

EXE-203

Show your Data Graphically in a Clear and Precise Way



Objectives

With this training, you will be able to:

- Learn how to choose the right chart based on your data
- Illustrate your different reports with graphs
- Manipulate all elements of a chart (title, legend, etc.)
- Add options to your charts (secondary axes, trendline, etc.)
- Save and reuse your custom templates

Practical information

Duration	3 hours
Level	Intermediate
Number of participants	7 participants
Languages available	English - French

Prerequisites

Have completed workshop EXE-101 or knowledge equivalent.

Target audience

Managers and administrative staff

Content

1-Create Charts

- Insert a chart in Excel
- Types of charts (histogram, curve, sector, bar, area, subdivision, cascade)
- Elements of charts (graph area, plot area, titles, legends, axes wall, floor, grid, series)
- Modify a chart (type, data, layout, styles, label and axes, background)
- Add a secondary axis
- Add WordArt text and drawings
- Add or remove a trend line
- Create and use graphical template
- Use Sparkline mini charts

Included with your training



Complete manual with
step-by-step explanations



Exercise worksheets
seen in class



Training
Certificate



Recognition Badge that you can
share on your LinkedIn page



Post-training follow-up
offered for 6 months