Charts

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Course Overview

Introducing Wired Brain Coffee

Text Boxes, Shapes and Pictures

Charts

Course Summary and Next Steps

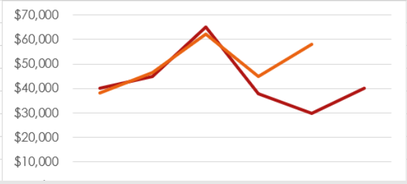
Our Progress in This Module

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	$ 62,345
Apr-23	$ 38,000	$ 44,950
May-23	$ 30,000	$ 58,200
Jun-23	$ 40,000	
TOTAL	$ 258,000	$ 25



WEEKLY STATUS REPORT
DATE: July 7, 2023

WIRED BRAIN

OPEN ISSUES

TASK STATUS

BUDGET

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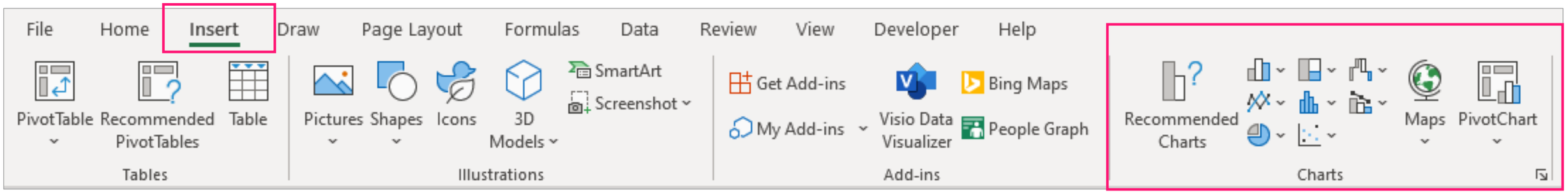
Course Summary and Next Steps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Insert
Draw
Page Layout
Formulas
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Help
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Icons
3D Models
SmartArt
Screenshot
Illustrations
Get Add-ins
My Add-ins
Visio Data Visualizer
Bing Maps
People Graph
Add-ins
Recommended Charts
Maps
PivotChart
Charts

Module Overview

Resizing charts

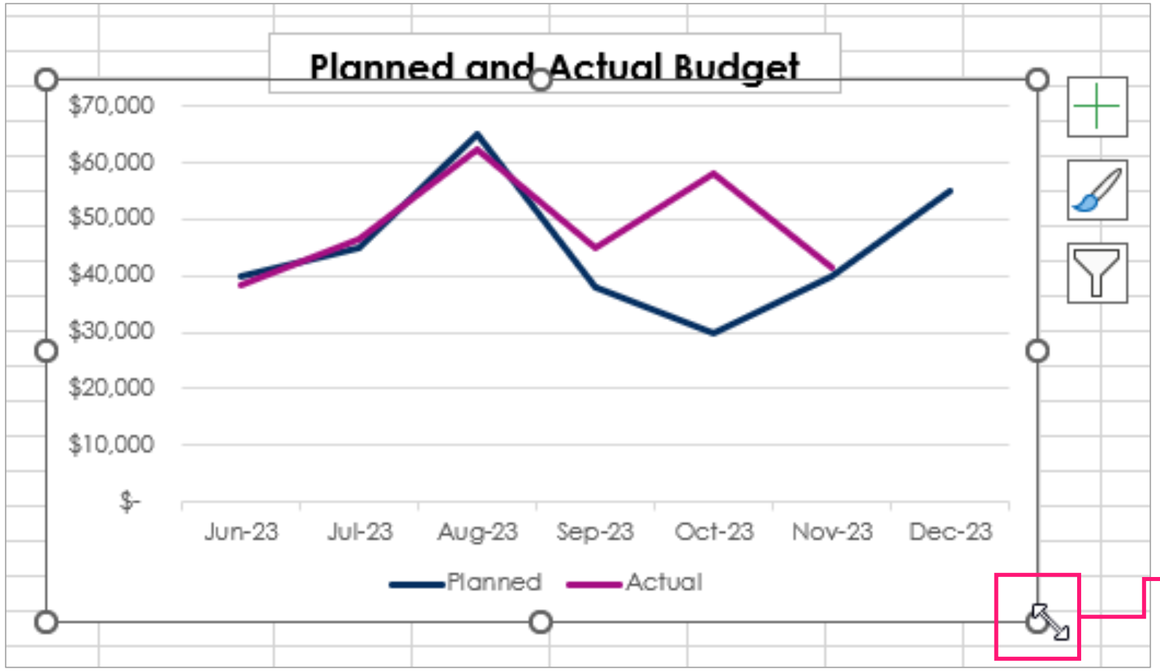
Moving charts

Adding and modifying chart elements

Applying chart layouts and styles

Resizing and Moving Charts

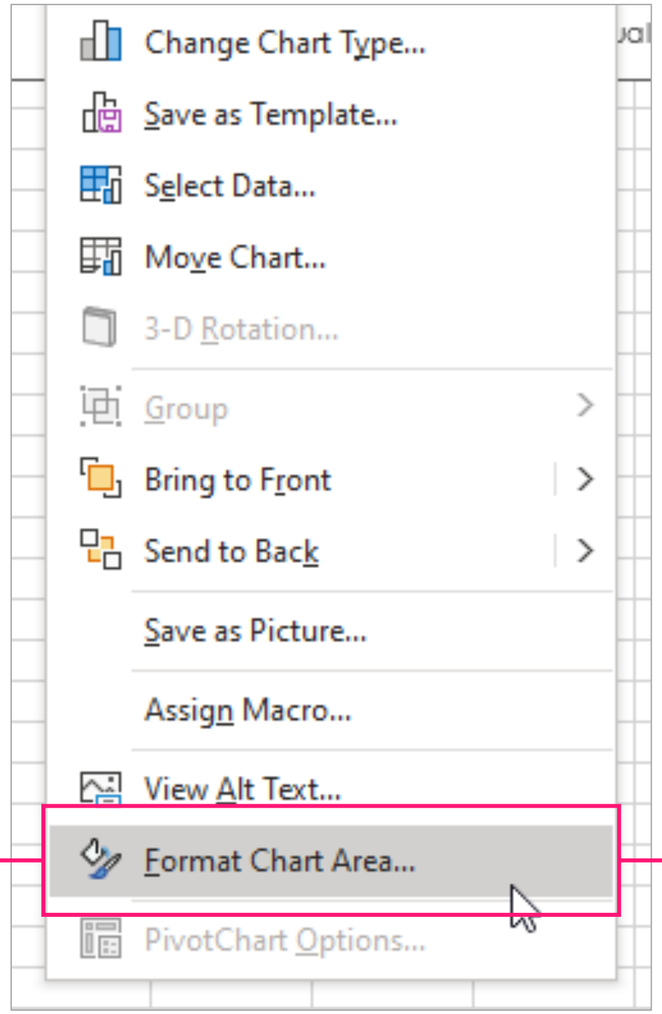
Options for Resizing a Chart

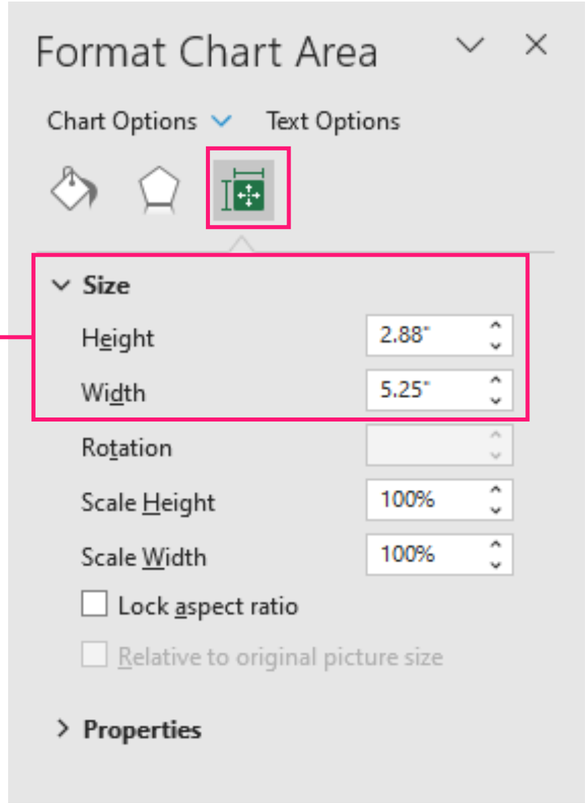


Resize using the mouse

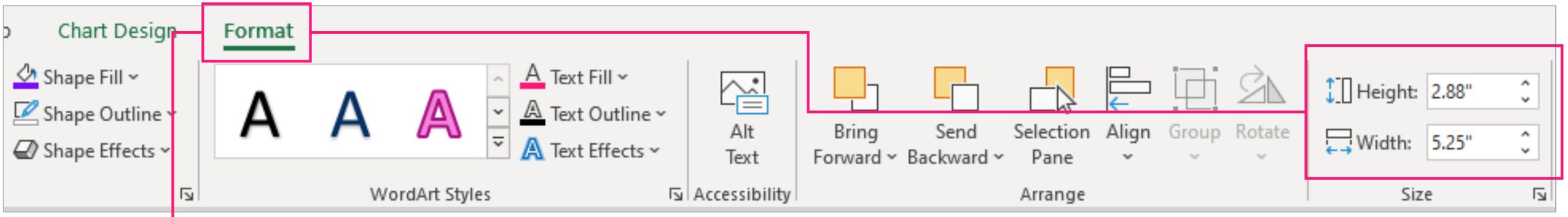
Options for Resizing a Chart

Right-click the chart to open the context menu



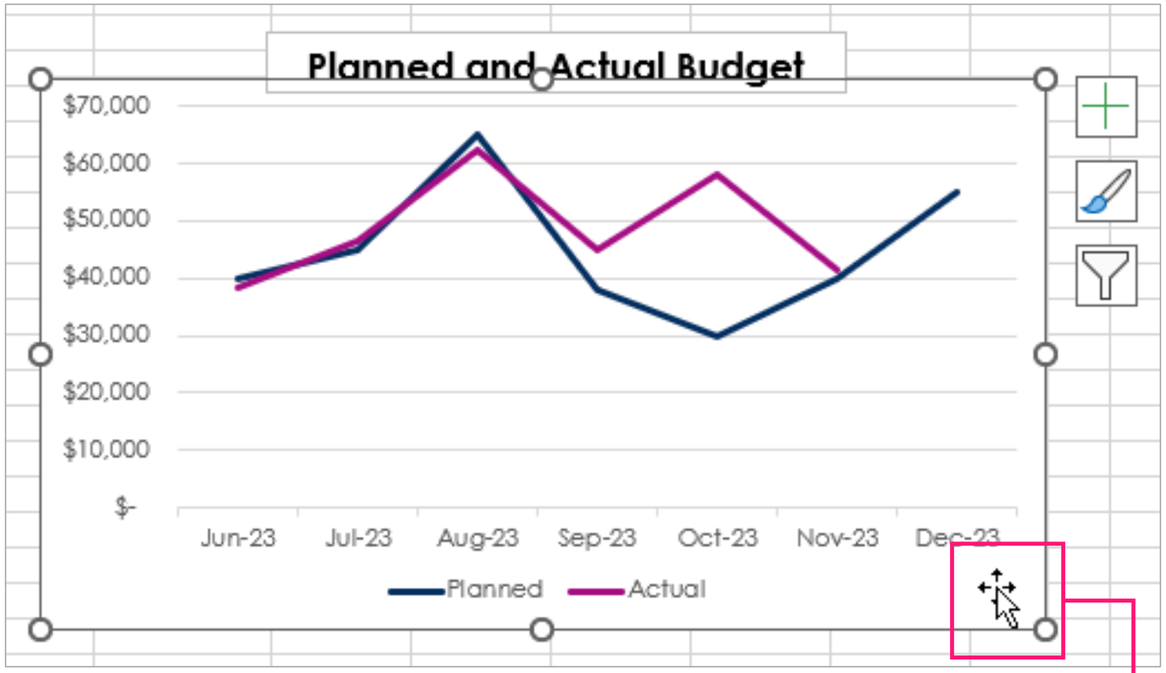


Options for Resizing a Chart



Select the chart to open the Format tab

Moving Charts



Move using the mouse

Demo

Resizing and moving charts

Adding and Modifying Chart Elements

Adding Chart Elements

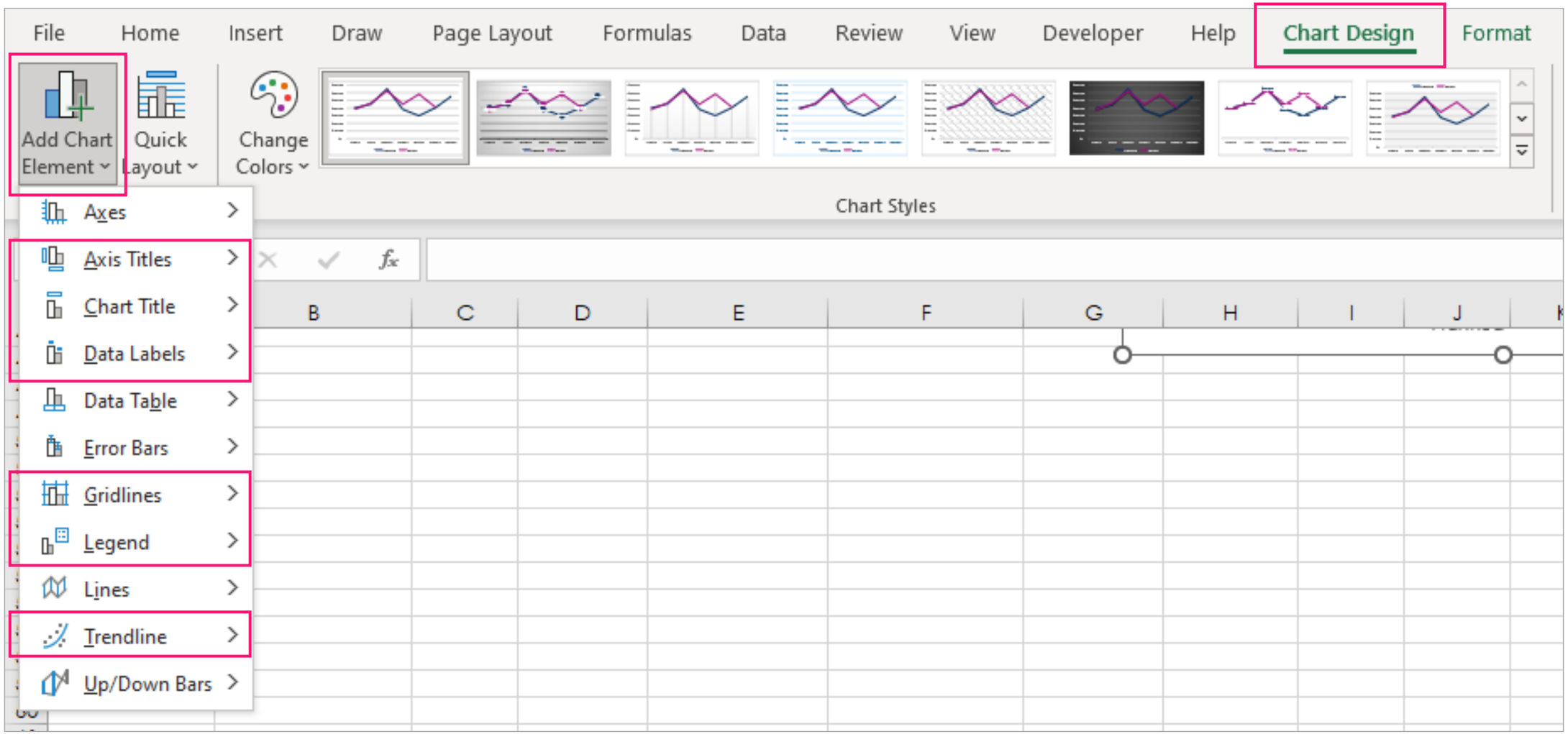


Chart Elements

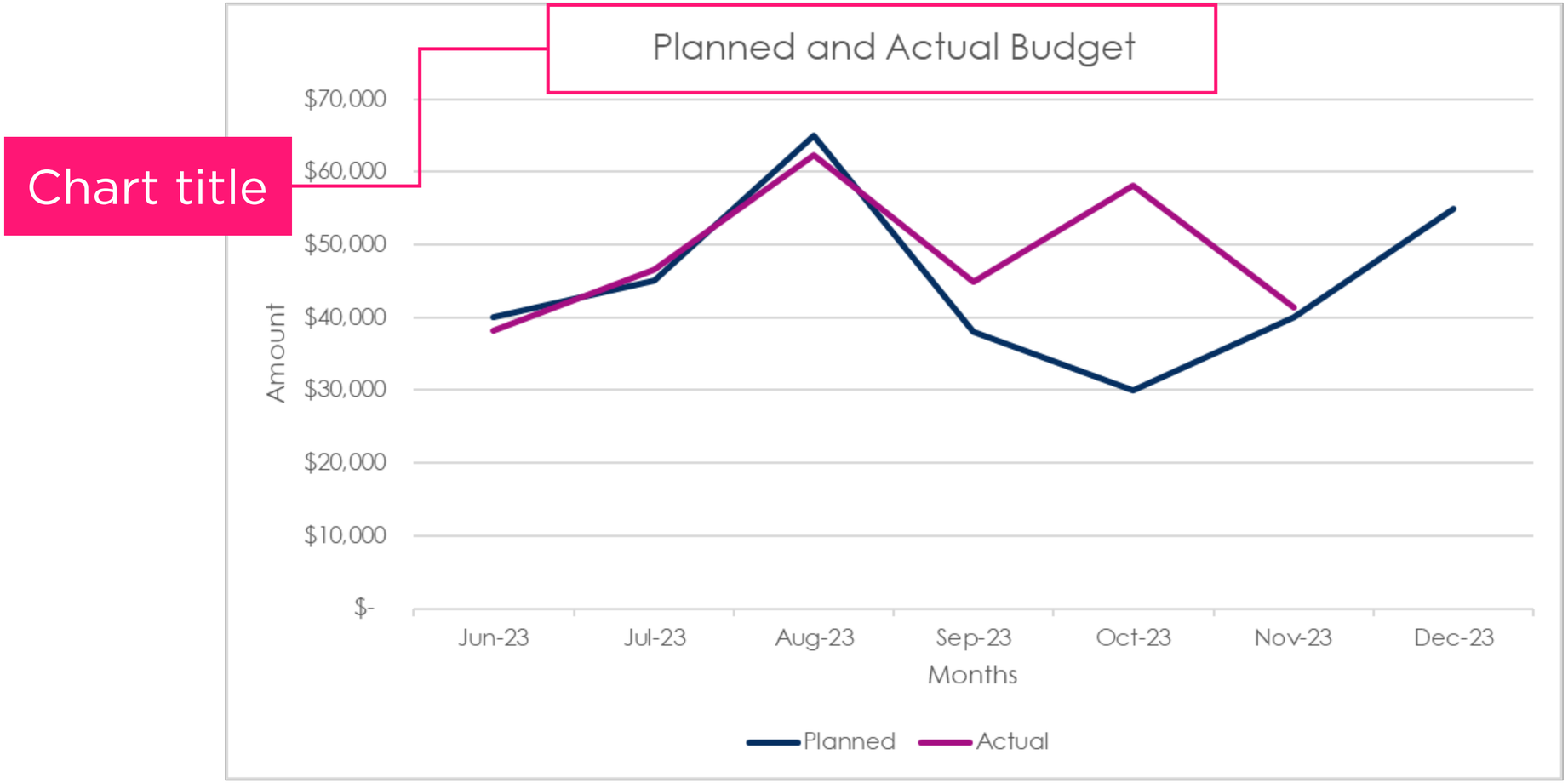
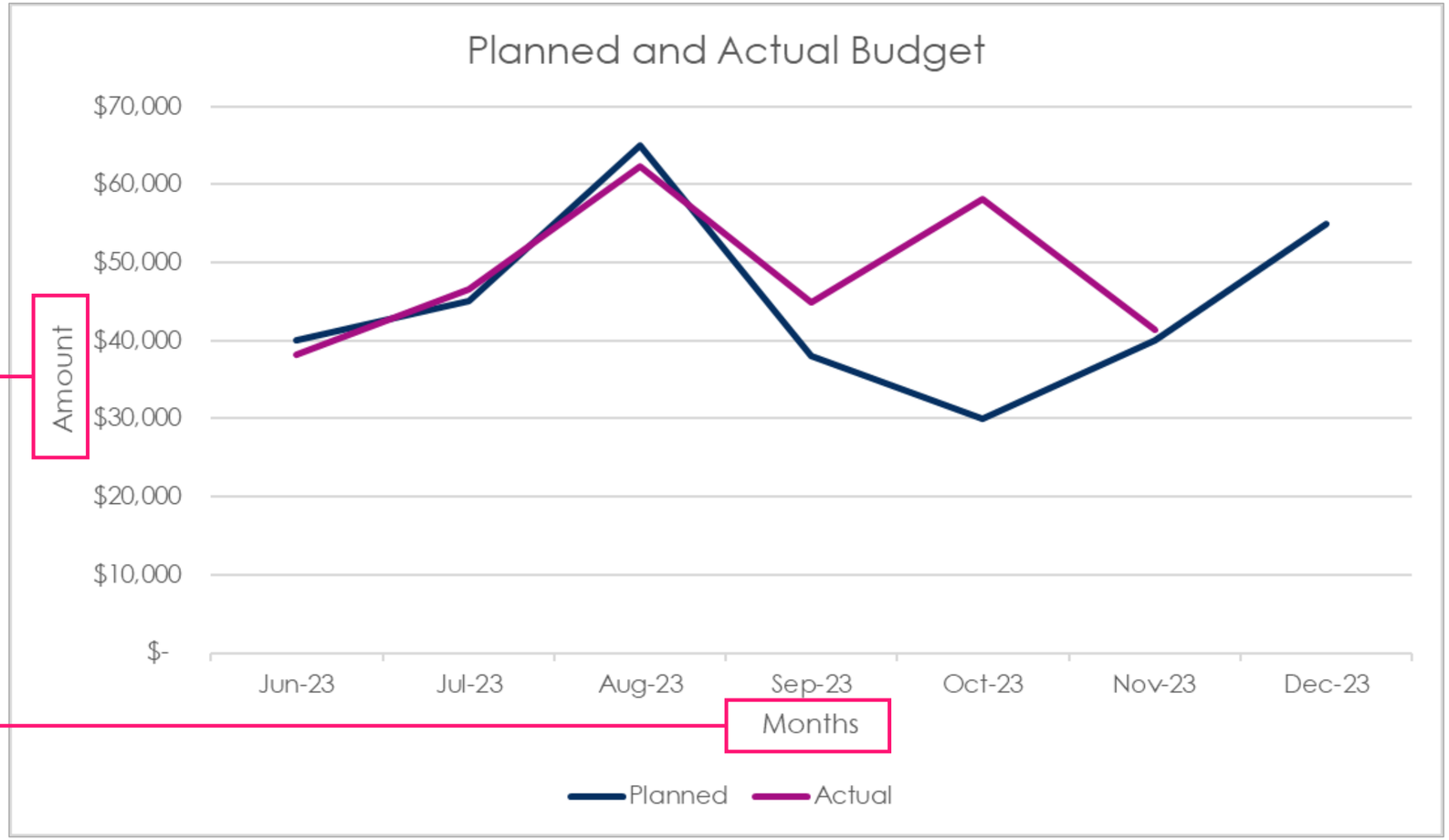


Chart Elements



Axis titles

Chart Elements

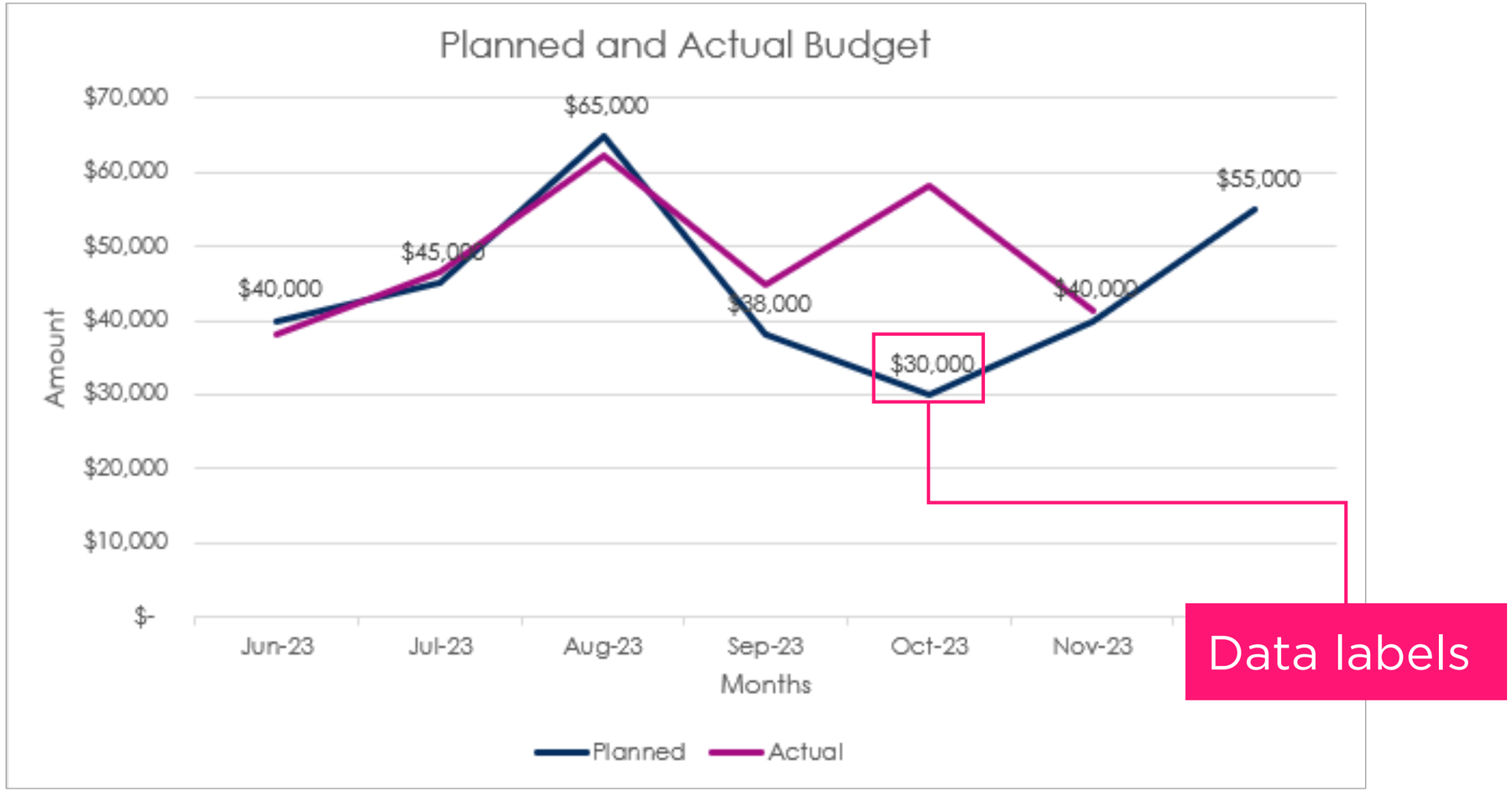


Chart Elements

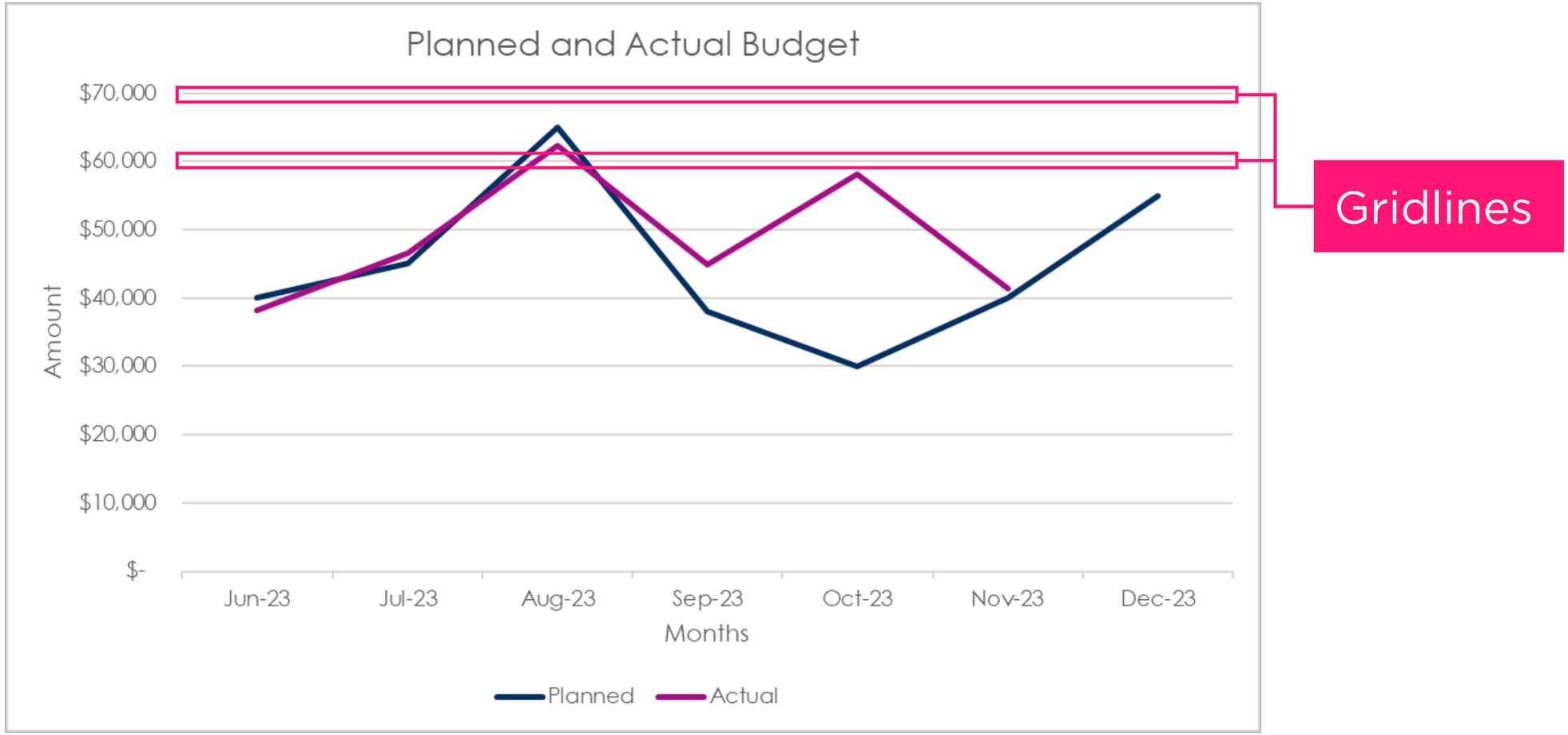


Chart Elements

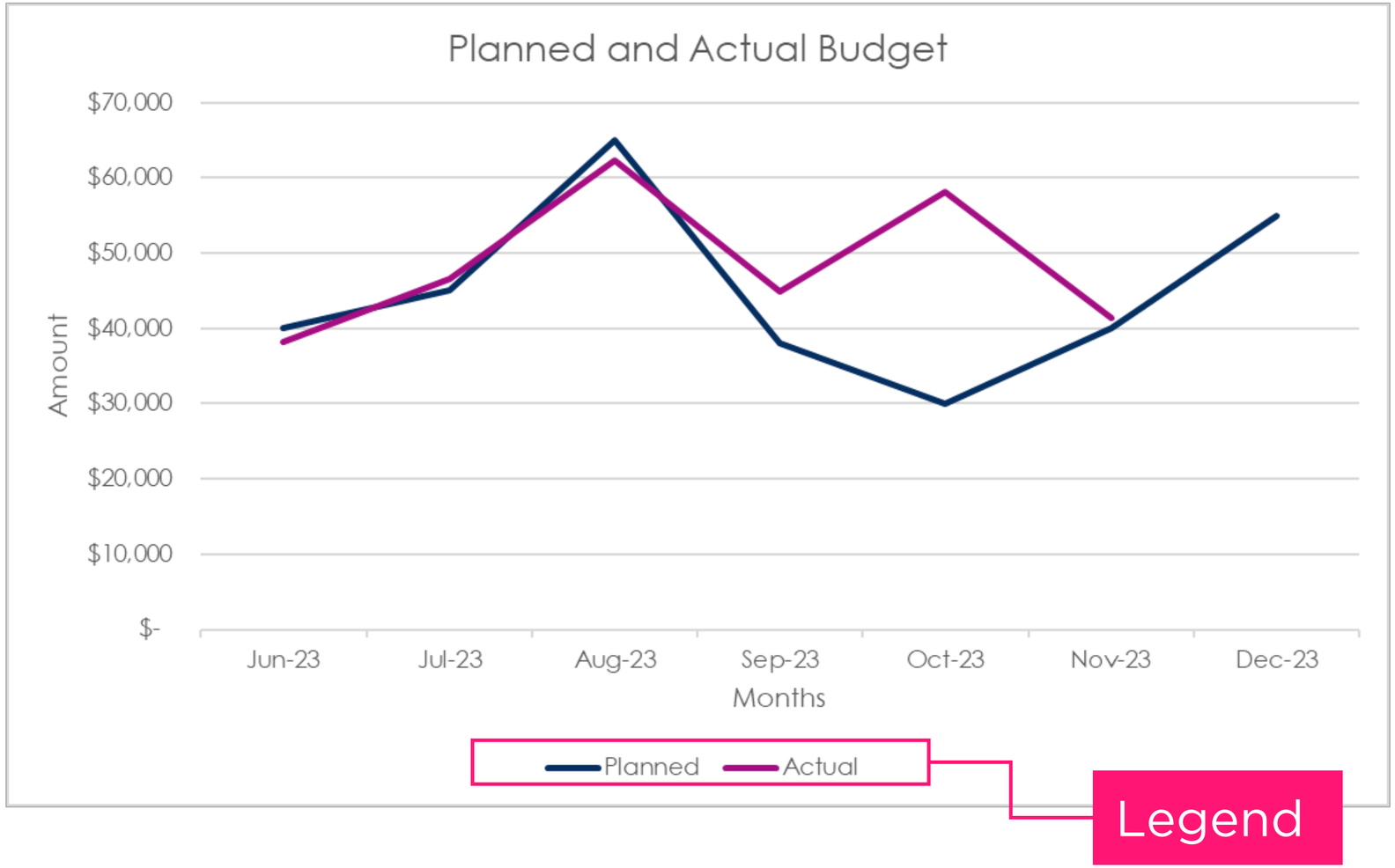
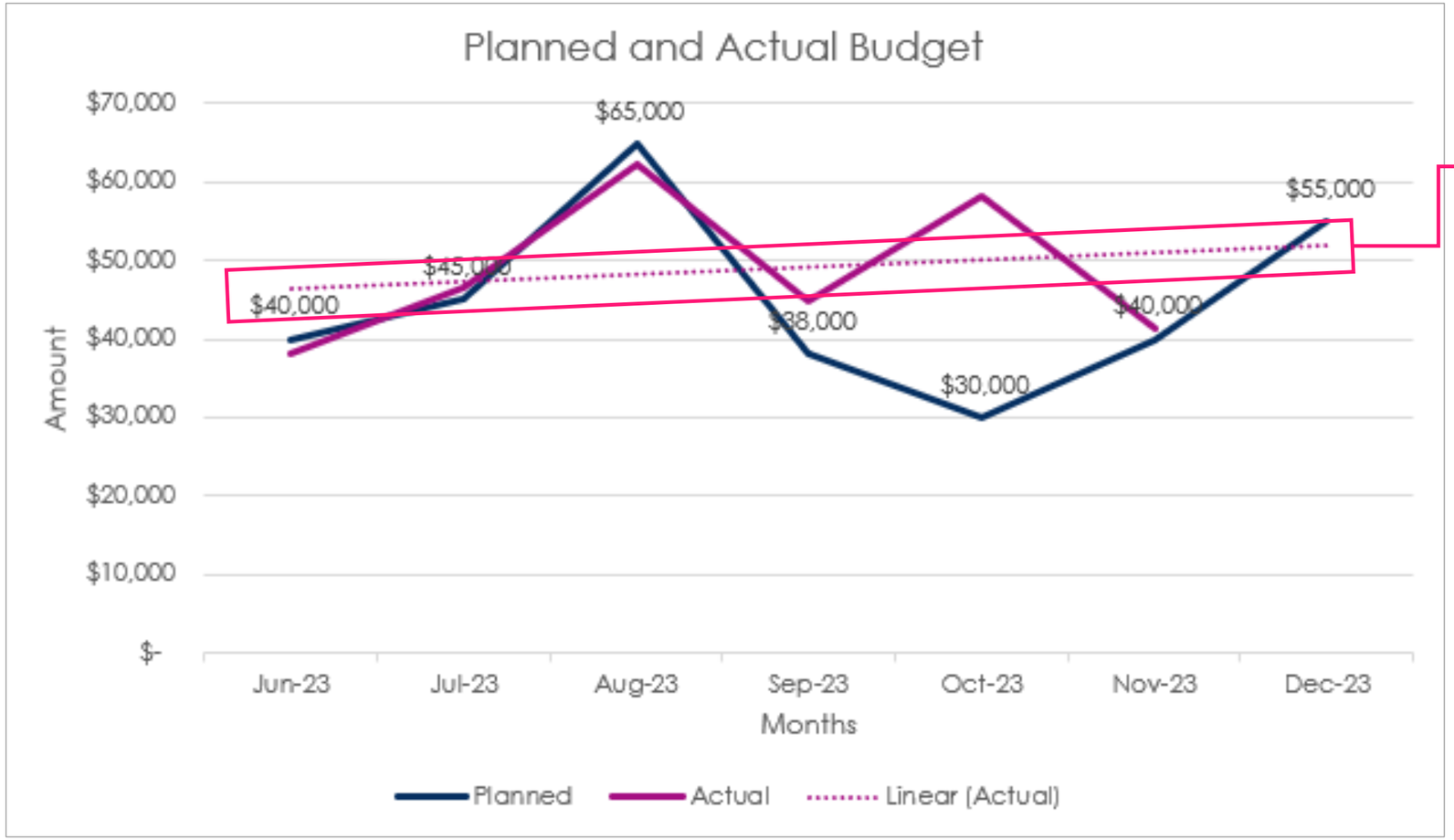


Chart Elements



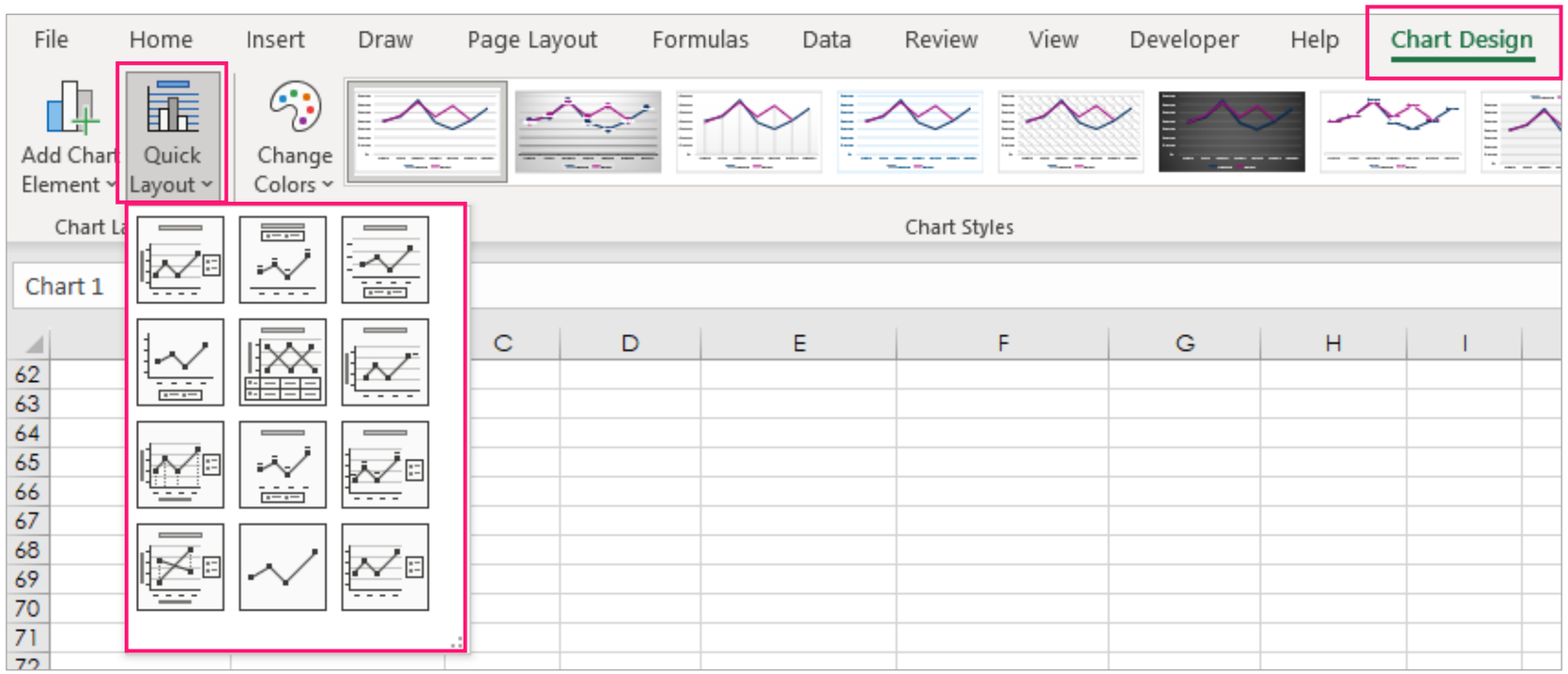
Trend line

Demo

Adding and modifying chart elements

Applying Chart Layouts and Styles

Layouts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Change Colors
Chart Styles
Chart 1
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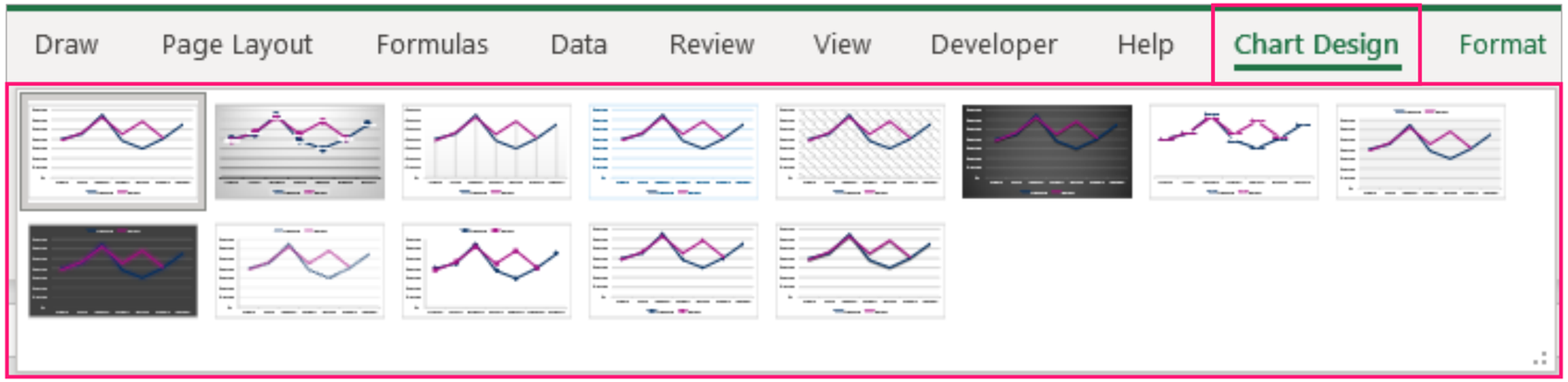
Styles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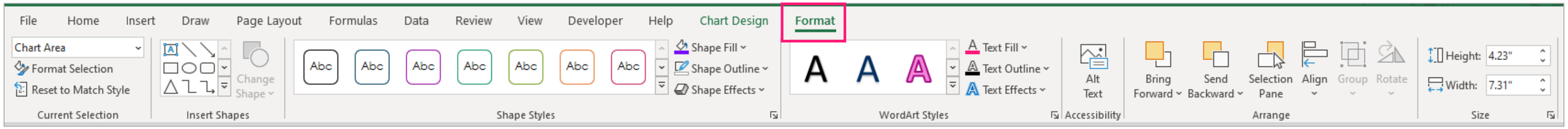
More Styles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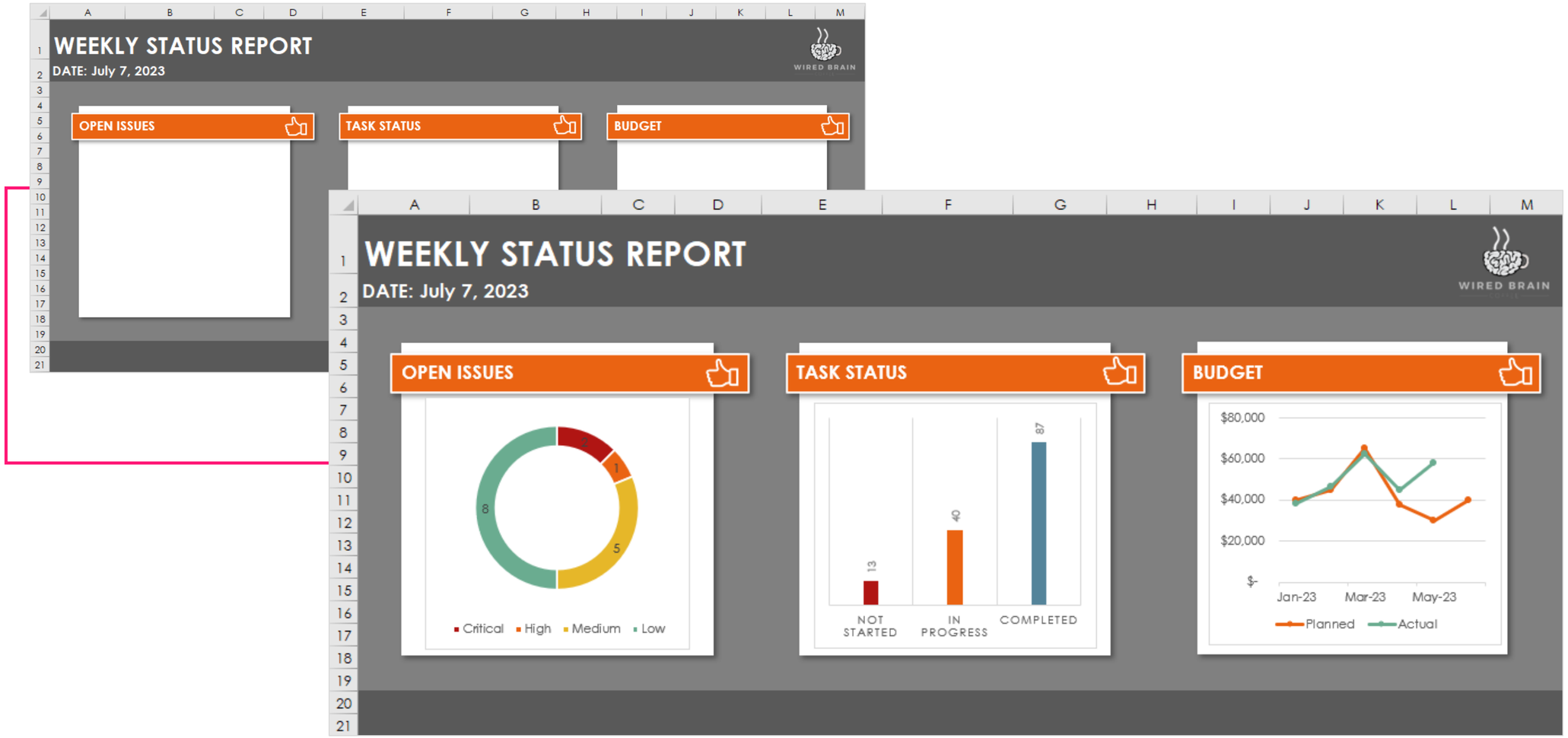
Change Shape
Insert Shapes
Abc
Shape Fill
Shape Outline
Shape Effects
Shape Styles
Text Fill
Text Outline
Text Effects
WordArt Styles
Alt Text
Accessibility
Bring Forward
Send Backward
Selection Pane
Align
Group
Rotate
Arrange
Height: 4.23"
Width: 7.31"
Size

Demo

Applying chart layouts and styles

Module Summary

Our Progress in This Module



Module Summary

Resizing and moving charts can easily be done with the mouse

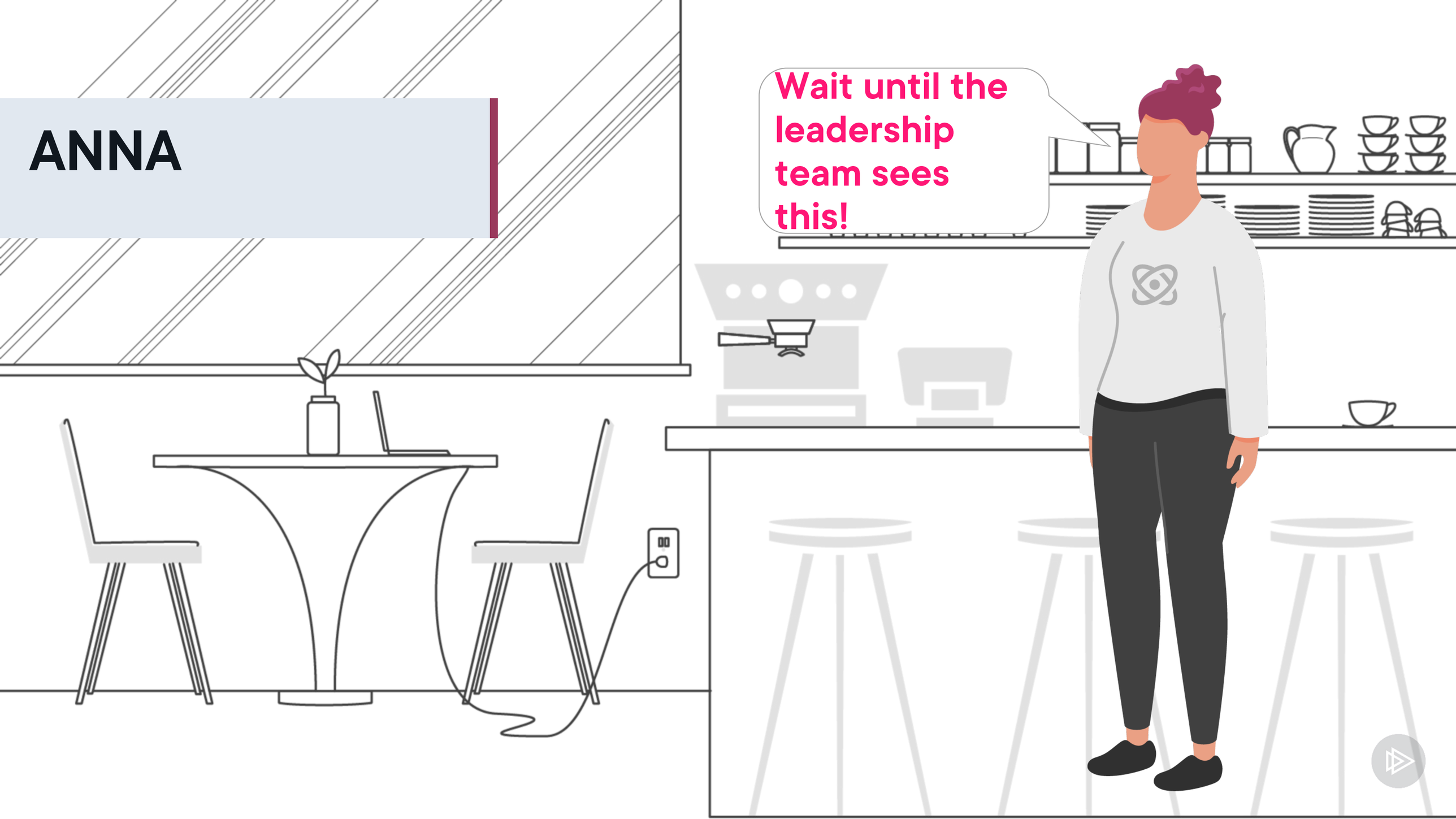
- For more precision, use Format Chart

Chart elements allow you to display additional information about your data

- e.g., titles, legends, data labels
- Pre-built chart layouts are an easy way to try different options

A chart's look-and-feel can be modified using chart styles and format options

ANNA



Up Next:

Course Summary and Next Steps