



Creating Dynamic and Interactive Chart in Excel 2013

Duration : 15 hrs

Course Outline

Introduction:

Charts allow you to communicate information visually, in a way that's more impactful than raw data, and they happen to be one of the most powerful and easy-to-use features in Microsoft Excel. In this course, you will learn how to create different kinds of Excel charts, from column, bar, and line charts to exploded pies, and decide which type works best for your data. You will also learn how to fine-tune your chart's color and style, add titles, labels, legends, changing the chart layout, pull data from multiple sources and interact with the chart.

Objective:

This course is divided into four sections:

- Chart Basic - learn the basic foundation of chart, how to create, format and changing the options of the chart.
- Excel Functions - learn functions that are used to create dynamic and interactive chart.
- Form Controls - learn form controls to create interactive chart.
- Dynamic and Interactive Charts - put together the three components you've learned to create dynamic and interactive chart.

Target Audience:

- People who wants to learn how to create basic chart
- People who wants to go beyond the basic charting like creating dynamic and interactive chart
- People who wants to learn more about Excel power lookup functions to create dynamic data list
- People who wants to learn Excel form controls to add interactivity into the chart or data list

Prerequisite:

- Must have attended Excel Basic or has been using Excel for the past three years continuously
- Must know how to use Excel basic functions
- Chart experience is not required.



Methodology:

This is a 15 hours hands-on course. The trainer will explain on the topic and then guide you through with step-by-step practice. You will be provided with real life scenario for individual topics so that you can apply what is being taught. After the hands-on practice on every topic, you'll have a short Q & A session.

Course Outline

1. Chart Essential

- Introduction
- Chart Type
- Inserting a Chart
 - Use F11
 - Use Alt F1
 - Using Quick Analysis Tool
 - Using Recommended Chart
 - Using Chart Group
- Resizing and Repositioning Chart
 - Resizing Chart
 - Moving within the same Worksheet
 - Moving to new Worksheet
- Changing Source Data
 - Switching Row and Column
 - Reselecting Data Range
 - Using Select Data Source dialog
 - Selecting Source Data from different worksheets
- Changing Chart Layout
 - Using Quick Layout
 - Inserting Chart Title
 - Inserting Axis Title
 - Horizontal Title
 - Vertical Title
 - Inserting Data Labels
 - Inserting Data Table
 - Inserting Gridlines
 - Major Gridlines
 - Minor Gridlines
 - Changing the Scale of the values
- Chart Formatting
 - Legend
 - Using Chart Style Gallery
 - Change Theme Colour
 - Changing Colour
 - Theme Colour
 - Series Colour
 - Chart Area Colour
 - Plot Area Colour
 - Formatting Labels
 - Changing Font
 - Changing Size
 - Changing Colour
 - Changing Gridlines Colour
 - Changing Chart Type
 - Save the Formatting as a Chart Template
- Deleting Chart

2. Functions for Creating Dynamic and Interactive Chart

- Date Functions
 - MONTH
 - YEAR
- Math and Statistic Functions
 - COUNTIFS
 - SUMIFS
- Logical Functions
 - IF
 - OR
 - AND
- Information Functions
 - ISBLANK
 - NA



- Lookup and Reference Functions
 - VLOOKUP
 - CHOOSE
 - OFFSET
 - MATCH
 - INDEX

3. Form Controls

- The Developer Tab
- Introduction to Excel Form Controls
- List Box Form Control
- Modifying a Control
- Combo Box Form Control
- Scroll Bar Form Control
- Spin Button Form Control
- Group Box and Option Button Form Controls
- Check Box Form Control
- Label Form Control
- Button Form Control

4. Creating Dynamic and Interactive Chart