



# Module 6 – Charts

## (Excel Skills for Business: Essentials)

Charts are a powerful way to present data visually. This module covers creating, modifying, and sharing charts in Excel. You learned about different chart types, key terminology, producing basic charts, and improving chart readability. You also learned how to share charts with other applications, keeping them linked, embedded, or as pictures.

### Key Takeaways:

- Understand common chart types (column, bar, line, pie, etc.).
- Learn key chart terminology (axes, series, legend, data labels).
- Create basic charts from your data.
- Modify charts to improve readability and presentation.
- Share charts effectively with Word, PowerPoint, or other software, using link, embed, or picture options.

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