

# Excel 97 Charting and Organizing Data

## Prerequisites:

This course is designed for students who has limited experience with computers and Internet and needs to learn the basic features of Excel 97. We recommend you first take a Windows class and Excel 97 Worksheets before Excel 97 Charting and Organizing Data or equivalent knowledge.

## Course Content

### Lesson 1: Creating Charts

- Creating a Chart Sheet
- Creating an Embedded Chart
- Comparing Chart Sheets with Embedded Charts

### Lesson 2: Modifying Charts

- Chart Types
- Modifying Embedded Charts
- Adding and Deleting Chart Items
- Moving and Sizing Chart Items

### Lesson 3: Formatting a Chart

- Formatting Chart Text
- Formatting Numbers
- Formatting the Chart
- Printing a Chart Sheet

### Lesson 4: Using Graphic Objects

- Adding Graphic Objects
- Formatting Graphic Objects
- Using Graphic Objects to Enhance Worksheets and Charts

### Lesson 5: Sorting Data

- Single-level Sorting
- Multiple-level Sorting
- Sorting Options
- Design Considerations

### Lesson 6: Filtering Data

- Filtering a List
- Custom Criteria
- Multiple-condition Criteria
- Managing a Filtered List