

Excel 203 – Charts, Pictures, Shapes & Icons

6-hour course

Working with Charts

- What types of charts can I create in Excel?
- How do I quickly create a chart?
- Where and How Do I move my chart?
- How Do I change my chart's type?
- How Do I change the source of my chart?
- How Do I quickly change a chart's style?
- How Do I quickly change a chart's colors?
- How Do I quickly change a chart's layout?
- How Do I add elements to my chart?
- How Do I resize my charts?
- How Do I fine-tune my chart with the Format Chart Area pane?
- How Do I convert my chart into a picture

Working with Pictures

- How Do I add pictures to my workbook?
- How Do I adjust the picture's color and other effects?
- How Do I change a picture's style?
- How Do I arrange my picture relative to other objects?
- How Do I resize and/or crop my picture?
- How Do I fine-tune my picture with the Format Picture pane?

Working with Shapes, and Icons

- How Do I add shapes to my workbook?
- How Do I add icons to my workbook?
- How Do I resize my shapes, icons, and charts?
- How Do I my pictures, shapes, icons, and charts?
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