

# Structure of 3 Hour Lab

- The tutorial is available at <https://www.gcflearnfree.org/excel2016>. (Remember to bookmark this)
- Upon completion of the tutorial, you will be proficient in Excel's graphs and charts and will learn how to create professional-looking documents.
- You will follow a particular course of study (as set out by me) at your own pace in the computer lab. You will be asked to complete particular Exercises to practice particular skills.
- During class I will check your progress and help students who need it.
- For each lesson it is recommended that each student:
  - watches the accompanying video
  - reads through the lesson and
  - completes the assignment.
- At the end of the lab, students will zip the assignments files and upload them to Moodle.
- Only some lessons will be covered during the lab, however students should use this resource if they need help in any other aspect of Excel.

7. Formatting	8. Graphs and charts	9. Inserting charts into reports
<ul style="list-style-type: none"> <li>• General formatting of graphs               <ul style="list-style-type: none"> <li>○ Axes, labels</li> <li>○ Min, max ranges</li> <li>○ Titles</li> <li>○ Gridlines, major, minor</li> <li>○ Markers</li> </ul> </li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Bar chart</li> <li>• Line Charts</li> <li>• Scatter Charts</li> </ul> <p>Which to use</p>	<ul style="list-style-type: none"> <li>• Using the graphs/charts where we need them.</li> <li>• Using Scientific Formatting guidelines to insert properly.</li> </ul>