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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.

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.

Session Objectives

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

- Understand chart types, layouts and styles
- Create a simple chart with two clicks
- Move, re-size, copy and delete a chart
- Create a chart using the Recommended Charts feature
- Add and remove chart elements using Quick Layout
- Apply a pre-defined chart style and color set
- Manually format a chart element
- Format 3-D elements and add drop shadows
- Move, re-size, add, position and delete chart elements
- Apply a chart filter
- Change a chart's source data
- Assign non-contiguous source data to a chart
- Understand data series and categories
- Change source data using the Select Data Source dialog tools
- Chart non-contiguous source data by hiding rows and columns
- Create a chart with numerical axes
- Deal with empty data points
- Add data labels to a chart
- Highlight specific data points with color and annotations
- Add gridlines and scale axes
- Emphasize data by manipulating pie charts
- Create a chart with two vertical axes
- Create a combination chart containing different chart types
- Add a trend line
- Add a gradient fill to a chart background
- Create your own chart templates