



# Excel 2010 Charts & Graphs

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Microsoft Excel 2010 Introduction topics or equivalent knowledge.

## **Creating Charts**

- Create a Chart
- Move Chart to a New Sheet
- Create a Chart Using the Chart Wizard
- Select Chart Type

## **Modifying Charts**

- Modify Chart Data
- Change Chart Types
- Move Chart Objects

## **Formatting Charts**

- Use Chart Tools
- Change Chart Design
- Change Chart Layout
- Work with X and Y Axes Data
- Change Data Labels and Chart Title
- Change Chart Format

## **Advanced Chart Features**

- Explore Other Chart Types
- Custom Chart Formatting
- Add Trend lines to Existing Charts