

Excel 2016 - Presenting Data Visually

The Excel 2016 - Presenting Data Visually course covers topics included in the Microsoft Office Specialist (MOS) exam 77-727. You will create charts, move charts and add illustrations using Pictures, WordArt, SmartArt, and ClipArt. You will also learn how to add Alternative text, Shapes and Sparklines and use Outlining tools.

The estimated time to complete this course is 2 hours and 11 minutes.

Presenting Data Visually

Creating and Modifying Charts

- Creating Charts
- Chart Titles
- Axis Labels
- Changing Chart Layout
- Applying Chart Styles
- Re-sizing Charts
- Moving Charts
- Duplicating Charts
- Moving to a Chart Sheet
- Changing Chart Types
- Selecting Chart Objects
- Editing Chart Titles
- Previewing Charts
- Adding Data Series
- Removing a Data Series
- Modifying Chart Parameters
- Creating Pie Charts
- Deleting Charts

Adding Illustrations

- Illustrations
- WordArt
- SmartArt
- Creating Text Levels
- Promoting and Demoting Text
- Closing the Text Pane
- SmartArt Styles and Colours
- Formatting SmartArt
- Inserting Pictures
- Adding Alternative Text
- Correcting Images
- Colour Options
- Artistic Effects
- More Picture Styles
- Picture Borders

Shapes, ClipArt and Sparklines


- Adding Shapes
- Adding Clip Art
- Screenshots
- Text Boxes
- Converting Text to WordArt
- Deleting Text Boxes
- Adding Sparklines
- Clearing Sparklines

If you require any further information please contact NYES:

T: 01609 533222

E: nyes@northyorks.gov.uk

www.nyeducationsservices.co.uk

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Outlining Worksheets


- What is Outlining
- Automatic Outline
- Hiding Outline Details
- Showing Outline Details
- Using Row Level Buttons
- Displaying All Levels
- Selecting Outline Data
- Removing the Automatic Outline
- Manually Grouping Data
- Removing a Group Outline

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