

Creating Charts in Word, Excel and PowerPoint

Charts can be confusing and trying to customize gets even more frustrating. This course will help demystify charts. We'll explore how to change the colors, the chart types, the values, align text in them effectively and more. It's not hard if you know how to utilize the chart options and double-click on portions of the charts. Before long you will be the chart guru in the office.

Course Length

8 hours

Course Objectives

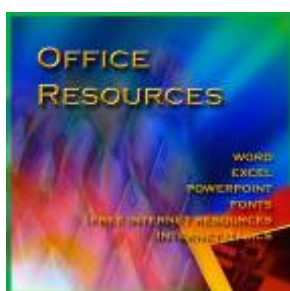
1. Know how to set up a chart from an existing table or from scratch
2. Know how to customize chart values, colors, size and more
3. Know when to use specific chart types (column, pie line, etc).
4. Know how to import values into chart

Course Lessons

- Creating a Column Chart from a Table in Word
- Create a Column Chart Using the Datasheet in Word
- Import Data from an Excel File into Word
- Create a Pie Chart in Word
- Create a Line Chart in Word
- Customize Charts in Word
- Create a Column Chart in Excel
- Create a Pie Chart in Excel
- Create a Line Chart in Excel
- Customize Charts in Excel
- Create a Chart in PowerPoint
- Animate a Chart in PowerPoint

Course Materials Supplied

- **Course Booklet**
Every participant receives a booklet that contains course notes and a listing of Internet resources for the Excel software.
- **Free CD**
Contains Word resources such as templates and word documents containing links to Free Tutorials and Tips & Tricks Websites.



Creating a Chart

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Going Back into Microsoft Graph to Edit the Chart

1. Double-click anywhere on the Chart, and you will be transported back into Microsoft Graph again. Your Data and Chart menu items are back.
2. Let's experiment with the **DataSheet**. Here is the quick way to show and display the Datasheet. Click the **View Datasheet** button on the Standard Toolbar. You can also go to the menu bar and click **View** and then **Datasheet**.
3. We are going to hide some of the information in the table. Let's say we want to hide the first quarter information.
4. Go to the column headers (the gray bar across the top of the worksheet with the letters A, B, C, etc.). **Double-click** the **A** column header. You will notice that all the information in that column immediately turns gray in color.
5. This means Q1 is **no longer displayed** in the chart.
6. **Double-click** the Row Header **Michigan** and now Michigan is removed from the chart. **Double-click** Michigan again and the A column header to restore both areas of information back to the chart.

	A	B	C	D	E
1	Ohio	822873	789403	900322	
2	Michigan	598432	485982	898792	
3	Indiana	399876	587639	698392	
4					

