



## Microsoft Excel 2003 Charting, Templates & Adv. Formatting

### CREATING CHARTS

- Creating a Chart with the Chart Wizard
- Identifying Chart Objects
- Choosing the Chart Type
- Selecting Data Source for each Axis
- Creating Axis Labels
- Adding/Removing a Legend
- Selecting Chart Location
- Printing Charts

### MODIFYING CHARTS

- Changing Chart Types & Sub-Types
- Adding Chart Titles
- Changing Text Orientation
- Adding a Data Table
- Creating an Exploded Pie Chart
- Adjusting the 3-D View
- Deleting a Chart

### DRAWING OBJECTS

- Drawing Enclosed Objects
- Drawing & Formatting a Line
- Moving & Resizing an Object
- Adding & Formatting Text in an Object
- Changing & Removing the Fill Color
- Changing the Font Color
- Deleting an Object

### USING ADDITIONAL EFFECTS & OBJECTS

- Adding a 3-D Effect
- Adding a Shadow
- Drawing a Text Box
- Drawing an Arrow
- Inserting Pictures
- Formatting Graphics

### USING AUTOSHAPES & DIAGRAMS

- Working with AutoShapes
- Drawing a Callout
- Drawing a Basic Shape
- Drawing a Connector
- Drawing a Flowchart Shape
- Drawing a Block Arrow
- Working with Diagrams

### ADVANCED CHARTING TECHNIQUES

- Adding/Removing Gridlines
- Formatting Gridlines
- Changing Axis Scaling
- Using a Secondary Axis
- Changing Data Series & Chart Types
- Adding Data from Different Worksheets
- Adding a Trendline
- Creating User-defined charts

### USING TEMPLATES

- Using a Template
- Creating a Template from a Workbook
- Editing & Deleting Templates
- Inserting a New Worksheet
- Creating Default Templates

### WORKING WITH COMMENTS

- Creating Comments
- Viewing a Comment
- Using the Reviewing Toolbar
- Printing Comments
- Responding to Discussion Comments

### USING WORKSHEET PROTECTION

- Unlocking Cells in a Worksheet
- Protecting/Unprotecting a Worksheet
- Creating/Deleting Allow-Editing Ranges
- Assigning/Removing a Password
- Opening a Password Protected File
- Setting Manual Calculation
- Using the Document Recovery Pane

### USING MULTIPLE WORKBOOKS

- Opening Multiple Workbook Windows
- Activating Cascaded/Tiled Workbooks
- Viewing Multiple Workbook Windows
- Copying Data between Workbooks
- Saving & Opening a Workspace
- Closing all Open Workbooks
- Linking Workbooks
- Opening Linked Workbooks