Course Summary and Next Steps

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Trainer | Developer

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Course Overview

Introducing Wired Brain Coffee

Text Boxes, Shapes and Pictures

Charts

Course Summary and Next Steps

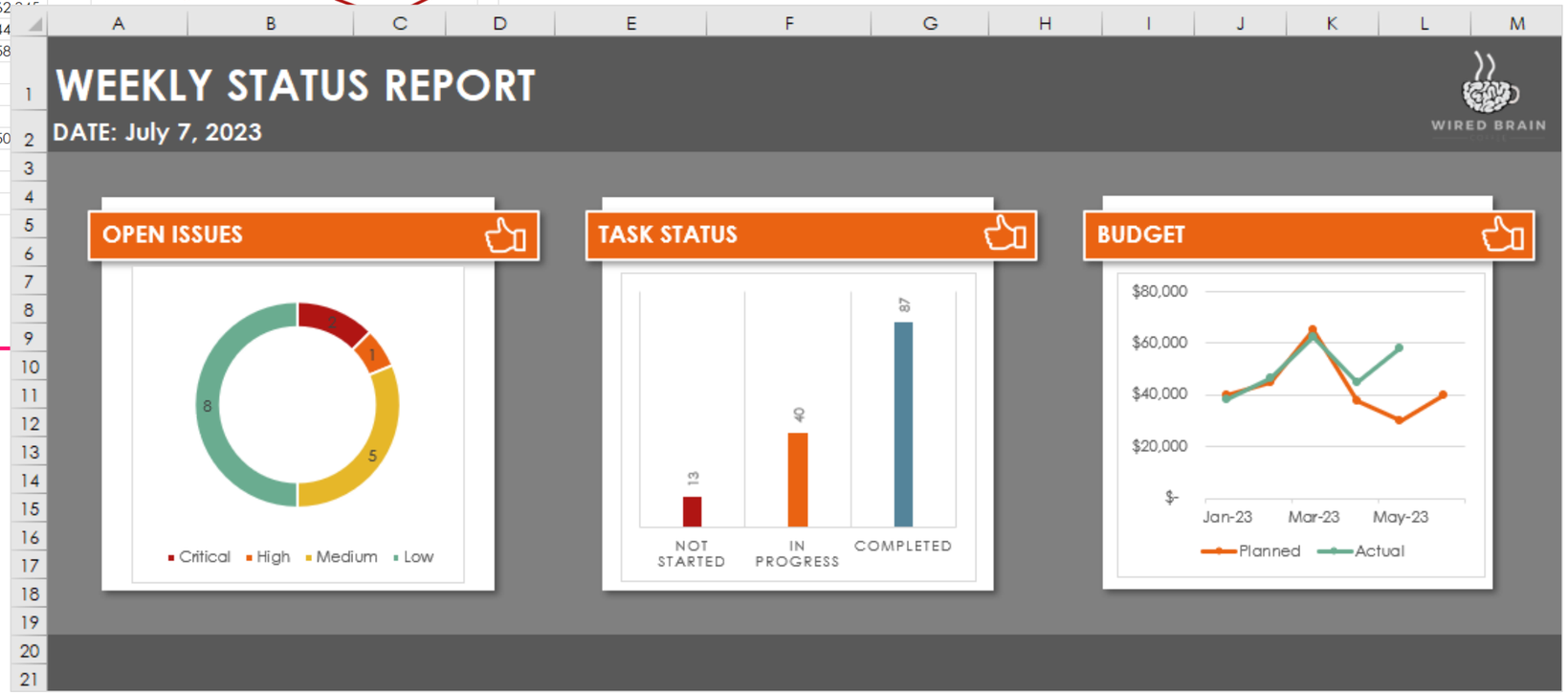
Our Progress

WIRED BRAIN COFFEE
WEEKLY STATUS REPORT
DATE: July 7, 2023

OPEN ISSUES	
Severity	Number of Issues
Critical	2
High	1
Medium	5
Low	8

TASK STATUS	
Status	Number of Tasks
Not Started	13
In Progress	40
Completed	87

BUDGET		
Month	Planned	Actual
Jan-23	$ 40,000	$ 38,264
Feb-23	$ 45,000	$ 46,550
Mar-23	$ 65,000	$ 62
Apr-23	$ 38,000	$ 44
May-23	$ 30,000	$ 58
Jun-23	$ 40,000	
TOTAL	$ 258,000	$ 250



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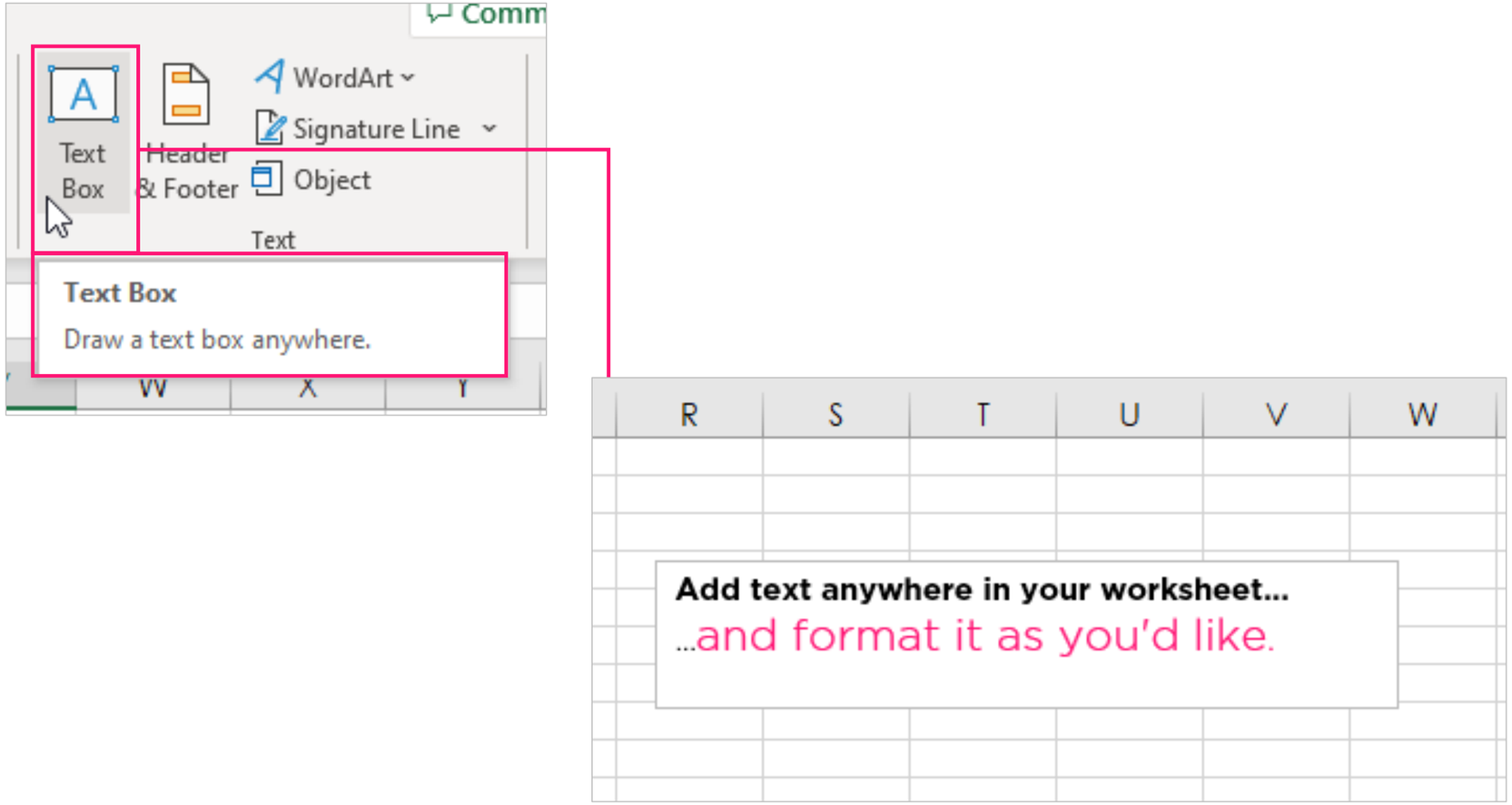
Course Summary

Text Boxes


Comm
Text Box
Header & Footer
WordArt
Signature Line
Object
Text
Text Box
Draw a text box anywhere.
W
X
Y
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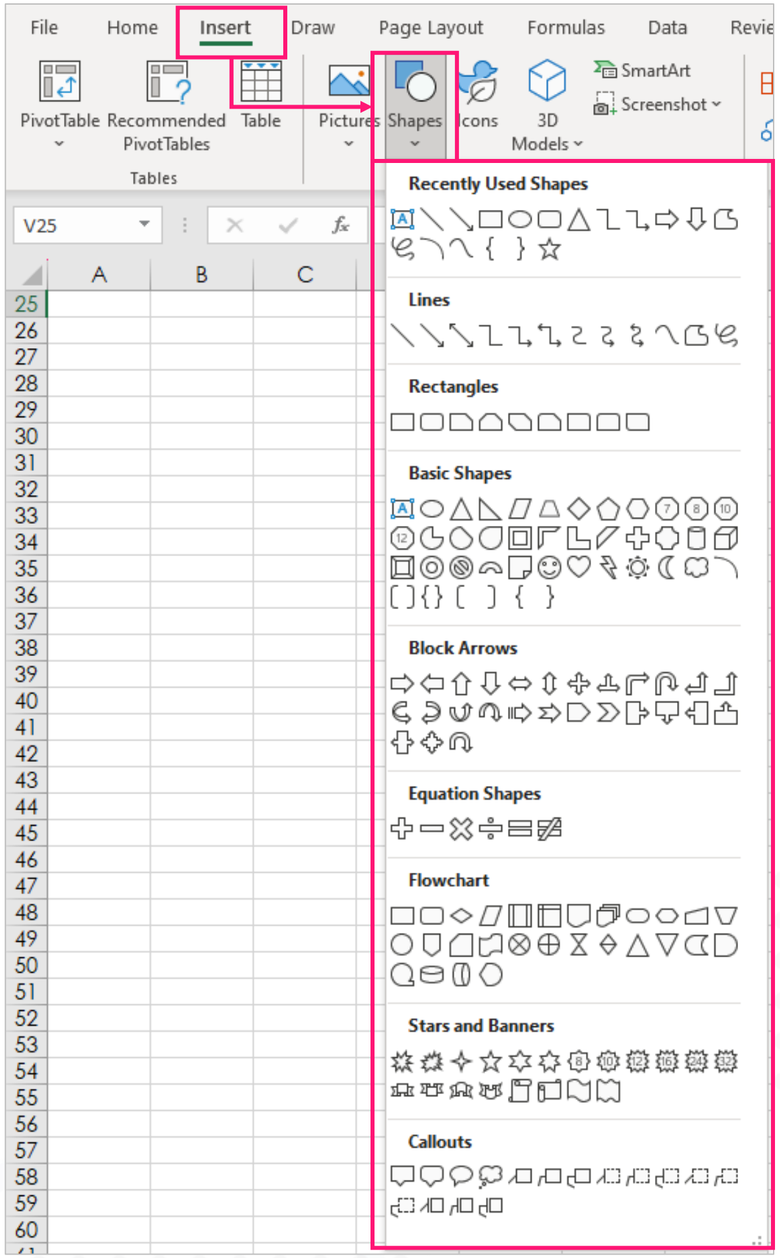
Add text anywhere in your worksheet...
...and format it as you'd like.

Shapes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SmartArt
Screenshot
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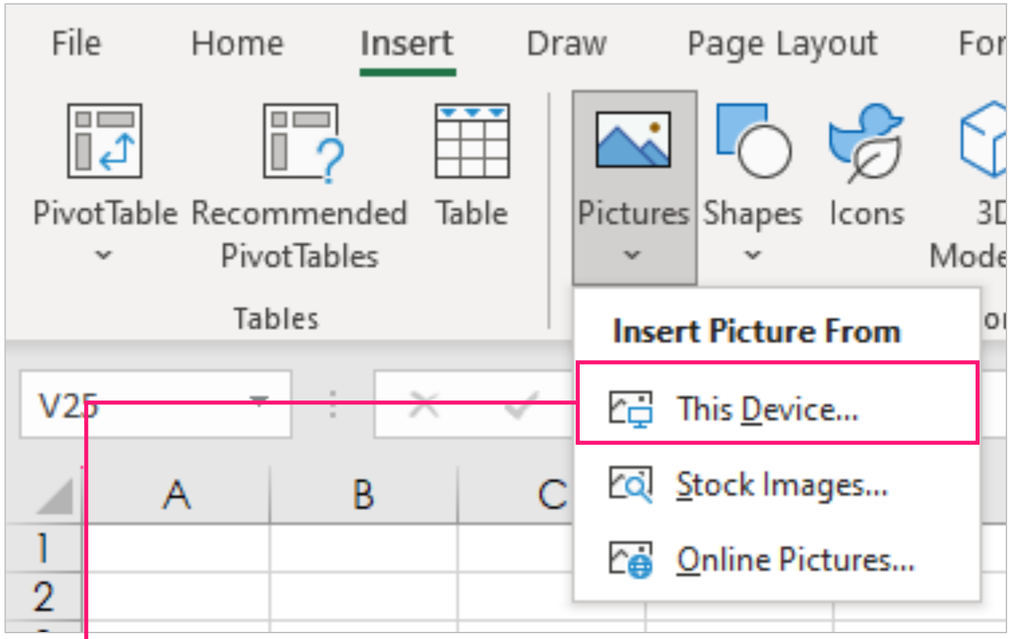
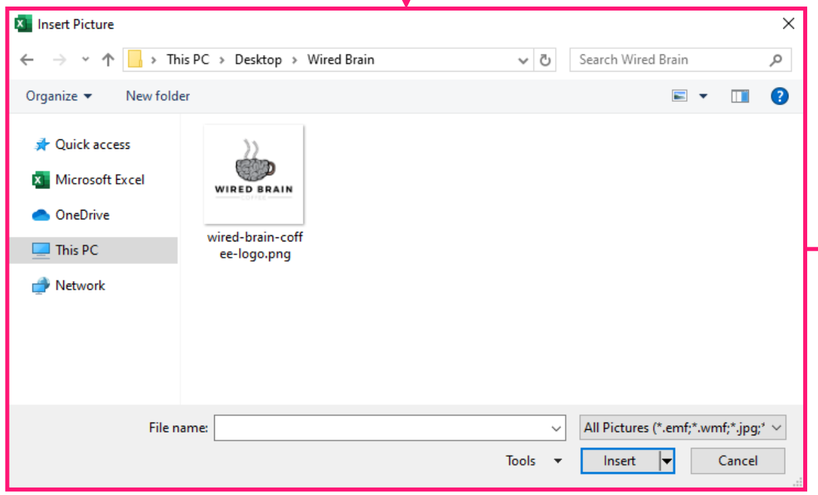
C
Recently Used Shapes
Lines
Rectangles
Basic Shapes
Block Arrows
Equation Shapes
Flowchart
Stars and Banners
Callouts

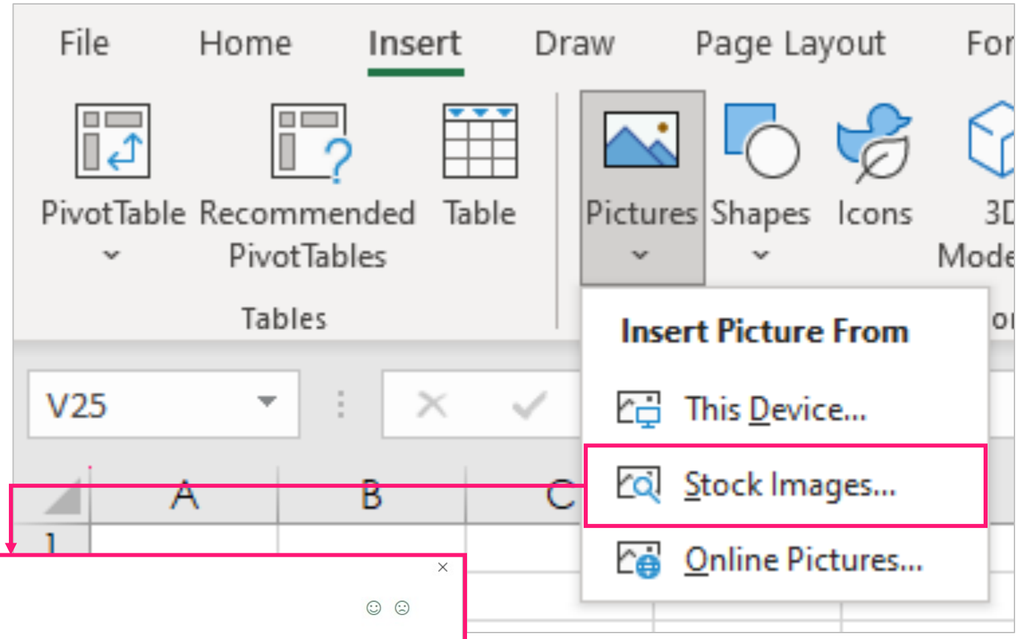
Pictures

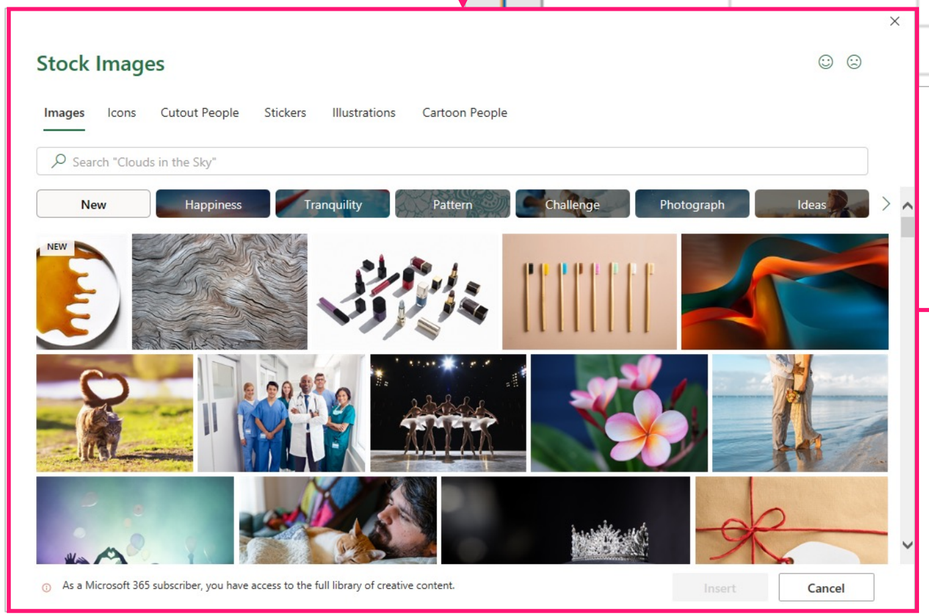




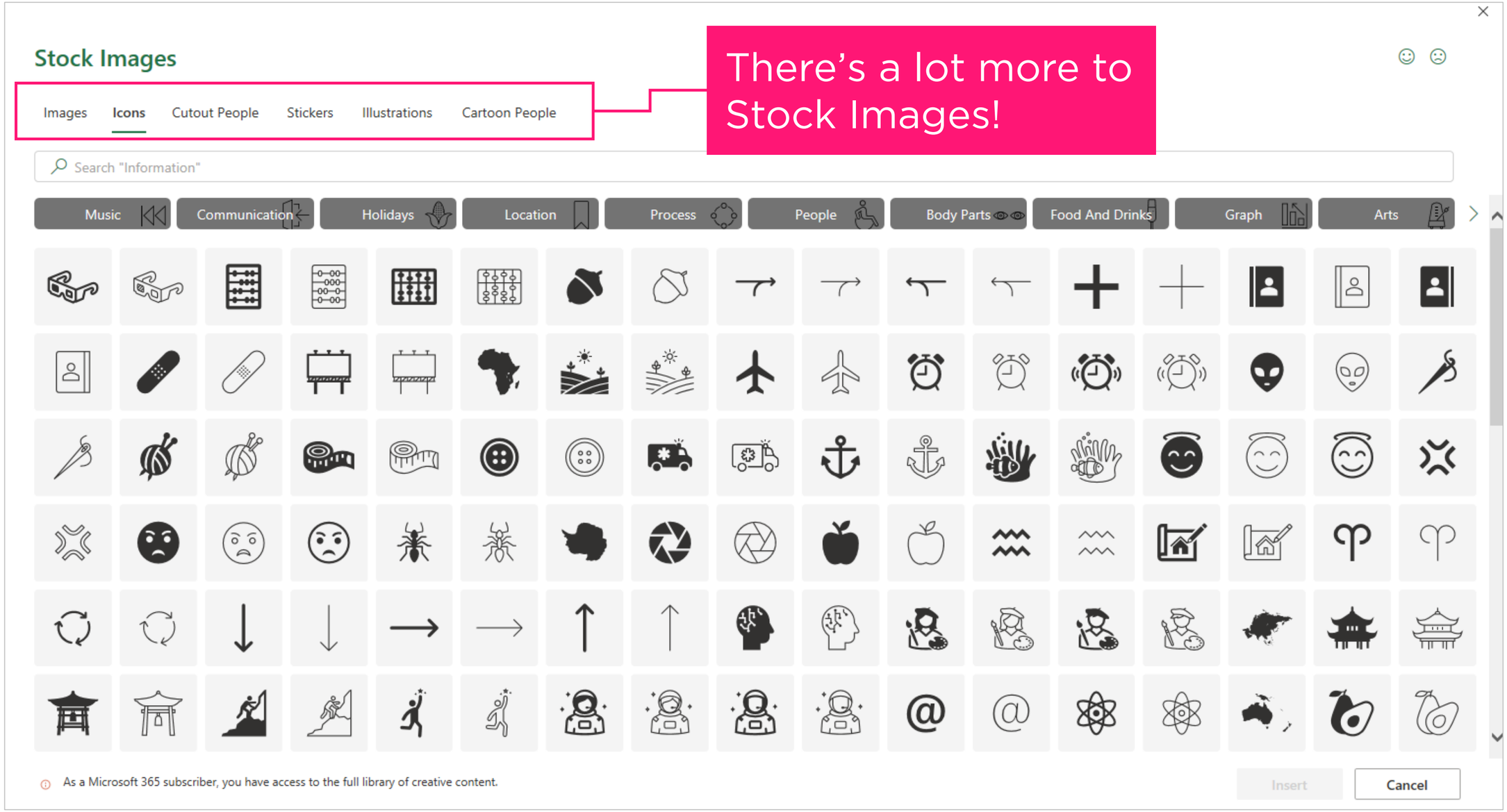
Browse for a local file on your computer

Pictures



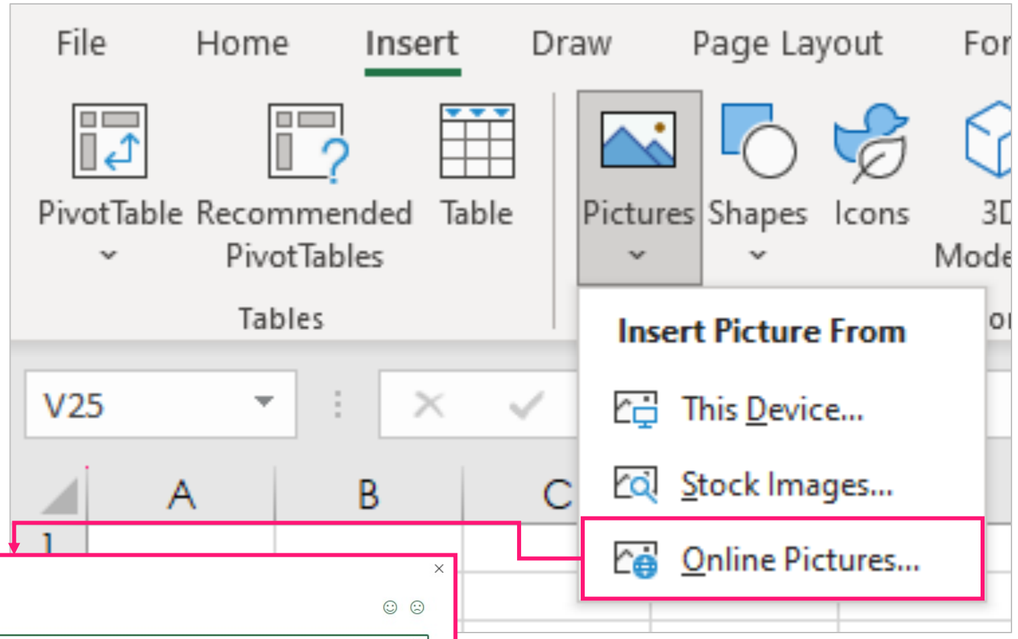


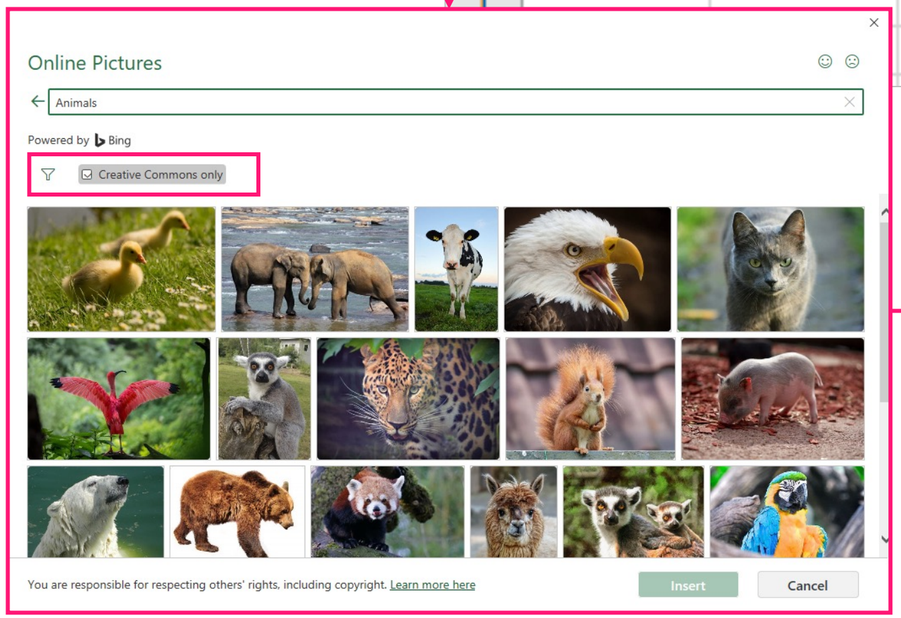
Select an image from Microsoft's stock image library



There's a lot more to Stock Images!

Pictures

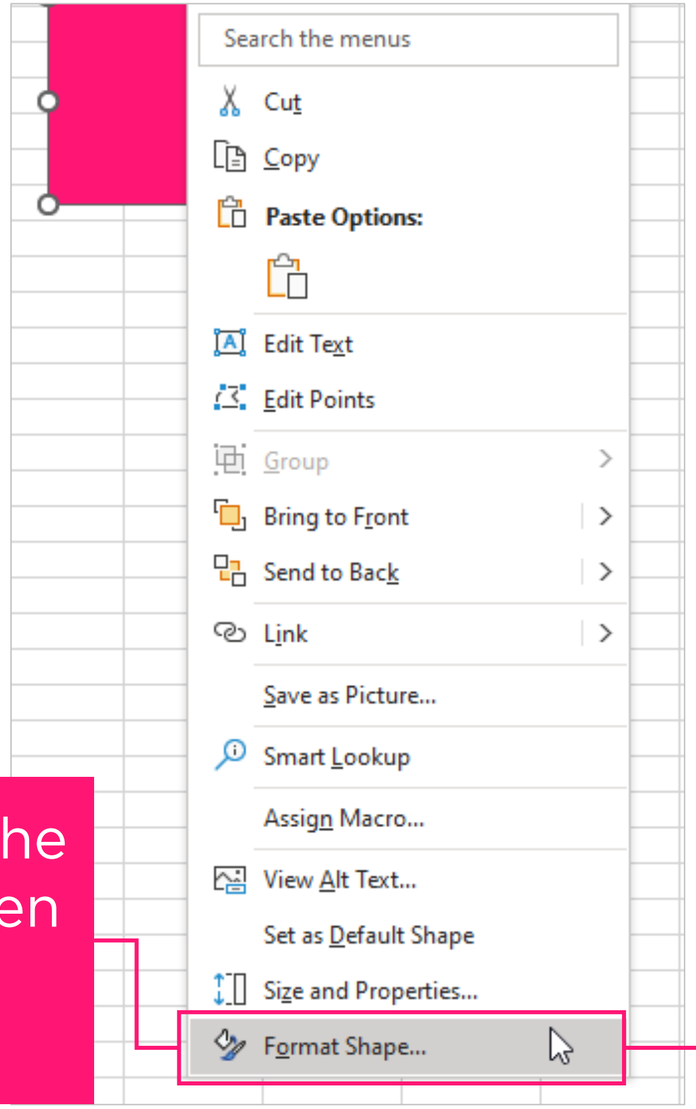


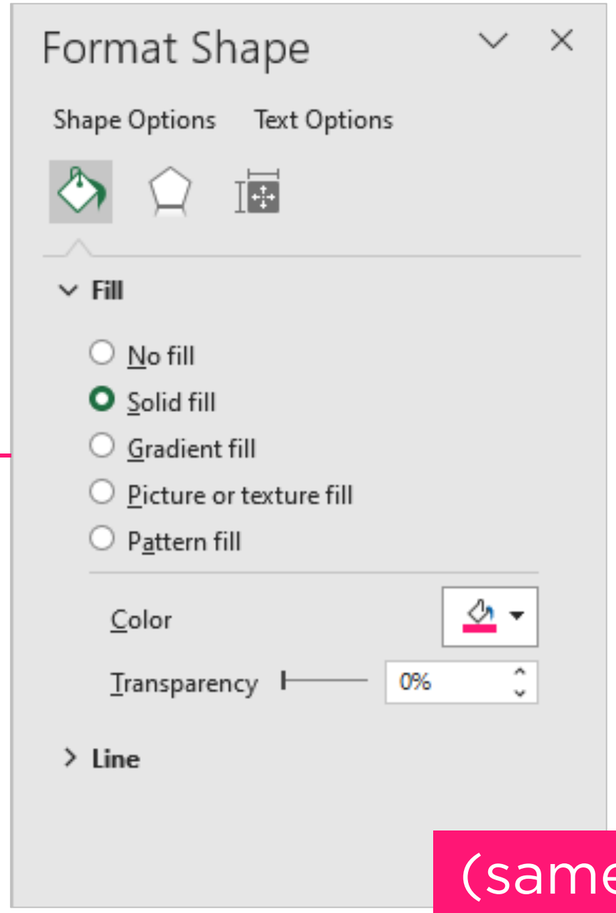


Get images from Bing Image Search

wikipedia.org/wiki/Creative_Commons_license

Formatting Shapes

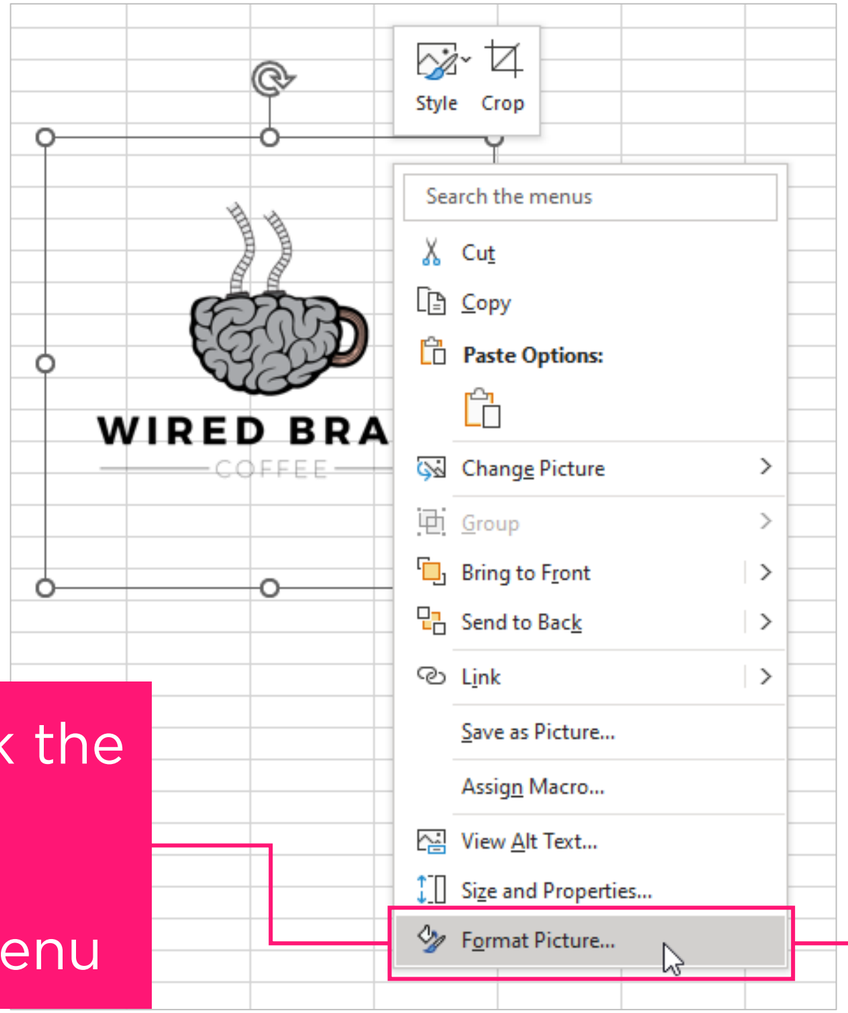


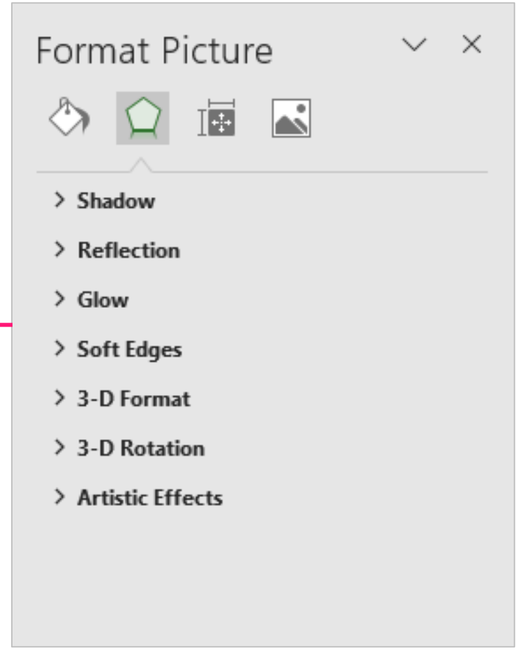


Right-click the shape to open the context menu

(same applies to text boxes)

Formatting Pictures

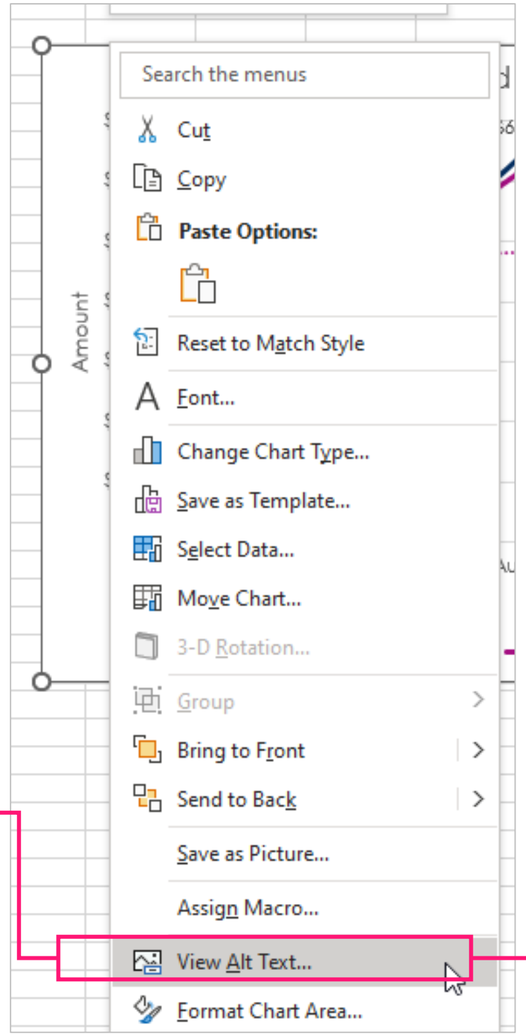


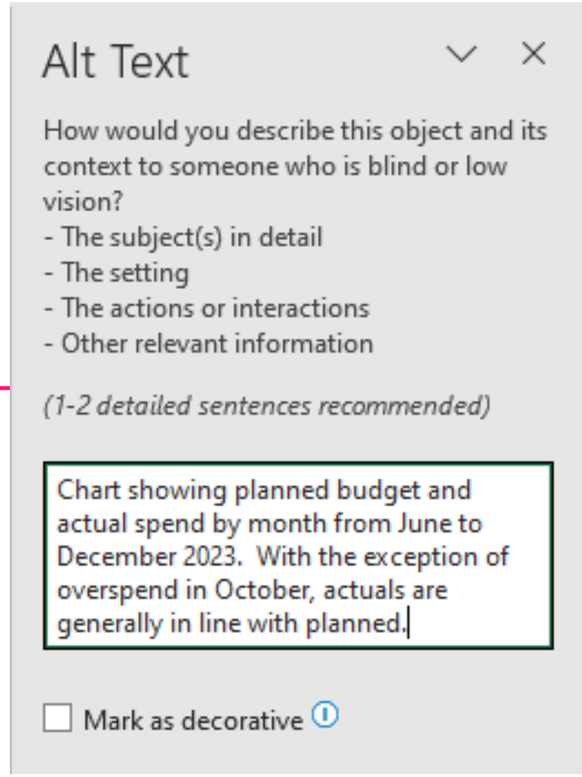


Right-click the picture to open the context menu

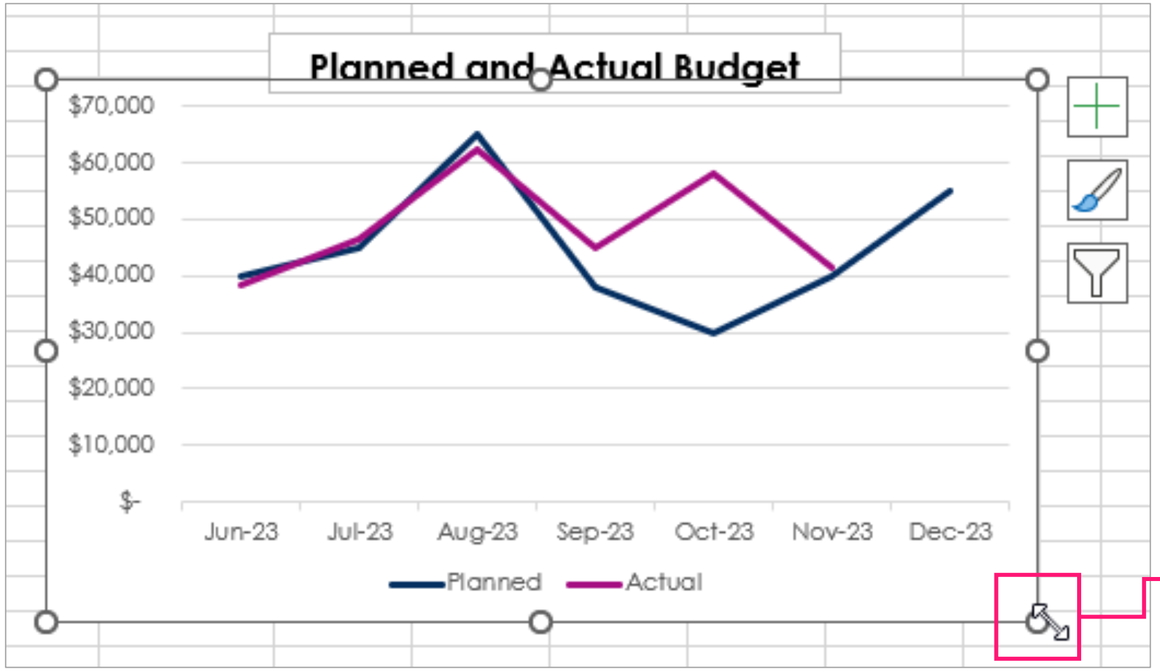
Alt Text

Right-click the object to open the context menu





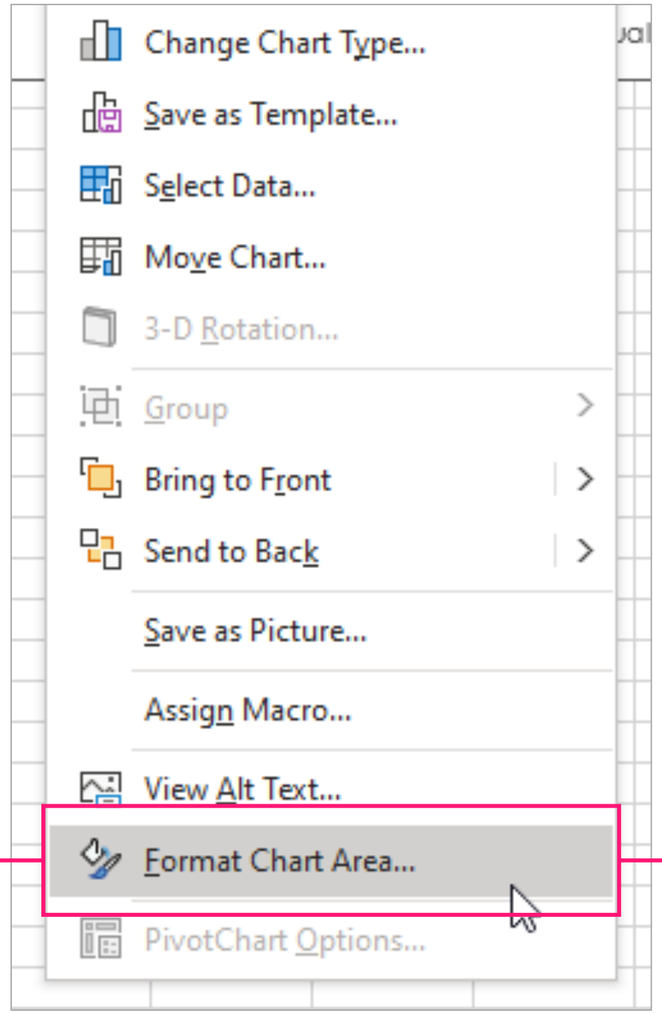
Options for Resizing a Chart

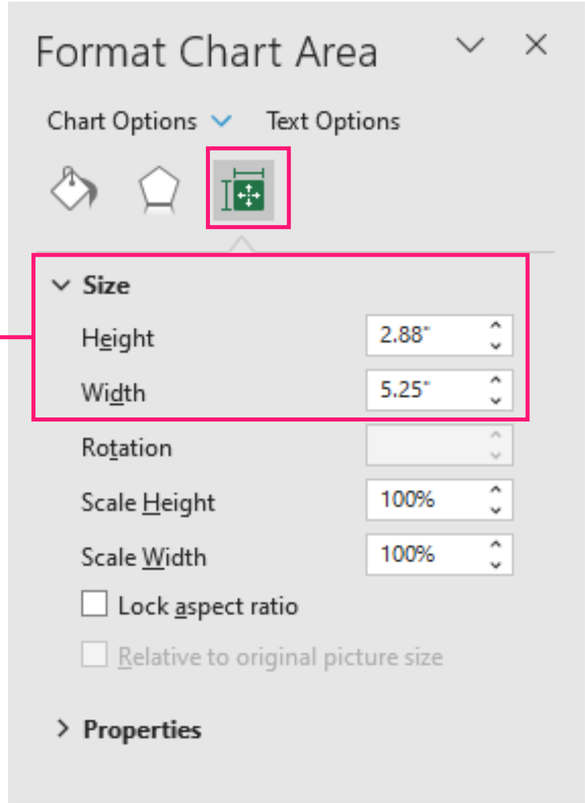


Resize using the mouse

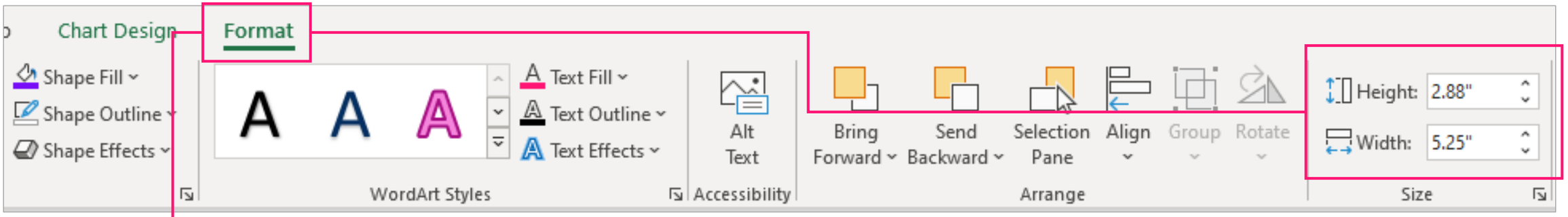
Options for Resizing a Chart

Right-click the chart to open the context menu



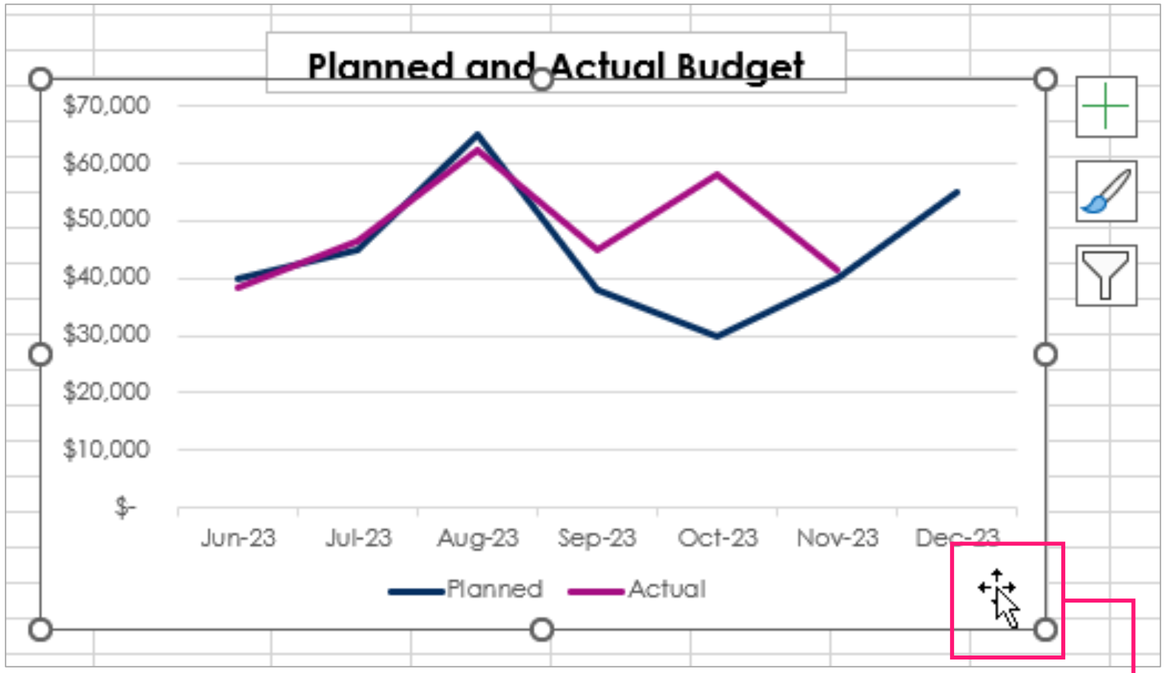


Options for Resizing a Chart



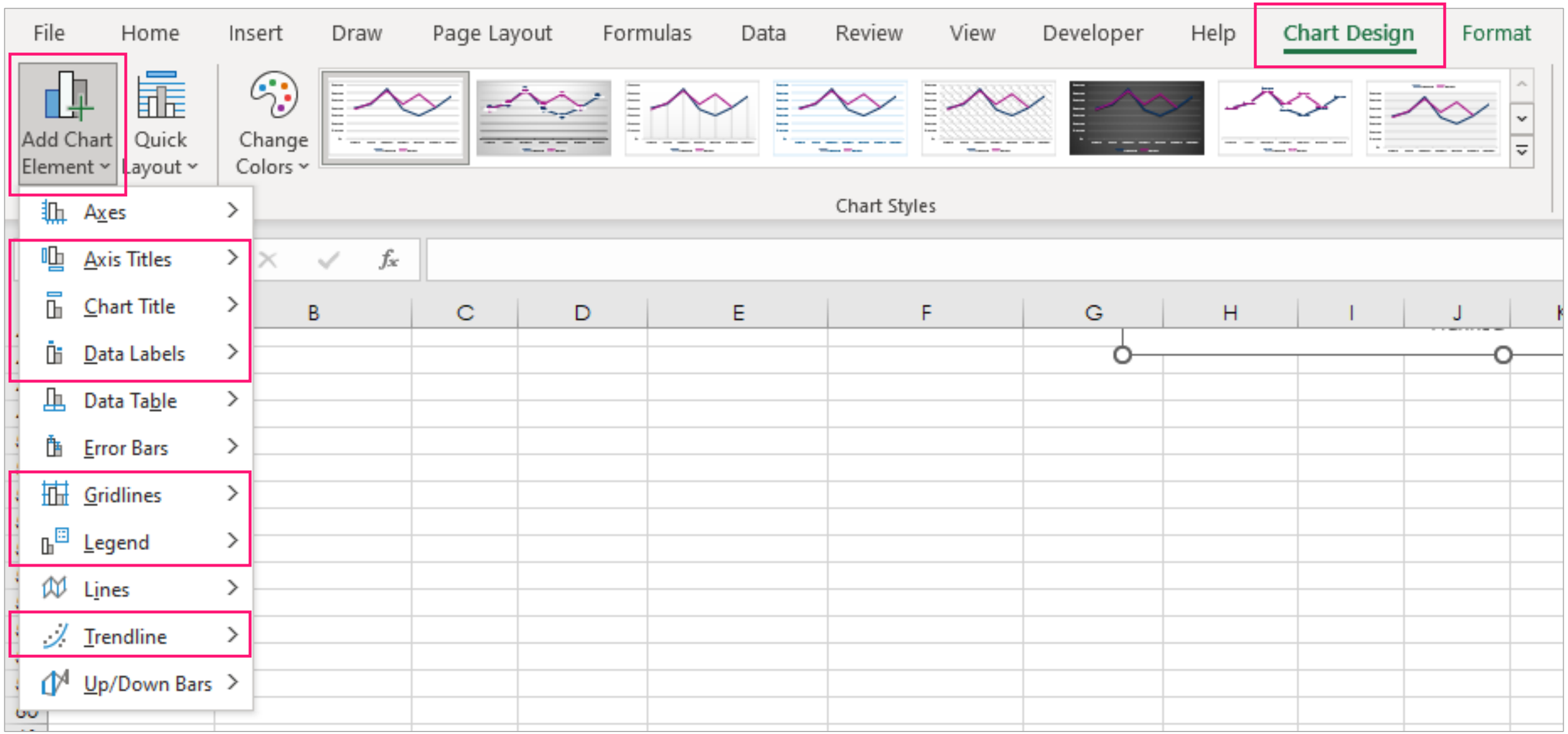
Select the chart to open the Format tab

Moving Charts

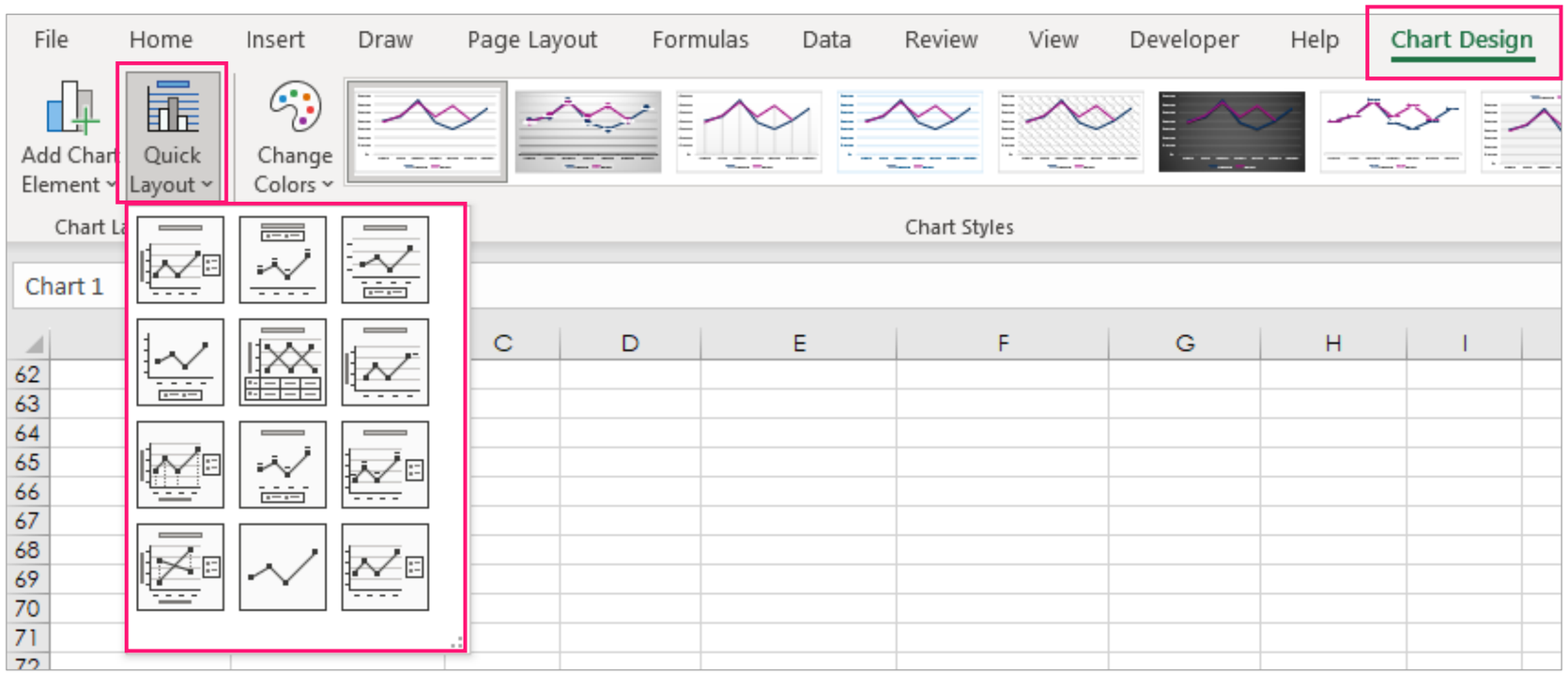


Move using the mouse

Adding Chart Elements



Layouts


File
Home
Insert
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Formulas
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Review
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Chart Design
Add Chart Element
Quick Layout
Change Colors
Chart Styles
Chart 1
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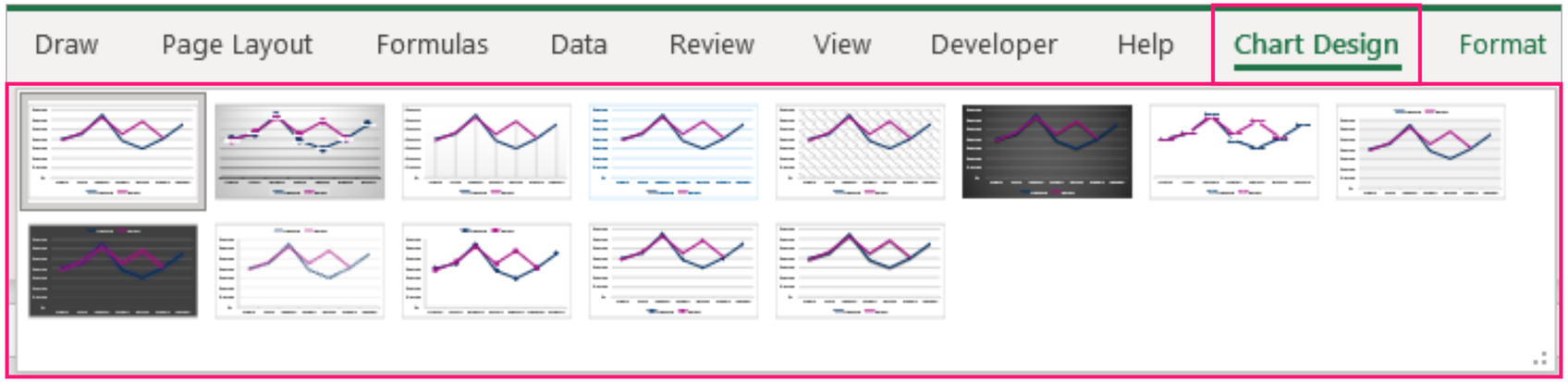
Styles


Draw
Page Layout
Formulas
Data
Review
View
Developer
Help
Chart Design
Format

Additional Learning Resources

Additional Resources

Pluralsight

- Search the library for “Excel”
- Search the library for “Visual Communication: Creating Engaging and Effective Technical Diagrams”

Excel trial version
https://products.office.com/en-us/excel

Excel help center
https://support.office.com/en-in/excel

How the Story Ends

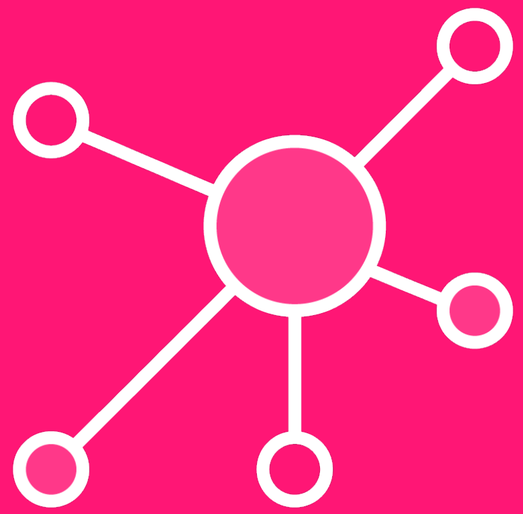
Leadership Meeting

"Here's the current status of our programs and budget."

"Anna, this is great! One of the best reports I've seen from a technical program manager."

"Maybe we didn't need to hire Gary after all..."

Let me hear from you! Post on the discussion board for this course.



Caring is sharing. Spread the word!

THANK YOU!