

Réf : En_EB31-735

Excel (2024 and Microsoft 365 versions)

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

2 h 10
(the video sequences last 2 to 5 minutes, on average)

Course content

► The essential modules

Excel (2024 and Microsoft 365 versions) – Charts



MEDIAplus
eLearning

This module offers interactive training consisting of 15 training videos and 15 exercises.

Let the figures do the talking - Theme

- Creating a chart
- Managing a chart
- Selecting chart éléments
- Adding, removing and moving elements
- Formatting chart elements
- Modifying chart text elements
- Legend and plot area
- Chart printing and page layout
- Creating sparklines
- Managing sparklines

Create striking charts - Theme

- Editing data labels
- Chart axes
- Managing series
- Options specific to different chart types
- Managing chart templates

Excel (2024 and Microsoft 365 versions) – Pictures and drawing objects



MEDIAplus
eLearning

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

Illustrate your data - Theme

- Creating drawing objects
- Selecting and deleting objects
- Copying and moving objects
- Resizing object
- Editing text boxes
- Editing shapes
- Formatting objects
- Inserting pictures
- Managing pictures
- Rotating and aligning objects
- Stacking and grouping objects

► **Complementary material**

Excel (2024 and Microsoft 365 versions) – Table creation basics



MEDIAplus
eLearning

This module offers interactive training consisting of 27 training videos and 27 exercises.