



## Charting in Excel

<b>Unit standard Number</b>	116943
<b>Title</b>	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet
<b>Level</b>	4
<b>Credits</b>	3
<b>Field</b>	Physical, Mathematical, Computer and Life Sciences.
<b>Sub-field</b>	Computing.
<b>Domain</b>	Information Technology and Computer Sciences
<b>Purpose</b>	People credited with this unit standard are able to:

- Create and edit a graph/chart.
- Load data from an external data source to produce a given spreadsheet result.
- Insert and edit objects in a spreadsheet.

### **Duration: 4 hours (09:00 – 14:00)**

- Introduction to Charts
- Determining when charts are required
- Creating and modifying charts with wizards
- Adjusting chart layouts, title and labels
- Switching chart type or data source
- Editing Charts
- Importing data for Charts
- Pivot Tables
- Pivot Table Charts
- Exporting graphs into other applications