

Réf : EB31-535

Excel 2019

Presenting data: charts and illustrations

Aim

This course aims to teach you how to create eloquent charts and to illustrate your tables. After taking this course, you will be able to present data visually and illustrate your tables using pictures and drawing objects.

Target audience

Users who have mastered the essential commands and wish to move towards more advanced techniques.

Level required

The essential commands must be mastered in order to access Excel's advanced techniques without difficulty.

Estimated time

to complete the essential modules

3 h 31
(the video sequences last 7 minutes, on average)

Course content

► The essential modules

Excel 2019 – Charts



MEDIAplus
eLearning

This module offers interactive training consisting of 15 training videos, 15 exercises and 1 additional resource.

Let the figures do the talking

- You need to know: Charts
- Creating and positioning a chart
- Managing a chart
- Selecting items in a chart
- Adding and removing items
- Formatting chart items
- Modifying a chart's text items
- Legend and plot area
- Printing and page layout of a chart
- Creating a sparkline
- Managing sparklines

Create striking charts

- Modifying data labels
- Data series and chart axes
- Managing series
- Chart type options
- Managing chart templates

Excel 2019 – Pictures and drawing objects



MEDIAplus
eLearning

This module offers interactive training consisting of 11 training videos, 11 exercises.

Illustrate your data

- Creating a drawing object
- Selecting and deleting objects
- Copying and moving objects
- Resizing a drawing object
- Modifying a text box
- Modifying a drawing
- Formatting drawing objects
- Inserting a picture
- Managing pictures
- Rotating and aligning objects
- Stacking and grouping objects

Office 2019 : use cases

Excel, Word or PowerPoint with an Office 365 subscription



Vidéo

This module offers to view a video lasting 22 minutes.

- The Office suite with or without an Office 365 subscription: what are the differences?
- Creating and saving Office files in OneDrive, SharePoint Online or Teams
- Editing an Office file from OneDrive, SharePoint or Teams
- Sharing Office files with other contributors or people from outside your organisation
- Co-editing a file

► Complementary material

Excel 2019 and Office 365 versions – Reference book



Online book

This module includes digital course material.

Excel 2019 – Table creation basics



MEDIAplus
eLearning

This module offers interactive training consisting of 27 training videos, 27 exercises and 6 additional resources.