



Microsoft Excel

Charts & Graphs Made Easy

Maximize the benefits of these powerful tools to present data and communicate results with ease.

Overview

Don't waste another minute with trial-and-error chart creation, wondering about the most beneficial way to present your data. Attend this powerful 3 hour workshop and learn how to determine which type of chart or graph works best for your needs, quick and easy ways to create charts and tips for making charts more meaningful. Save time and reduce frustration by learning how to arrange and interpret your data quickly, easily and effectively! Have some of my favourite features from previous versions of Excel disappeared, or have they been moved?

What You Will Learn

- How to create charts and graphs — quickly and easily
- 5 common chart types and how they are best used
- Different ways to navigate the chart wizard — and the amazing shortcut key!
- How to modify your charts and graphs painlessly
- How to fine-tune your charts with additional shortcuts, fills and labels
- Different considerations for viewing your charts on paper or on screen
- How to choose colors, lines and shapes for maximum impact
- BONUS: an introduction at how to use charts and graphs in Excel 2007/2010!

Who Will Benefit

Managers, supervisors, financial professionals, administrative assistants, marketers — anyone and everyone who uses Microsoft Excel and is looking to make a visual impact with data!

Timeframe

Half day and full day sessions available

Level

Basic to Intermediate

Format

Hands On, Instructor-Led, Interactive