EXC-RG - Graphical representation with Microsoft Excel

Microsoft - Excel - Office

Durata:	Lingue:	Certificazione:
1 Giorno	**Italiano**	**-**

Descrizione del corso

The aim of the course is to provide participants with a specific knowledge of graphical representation in MS Office Excel and its functional tools. The course also provides a brief overview of the relationship between Excel and PowerPoint, in order to add graphs to business presentations. The course applies to the various versions of Microsoft Excel that are available on the market.

Programma

1. Graphs in Excel
• Creating and modifying a graph
• Graph styles and layouts
• Modifying the data range
• Setting the right graph according to data typology
• Creating dynamic graphs
2. Sparkline charts
• What is a Sparkline chart?
• Adding and modifying Sparkline charts
• Formatting options of Sparkline charts
3. Representing Excel graphs in PowerPoint
• Importing a graph into PowerPoint
• Managing connections between PowerPoint and Excel
• Adding images in support of the graph

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