

Microsoft Excel – Creating Charts

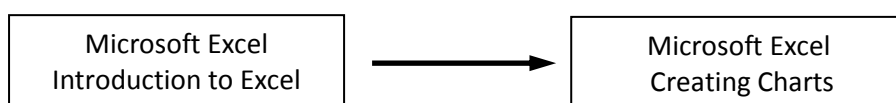
Audience

This course is for individuals who wish to create charts in a visual way that makes it easier to see the meaning behind the numbers. It is also aimed at those who wish to enhance their understanding of Excel to enable them to create charts that update automatically when data is added and to use formatting options efficiently.

Duration

2 hours

Prior Learning Segment



You must already be able to navigate efficiently within Excel and have the skills stated in the learning outcomes for Ripped Orange’s Microsoft Excel – Introduction to Excel course.

Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

Key Learnings

- Creating a Chart
- Chart Design
- Chart Layout
- Create a Chart Template
- Chart Format
- Copy a Chart into another program
- Secondary Axis Charts

Learning Outcome(s)

At the end of the course you will have the knowledge necessary to create charts and be able to manipulate your chart for everyday business use.

Next Learning Segment

