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Session Five: Charts and Graphics

A picture is worth a thousand words.

Frederick R. Barnard in "Printers' Ink", 8th Dec 1921.

Charts (also called graphs) are one of Excel's most powerful features.

While very numerate readers may be able to reach conclusions by scanning a table of numbers, most will find a chart a lot more intuitive.

PowerPoint presentations that are packed with numbers will send your audience to sleep, while hard-hitting graphical representations of your data will maintain interest and attention.

In this session you'll learn to present your data in a chart. You'll also learn some valuable "tricks of the trade" to present your data in the most effective way.

Charts never lie but they can give the truth scope!

Session Objectives

By the end of this session you will be able to:

- Create a simple chart with two clicks
- Move, re-size, copy and delete a chart
- Change the chart layout and add a data table
- Format chart element fills and borders
- Format 3-D elements and align text
- Move, re-size, add and delete chart elements
- Change a chart's source data
- Create a chart with numerical axis
- Deal with empty data points
- Add data labels to a chart
- Highlight specific data points with color and annotations
- Add gridlines and scale axis
- Emphasize data by manipulating pie charts
- Create a chart with two vertical axis
- Create a combination chart containing different chart types
- Add a trend line
- Switch chart rows/columns
- Add a gradient fill
- Create your own chart templates