

# Mastering Charts and Graphs Excel 2010 to 2016

## LEARNER GUIDE



### Webinar Series

#### Adult learning resources

- clear, concise and effective
- your path to profit, quality and job satisfaction



## Working with Charts and Graphs in Excel 2010 to 2016

### LEARNER GUIDE

#### Webinar Series

#### **EasyLearnLive.com**

M: Australia +61 418 848664  
M: Philippines +63 9956542825  
E: roman@easylearnlive.com  
Skype: romankt1811

#### **COPYRIGHT NOTICE**

The information contained in this publication is and will always remain the intellectual property of Kontech Australia Pty Ltd. This Learner Guide and associated exercise files are protected in accordance with the *Copyright Act* provisions. Apart from Copyright Act permissions pertaining to copying for research, study or review, no part of this Learner Guide may be reproduced in any form, or stored in a retrieval system or database, or distributed or transmitted in any form by any means, photocopying, electronic, recording, or otherwise without written permission from Kontech Australia Pty Ltd. Any attempt to edit, copy, sell or publish this material by any means whatsoever without the express written permission of Kontech Australia Pty Ltd will be considered in breach of law. Each purchaser may save a single copy of this Learner Guide and associated exercise files for archive purposes only and these may not be used or viewed by anyone other than the purchaser. A single printed copy of this Learner Guide may be distributed within the purchaser's organisation (place of work).

#### **DISCLAIMER**

Every effort has been made to provide complete and accurate information. However, Kontech Australia Pty Ltd assumes no responsibility for any incidental, direct, indirect or consequential damages arising from the use of information in this document or associated exercise files. Data and study examples are fictional. Any resemblance to real persons or business entities is unintentional.

#### **TRADEMARK ACKNOWLEDGMENTS**

All terms mentioned in this document that are known to be service marks or trademarks have been appropriately acknowledged. Kontech Australia Pty Ltd cannot attest to the accuracy of this information. Use of any term in this manual should not be regarded as affecting the validity of any service mark or trademark.

# Table of Contents

<b>1</b>	<b>WEBINAR PREPARATION RECOMMENDATIONS .....</b>	<b>4</b>
<b>2</b>	<b>CORRECT DATA SETUP FOR CHARTING.....</b>	<b>5</b>
<b>3</b>	<b>EXPLORE FORMATTED CHART EXAMPLES .....</b>	<b>6</b>
<b>4</b>	<b>CHART ON A SEPARATE SHEET .....</b>	<b>6</b>
<b>5</b>	<b>CHART TERMINOLOGY .....</b>	<b>7</b>
<b>6</b>	<b>EMBEDDED CHARTS .....</b>	<b>8</b>
<b>7</b>	<b>KEYBOARD SHORTCUTS - GENERAL.....</b>	<b>9</b>

## 1 WEBINAR PREPARATION RECOMMENDATIONS

**On the day prior to the webinar, ensure you:**

1. Have **MS Excel 2010 or higher** installed
2. **Print** the Learner Guide
3. Have the supplied **exercise file(s) unzipped** / readily available

**Just prior to the webinar:**

1. Place your **mobile phone on silent**
2. **Minimise distractions** (e.g. forward your phone)
3. **Close all non-essential applications** on your computer (particularly MS Outlook)
4. Ensure you have a **reliable, fast internet connection**
5. Have a **pen, ruler and highlighter handy**

## 2 CORRECT DATA SETUP FOR CHARTING

Prior to attempting to create charts in Excel, you should adhere to various data table design rules.

### Exercise file

Open: **Data Table Examples.xls**

### Key Steps

### My Notes

1. Select the **Bad Design Example** worksheet tab
2. Note the areas needing correction
3. Select the **Good Design Example** worksheet tab
4. Note the improved design
5. **Sort** and **filter** the data as you require
6. Close Data Table Examples.xls without saving

	A	B	C	D	E	F	G	H	I	J	K	L
1	ID	Name	Name		Started	Project	Section	Country	Rate	Hours	Gross Pay	Experience
2												
3												
4	1	Alice	Thorn		2-Mar-87	Hardware Upgrade	Personnel	Australia	\$33.50	15.5	\$519.25	low
5	2		on		27-Oct-91	Office 2003 roll-out	Personnel	Germany	\$23.50	42	\$987.00	low
6	3				30-Nov-91	Office 2003 roll-out	Accounts	Japan	\$24.75	40	\$990.00	medium
7	4		ews		3-Jan-92	Office 2003 roll-out	Marketing	Canada	\$25.25	40	\$1,010.00	high
8	5	Kim	utton		6-Feb-92	Office 2003 roll-out	Marketing	Germany	\$24.50	42	\$1,029.00	low
9	6	Kirsten	Kidd		11-Mar-92	Office 2003 roll-out	Marketing	Japan	\$27.25	35	\$953.75	medium
10	7	Bill	Folds		19-Aug-87	Hardware Upgrade	Personnel	Japan	\$15.75	forty	#VALUE!	high
11	8	Kyle	Eaton		14-Apr-92	Website Upgrade	Marketing	Japan	\$26.00	ten	#VALUE!	high
12	9	Lance	Ebony		18-May-92	Website Upgrade	Sales	Japan	\$29.50	five	#VALUE!	low
13	10	Laura	Wilson		21-Jun-92	Office 2003 roll-out	Personnel	Japan	\$27.50	35	\$962.50	low
14	11	Lindsey	Vitnell		25-Jul-92	Office 2003 roll-out	Accounts	Australia	\$28.00	35	\$980.00	medium
15	12	Lorrie	Vivian		28-Aug-92	Office 2003 roll-out	Personnel	Australia	\$37.25	15.5	\$577.38	high
16	13	Lynne	Parker		1-Oct-92	Website Upgrade	Sales	Australia	\$28.75	35	\$1,006.25	low
17	14	Maria	Parry		4-Nov-92	Office 2003 roll-out	Sales	Germany	\$31.25	29.5	\$921.88	medium
18	15	Marianne	Legge		8-Dec-92	Office 2003 roll-out	Marketing	Australia	\$26.50	40	\$1,060.00	high
19	16	Mary	Symons		11-Jan-93	Website Upgrade	Sales	Germany	\$32.00	29.5	\$944.00	low

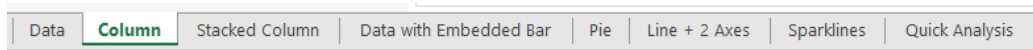
### 3 EXPLORE FORMATTED CHART EXAMPLES

#### Exercise File:

Open: **Chart Examples COMPLETED.xlsx**

#### Key Steps

1. Explore the content of each worksheet in this file



2. Close **Chart Examples COMPLETED.xlsx** without saving.

#### My Notes

### 4 CHART ON A SEPARATE SHEET

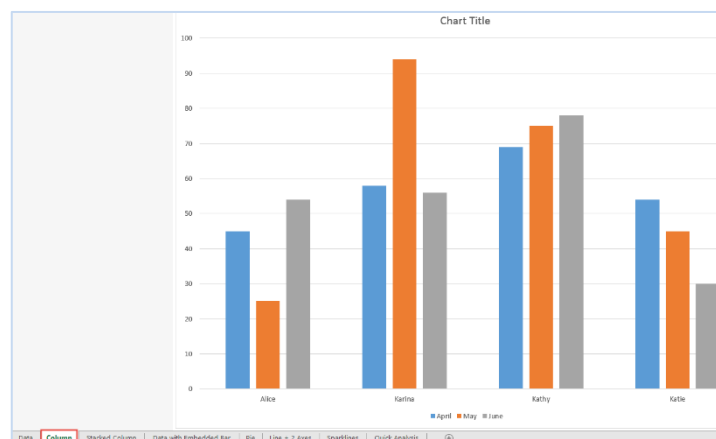
Create a chart on a new sheet when you require a chart that is full screen and separate from your worksheet data

#### Exercise File:

Open: **Chart DEMONSTRATION.xlsx**

#### Key Steps

1. Select the **Data** sheet tab
2. Select the range **H5 to K9**
3. Press **F11**
4. Explore the chart created as a **default column** style
5. **Double click** on the sheet tab
6. **Rename** the sheet tab to **Column**
7. Use your mouse to **drag** the sheet tab to the **right** of the **Data** sheet tab
8. **Save** your file



#### My Notes

## Shortcut(s)

<i>Description</i>	<i>Keyboard Command</i>
Create a chart from selected data on a new sheet	F11

## 5 CHART TERMINOLOGY

It is important to know the correct terminology for all chart components when managing and formatting charts.

### Exercise File:

Continue using: **Chart DEMONSTRATION.xlsx**

### Key Steps

1. Select the sheet tab **Chart Terminology**
2. Aim your mouse **each chart component** and note each component name description that appears.

### My Notes

## 6 EMBEDDED CHARTS

Create an embedded chart on the same worksheet as your data if that is how you prefer to work with, display and print your worksheet.

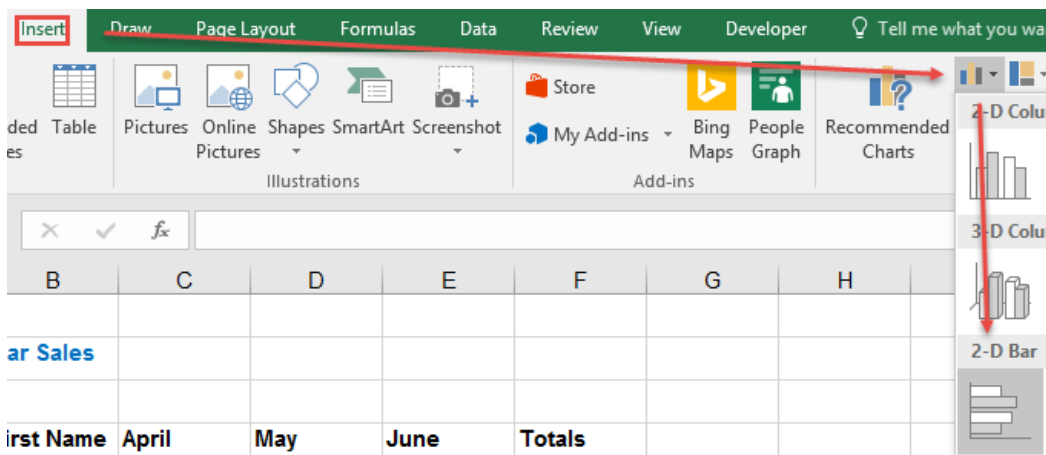
### Exercise File:

Continue using: **Chart DEMONSTRATION.xlsx**

### Key Steps

- Select the sheet tab Data with Embedded Bar
- Select the range **B4 to E7**
- Select **Insert** tab > **Charts** group > **Column/Bar** dropdown > **2D Bar**

### My Notes



- **Explore** the embedded chart
- **Save** your file



## 7 KEYBOARD SHORTCUTS - GENERAL

- Add extra notes or tips to this table as required:

<i>Description</i>	<i>Keyboard Command</i>
<b>Help</b>	<b>F1</b>
<b>Task Manager</b>	<b>Alt + Ctrl + Del</b>
<b>Task Switch</b>	<b>Alt + Tab</b>
<b>Open File</b>	<b>Ctrl + O</b>
<b>New File</b>	<b>Ctrl + N</b>
<b>Save File</b>	<b>Ctrl + S</b>
<b>Print File</b>	<b>Ctrl + P</b>
<b>File Switch</b>	<b>Ctrl + Tab</b>
<b>Undo</b>	<b>Ctrl + Z</b>
<b>Close File</b>	<b>Ctrl + F4</b>
<b>Close Program</b>	<b>Alt + F4</b>
<b>Show/hide the ribbon</b>	<b>Ctrl + F1</b>
<b>Create a chart from selected data</b>	<b>F11</b>