7 Adding Special Charts

- Create a Stock Chart
- Create a Bubble Chart

8 Pie Chart Issue: Small Slices

- Rotate the Pie

- Create a Bar of Pie Chart

9 Using a User-Created Template

- Save a Chart Template
- Use a Chart Template

10 Adding Sparklines to Data

- Insert a Sparkline
- Emphasize Points on a Sparkline
- Space Markers by Date
- Delete Sparklines