

Lesson Notes for Microsoft Excel

Lesson 6: Working with Charts

Slide	Topic/Exercise Heading	Obj	Instructor Notes	Timing (mins)
	The Microsoft Office Specialist Exam Objectives listed at the right are covered in this lesson.	2.4.1 2.4.2 5.1.1 5.1.2 5.2.1 5.2.2 5.2.3 5.3.1 5.3.2 5.3.3	Insert sparklines Apply built-in conditional formatting Create charts Create chart sheets Add data series to charts Switch between rows and columns in source data Add and modify chart elements Apply chart layouts Apply chart styles Add alternative text to charts for accessibility	
3	Lesson Objectives		Review the objectives on Slide 3 with students so they know what will be covered in the lesson.	5-10
4-5	Creating a Basic Chart	5.1.1 5.3.3	Explain that Excel offers many tools that allow you to quickly create charts and graphs from the data in a worksheet.	5-15
6	– Adding Alternative Text (Alt Text) to a Chart	5.3.3	Explain that alt text is useful because it can be read by screen readers or other text-to-speech tools to help those who are visually impaired to understand the purpose or meaning of an object.	5-10
	Learn to create a chart	5.1.1 5.3.3	Students create a chart using the Ribbon and add alt text to a chart.	10-15
7	Moving and Resizing Charts		Once created, charts can easily be moved and resized on a worksheet. Slide 7 shows the resizing handles. You may wish to demonstrate how easy it is to move and resize a chart.	5-15
8	– Creating Chart Sheets	5.1.2	Review the techniques for moving a chart to its own chart sheet, back to its original worksheet, or to a different worksheet.	5-10
	Learn to move and resize a chart, and create a chart sheet.	5.1.2	Students move and resize a chart and its components, and create a chart sheet.	10-15
9-10	Changing Chart Types		Many chart types are available in Excel and it is very easy to change a chart type after initially creating a chart. Slide 9 lists several chart types.	10-20
	Learn to change chart types		Students change chart types.	10-15
11	Working with Pie Charts		Pie charts allow you to choose only one data series.	5-15

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			Use Slide 11 to show what it means to explode (move away) a portion of the pie chart.	
	Learn to explode a pie chart		Students create a pie chart and explode it.	5-10
12-13	Modifying the Chart Design and Location	5.1.2 5.2.2 5.2.3 5.3.1 5.3.2	Take the time to thoroughly cover this topic. Although the concepts are not difficult, students need to see the types of quick layouts that are available and how various chart elements can be added once a chart is created. It may be beneficial to have students practice adding a few chart elements on their own. Students should be familiar with the parts of a chart (such as the legend), but a quick review may be necessary as some students find this information to be tedious.	10-20
	Learn to change chart layout options	5.1.2 5.2.2 5.2.3 5.3.1 5.3.2	Students change layout options for a chart.	10-15
14	– Adding New Data Series	5.2.1	Slide 14 lists the ways in which new data series/categories can be added to a chart once it has been created.	10-15
	Learn to add data to a chart	5.2.1	Students add new data to a chart.	5-10
15-16	Using Sparklines	2.4.1	Students may not be familiar with the use of sparklines or understand what they are. Display Slide 15 as you explain that sparklines are simply miniature charts located inside worksheet cells Sparklines display a visual representation of each value in a horizontal or vertical range of cells. Slide 16 shows the Sparkline Tools Design Tab.	10-15
	Learn to insert sparklines	2.41	Students insert a sparkline chart into a worksheet.	10-15
17-18	Printing Charts		Charts can be printed within their respective worksheets or as individual chart sheets. Colors of charts are easily changed when using a printer that can print only in black and white.	10-15
	Learn to preview charts for printing		Students prepare to print a chart.	5-10

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19-20	Using the Quick Analysis Tool	2.4.2	You can use the Quick Analysis Tool to quickly and easily analyze your data using tools such as: charts color-coding formulas Slide 19 shows the available options.	10-20
	Learn to use the Quick Analysis Tool	2.4.1 2.4.2 2.4.3	Students use the Quick Analysis tool to create and remove conditional formatting, and create charts, totals, and sparklines for a range of cells.	10-15
21	Lesson Summary		Review the objectives with students to remind them of what was covered in the lesson. Provide a short summary of the features and give students a chance to complete exercises if they did not complete them earlier.	10-15
			Total (Hours)	3.0-5.5