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

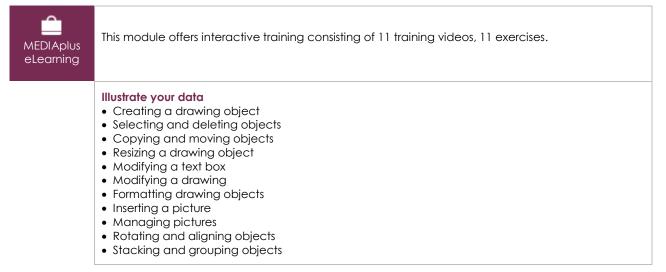
#### The essential modules

#### Excel 2019 – Charts

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



#### Office 2019 : use cases Excel, Word or PowerPoint with an Office 365 subscription

Vidéo	This module offers to view a video lasting 22 minutes.
	<ul> <li>The Office suite with or without an Office 365 subscription: what are the differences?</li> <li>Creating and saving Office files in OneDrive, SharePoint Online or Teams</li> <li>Editing an Office file from OneDrive, SharePoint or Teams</li> <li>Sharing Office files with other contributors or people from outside your organisation</li> <li>Co-editing a file</li> </ul>

#### Complementary material

## Excel 2019 and Office 365 versions – Reference book



This module includes digital course material.

# Excel 2019 – Table creation basics



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