

Excel Charts and Visualizations

2nd Edition

Steven M. Bragg

Table of Contents

Excel Charts and Visualizations	5
Learning Objectives	5
Introduction.....	5
Conventions Used in This Course	5
The Worksheet Ribbon	6
Introduction to Charts.....	6
Chart Overview	6
Chart Sheets.....	10
Chart Creation Steps	10
Chart Modification Activities	12
Add and Delete Chart Elements	12
Alter Row and Column Orientation	13
Change Chart Layout	14
Change Chart Style.....	15
Change Chart Type.....	15
Convert to Chart Sheet.....	16
Copy Formatting	17
Delete a Chart and Chart Elements	18
Format Chart Elements	18
Format Data Series	19
Move and Resize a Chart.....	19
Move Chart Elements.....	21
Print a Chart.....	21
Types of Charts	22
Area Charts.....	23
Column Charts	24
Bar Charts	25
Funnel Charts	25
Line Charts	26
Map Charts	26
Pareto Charts.....	27
Pie Charts.....	28
Radar Charts	29
Stock Charts	29
XY Charts	30
Advanced Charting Practices	30
Selecting Elements	30
Chart Adjustment Sources	33
Chart Modifications	35
Chart Area Modifications	35
Plot Area Modifications.....	35
Title Modifications	36
Legend Modifications	37
Gridline Modifications.....	39
Axis Modifications	40
Data Series Modifications.....	42
Sparkline Graphics	48
Sparkline Creation	48
Sparkline Customization	50
Custom Number Formats and Shapes	52
Numeric Formatting	52
Shapes and Icons	58

Table of Contents

Excel Dashboarding	60
Summary	61
Summary	61
Review Questions	62
Review Answers	63
Glossary	65
Index	67