Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Excel courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

150,00 €

PRICE INCL. VAT

184,50 €

including 23 % VAT

Macrosoft školiace centrum
Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Excel Charts

Clear overview of course topics, training scope and key information.

The course is focused on users who need to present data in charts. In the course, they will learn how to effectively create charts in Excel, what types of charts Excel offers and how to use these charts in their work, in Word and PowerPoint programs.

COURSE CONTENT

01

Working with Objects

Explanation of the concept of an object and its position in Office programs Inserting and creating objects in Excel Changing the size, format and other settings of different objects

02

Creating a Chart

Description of different chart styles Explanation of the suitability of using different chart types and subtypes Preparing a table for chart creation Quick chart layout Creating sparklines (cell mini-charts) as cell content Creating different types of charts in Excel (column, line, pie, bar, area, scatter, map, radar, histogram, waterfall, funnel, etc.) Combo chart (using different chart types for individual series) Creating charts from non-continuous areas, editing source data Creating a chart from a named table

03

Editing a Chart

Chart design and formatting, editing chart appearance, setting themes and custom color schemes, i.e. editing charts (colors, size, font, etc.) Use and formatting of chart elements (chart axes, axis titles, chart title, data labels, data table, error bars, trendline, gridlines, legend, up/down bars, etc.) Filtering data in a chart Chart placement (floating object, separate sheet) Primary and secondary chart axis Practical advice when creating charts Creating chart templates and their subsequent use, template management Pivot chart

04

Exporting Charts

Printing charts Using charts in Word or PowerPoint Linking charts

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05

Discussion and Further Learning Options After Completing the Training

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/excel-charts