



## Microsoft Office Excel Working with Charts Workshop Course Outline



### Course aims:

This **2.5 hours** course has been designed for existing users/self taught users who need to create and edit simple charts

### Pre-requisites:

Delegates should be familiar with Microsoft Windows and have a good understanding of Microsoft Office Excel; alternatively they may have attended the Basics course.

### Who should attend:

Users who are self taught or those who have attended the Basics Course who want to increase their understanding of working with charts..

**Duration:** 3.5 hours

<b>Working with charts</b>	Creating & modifying charts Adding new items Adding & enhancing text Working with legends Saving & printing charts Charting options Editing a series Enhancing charts with graphics Creating & editing a pictograph Plotting a chart to two axis
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