

Learn how graphics are used to make information easier to visualize. See how underlying patterns found in all graphics can be used to more impactfully communicate what your raw data conveys. Learn to create eye-catching graphics that show trends and cycles, easily and quickly. Create charts from column, bar, line, area, scatter, surface and radar to donut, waterfall, box & whisker, sunburst, Treemap and histogram. Create single-celled Sparkline graphs in line, bar, and win-loss formats. Create combo charts that include multiple types. Analyze further with varieties of trendlines and forecasting. Use drawing tools to add a variety of shapes. Add text to a shape and use the drawing canvas to control drawing elements. Change an existing shape and apply formatting styles and effects. Make and insert screen shots to your worksheets. Rearrange, resize, organize, and format shapes. Insert a variety of SmartArt diagram objects including lists, processes, cycles, hierarchy's, matrixes, pyramids and more. Adjust the layout of the shapes used in the SmartArt objects. Apply new layouts and formatting styles. Add additional object shapes using the pane.

### CHARTING ELEMENTS AND OPERATIONS

- Understand the Common Elements of Charts and Graphs.
- Learn Where Elements Are Best Used and Where.
- Analyze with Varieties of Trendlines and Forecasting.
- Create Combo Charts That Include Multiple Graphing Graphic Types.
- Pick Pre-Made Graphs Using the Recommended Charts Feature.
- Fine-Tune Chart Color, Style, Titles, Gridlines, Labels & Legends.
- Modify Axes and Add Additional Axes.
- Duplicate Charts and Graphs, Move Within and Between Sheets.
- Pull Graph and Chart Data from Multiple Sources.
- Convert Your Chart and Graph Data into Table Format to Create Dynamic Data Charts That Adjust as the Data Changes.
- Change Data Sources for Charts as Well as Printing and Sharing Charts.
- Link and Dynamically Link Graphs to Other Programs Like PowerPoint.
- Integrate Formulas into Charts.

### GRAPH CHARTS - BAR COLUMN LINE

- Column Cluster, Stacked Column and 100% Stacked Column Graphs.
- Bar Cluster, Stacked Bar and 100% Stacked Bar.
- Line, Stacked Line, 100% Stacked Line and Line with Markers Graphs.
- Multi-Line Graphs and Column-Line and Bar-Line Combo Charts.
- Clustered Area Charts and Stacked Area Charts
- Sparkline Line, Bar and Win Loss Graphs.
- Pareto Bar-Line Cumulative Charts and Histogram Charts.

### PIE DONUT SUNBURST GRAPH CHARTS

- Pie and 3-D Pie Graphs
- Pie of Pie and Bar of Pie Graphs
- Donut and Donut Within Donut Graphs and Multi-Level Donuts
- Sunburst, Dual and Multi-Level Sunburst Graphs.

### SPECIAL OPERATIONS CHARTS

- Gantt Charts and Org Charts.
- Waterfall Charts and Funnel Charts.
- Filled Map Chart and Treemap Chart.
- Box and Whisker Graphs.
- Hi-Low-Close Stock Charts and Histograms.
- Surface Charts and Radar Graphs.

### SCATTER AND BUBBLE

- X-Y Scatter Graph & Scatter-Line Combo Charts.
- Scatter Plot Graphs and Scattergram Graphs.
- Bubble and Value-Sized Bubble Scatter Charts.

### DIAGRAMS AND ILLUSTRATIONS

- Convert Bulleted Text into Diagrams.
- Applying Special Effects to Graphics and Enhance Them with Fills, Themes, Shadows, Preset Formats, Textures, Gradients and 3d Effects.
- Create Diagrams on the Fly Using SmartArt.
- List Diagram Charts and Process Diagrams.
- Cycle and Matrix Diagrams.
- Relational Charts and Organizational (Hierarchical) Charts.
- Pyramid and Picture Charts and Pictographs.
- Flow and Timeline Charts and Venn Diagrams.
- Rearrange, Resize, Organize and Format Shapes.
- Layout, Formatting and Styles of the Shapes.

### GRAPHIC OBJECTS

- Add Pictures from Your System and from an on-Line Library.
- Add Shapes and Text, Color and Connections.
- Add 2-D Icons and Symbols That Can Be Resized and Re-Colored.
- Add Screen Shot Pictures.