



MS Excel Charting

Who Should Attend This Clinic: This will be beneficial for individuals who use MS Excel to create basic and complex charts with specific formatting. This session gives you the opportunity to target those areas which you specifically need. This workshop is intended for MS Excel 2000, 2002 and 2003 users. Specific MS Office 2007 workshops are also available on these topic areas.

MCW Instructors: All sessions are run by qualified Microsoft Instructors and you will have the opportunity to ask questions during the session.

Duration: 2 Hours

Clinic Content:

- Charting without Chart Wizard – data layout and selection rules
- Formatting chart elements
- Combining chart types
- Linking to Word or PowerPoint

Other Courses Which MCW Offer in this format include:

- Excel
 - Working with Pivot Tables
 - IF Statements
 - Working with Filters
- Word
 - Working with Mail Merge
 - Working with Legal Documents
- PowerPoint
 - Creating Dynamic Animation
- Access
 - Creating Reports
 - Working with Queries
- Photoshop
 - Working with Old Photographs
- Publisher
 - Mail Merge
 - Creating Flyers