

Course Outline

MS Excel – Graphics & Charts

Course ID: EXCE3005	Course: MS Excel – Graphics & Charts
Duration: 3 ½ Hours	No. of Delegates: max 8
Course Format: Presentations, Demonstrations and Practical workshop	
<p><i>Delegates' Pre-Requisite Knowledge/Skills</i> Delegates have a good working knowledge of Excel including creating/saving workbooks, entering and formatting data, entering formulas and using SUM/AutoSUM.</p>	
<p><i>Learning Outcomes/Objective</i> At the end of the course delegates will be able to:</p> <ul style="list-style-type: none"> ▪ Insert and manipulate images ▪ Drawing diagrams using Autoshapes and connectors ▪ Drawing organization charts ▪ Use Excel Charts to create <ul style="list-style-type: none"> ○ Bar/Column charts ○ Pie charts ○ Line charts 	
<p><i>Course Outline</i></p> <ul style="list-style-type: none"> ▪ Inserting images (e.g. company logo) ▪ Drawing your own diagrams ▪ Drawing Organization Charts ▪ Using the Chart Wizard to create a new Chart ▪ Using the Chart Toolbar to refine the appearance of your chart 	

