

Macquarie University

Overview

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Grades

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Course Info

Week 6

Excel Skills for Business: Essentials

Week 6

Discuss this week's modules here.
2254 threads · Last post 20 hours ago

Go to forum

Charts



Charts are one of the most common ways to present data visually. This module walks you through creating and modifying charts in Excel.

Learning Objectives

- Describe basic chart types in Excel
- Define key terminology of charts in Excel
- Produce basic charts in Excel
- Modify charts in Excel

Less

Scenario: Creating Charts and Graphs

▶ Video: Week 6 Introduction 2 min

Resume

▶ Video: Week 6 Discussion 4 min

Practice Videos and Challenges

📖 Reading: Download the Week 6 workbooks 5 min

▶ Video: Practice Video: Basic Chart Types: Pie, Column and Line Charts 6 min

📖 Practice Quiz: Basic Chart Types 4 questions

▶ Video: Practice Video: Move and Resize Charts 6 min

📖 Practice Quiz: Move and Resize Charts 5 questions

▶ Video: Practice Video: Change Chart Style & Type 4 min

📖 Practice Quiz: Change Chart Style & Type 3 questions

▶ Video: Practice Video: Modify Chart Elements 4 min

📖 Practice Quiz: Modify Chart Elements 3 questions

▶ Video: Week 6 Wrap-up 1 min


📖 Reading: Week 6: Practice Challenge 30 min

Toolbox

📖 Reading: Week 6: Keyboard Shortcuts, Terminology, and Ninja Tips 30 min

▶ Video: Sharing Charts 4 min

Assessment

 **Quiz:** Charts: Test your skills 10 questions Due Jun 14, 1:59 AM CDT

Optional Materials

 **Reading:** Week 6: Excellent Tips and Resources 25 min

Final Assessment




Learning Objectives

- Demonstrate that you have mastered the essentials skills taught in Weeks 1-6

 [More](#)

Course 1: Final Assessment

 **Quiz:** Course 1 Final Assessment 22 questions Due Jun 14, 1:59 AM CDT

[Resume](#)

