

## **MICROSOFT® EXCEL®: Graphs, Charts and Diagrams**

**Create a firestorm of eye-catching graphics that show trends and cycles, easily and quickly.**

**Have you ever struggled with:**

- Creating stylized graphs and charts in Excel?
- Deciding on the right graph for your specific data?
- Linking graphs to other program files?
- Pulling data from multiple sources?
- Creating SmartArt diagrams?

*Stop struggling with these kinds of questions and come to learn the answers!*

*This 1 day in-depth, focused training session can take your Excel knowledge to the next level.*

*Join the elite few who have mastered creating graphs, charts and diagrams using Excel.*

### **Create stylized charts and graphs**

- 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
- Fine-tune chart color and style, resize, titles, gridlines, labels and legends
- Modify axes and add additional axes
- Duplicate and move within sheet, between sheets and spreadsheet files
- Change data sources for charts as well as printing and sharing charts
- Convert your data into table format to create dynamic data charts that adjust as the data changes
- Learn how to integrate formulas into your charts for powerful results
- Create, modify and format text boxes so as to enter text over and independent of the worksheet grid

### **Use drawing tools to create diagrams and graphics**

- 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



Your Total Training Resource

- Make and insert screen shots to your worksheets
- Rearrange, resize, organize and format shapes
- Applying special effects to graphics and enhance them with fills, themes, shadows, preset formats, textures, gradients, 3D effects and more
- Use special paste options to paste a copied object as a picture or to create a link
- Import external objects and text using the Text from File option
- Convert bulleted text into SmartArt diagrams
- 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

## Registration Information

**Time:** Workshops scheduled from 9:00 a.m. to 4:30 p.m.

**Pricing:** 1-2 attendees \$295 per person, 3+ attendees \$255 per person.

**Location:** Hilton Garden Inn O'Hare, 2930 S. River Road, Des Plaines, IL 60018  
(Just north of Devon Avenue, past Rivers Casino.)

[Click here to download a map and directions.](#)

**To register** or for additional information either email, phone or complete the [online registration form](#).

**Email:** Ken Keller at [kkeller@c-k.com](mailto:kkeller@c-k.com) or Dean Carroll at [dcarroll@c-k.com](mailto:dcarroll@c-k.com) or

**Phone:** (630) 495-0505 or (800) 869-7497.

**Register online:** [Complete form by clicking here.](#) If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

[To see a complete list of our current workshops click here.](#)

Customized live onsite workshops or virtual workshops are also available.

Please contact us with any questions or concerns you may have. Email: Ken Keller at [kkeller@c-k.com](mailto:kkeller@c-k.com) or Dean Carroll at [dcarroll@c-k.com](mailto:dcarroll@c-k.com) or phone: (630) 495-0505 or (800) 869-7497.