



**THE
ENTERPRISE
CENTRE**

**Excel 2003
Charts and Graphics
ENT1510**

1 Day

Workshop Goal

This **one day hands-on** workshop will teach participants how to create charts representing worksheet data including line, bar and pie charts, and to transfer graphics between application programs. As well, we will look at working with graphic objects like lines, arrows, boxes, circles, and clipart objects.

Topic Outline

Creating Charts
Formatting Charts
Advanced Charting
Drawing an Object
Using Additional Effects and Objects
Using Autoshapes and Diagrams
Using HTML Files

Recommended Prior Learning

Completion of the **Excel Introduction** workshop or equivalent knowledge. The Introductory workshops introduce the fundamentals of Excel necessary to participate fully in this workshop.