Create and modify tables

Table references

Managing large workbooks

Visualizing data with basic charts

Video: Create charts
4 min

Reading: Exercise: Creating charts
10 min

Video: Modify and format charts
4 min

Reading: Exercise: Modifying and formatting charts
10 min

Video: Advanced chart elements
1 min

Reading: Exercise: Create a trendline
10 min

Practice Assignment: Knowledge check:

Exercise: Create a trendline

Note: You can pass this course and all graded assessments without access to the downloadable version of Excel.

How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

Log in to your Microsoft account. Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

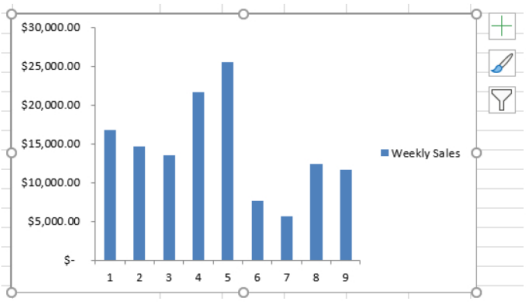
Let's get started!

You would like to add a moving average trendline to a chart that illustrates sales data over the period of several weeks.

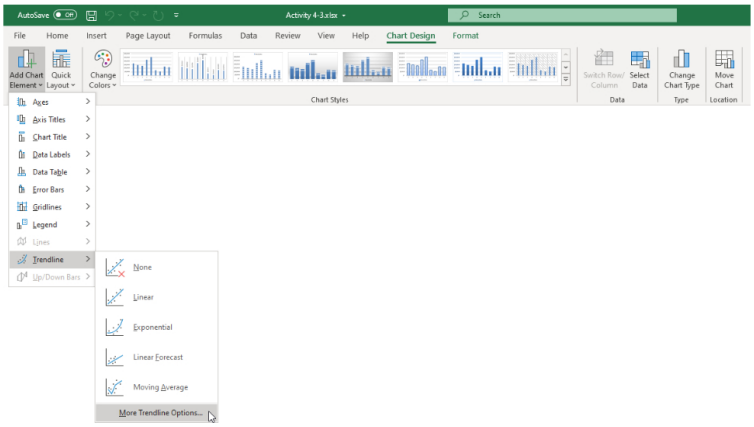
1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

Exercise: Create a trendline

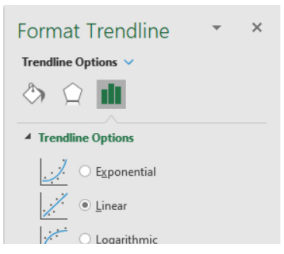
2. Click to **select the large chart** that appears on **Sheet1** of the current workbook:

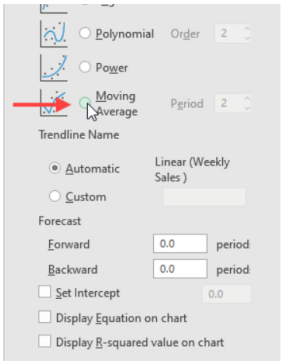


3. Click **Chart Design → Add Chart Element → Trendline → More Trendline Options**:

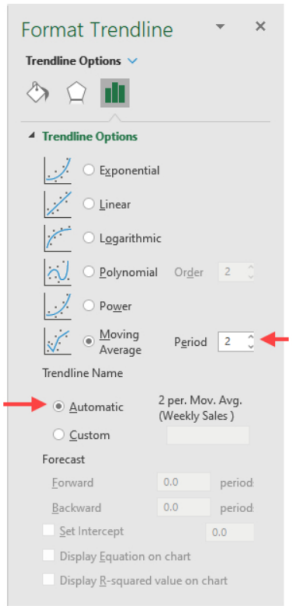


4. The Format Trendline task pane now appears on the right side of the Excel window. Click the **Moving Average** radio button:

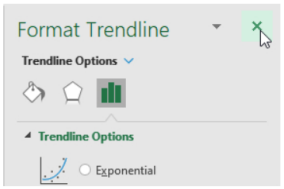




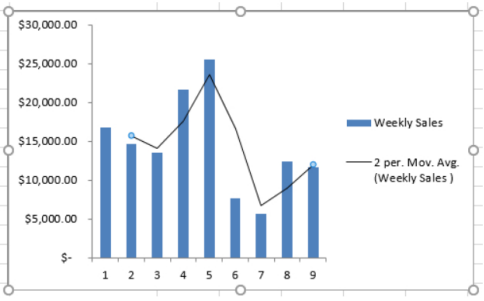
5. Ensure that the Period setting is set to "**2**" and that the Trendline Name radio button is set to **Automatic**:



6. Close the Format Trendline task pane by clicking the **Close** button (x) in its upper right-hand corner:



7. Examine the graph and you will see that the trendline that has been added better illustrates the fluctuation in this data over time:



8. Save the current workbook as Activity 4-3 Complete and then close Microsoft 365 Excel to complete this exercise.

9. Now, you can check out an example of a completed document in the link below:

Completed exercise: Create a trendline

Mark as completed

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