



## GS Course Outline:

**Excel:** Excel is used to organize lists of information, perform calculations, analyze and chart data as graphs.

**Objective:** Learn how to arrange summarized Data, best Chart types to use and why, create a Graph and then become comfortable editing parts of a Graph, changing Graph Types resulting in the best way to present data results.

**Prerequisite:** Basic Windows, Keyboarding and Mouse skills. Excel All-in-One GS Course Outline *or* previous experience using Excel plus access to a computer with Microsoft Excel software.

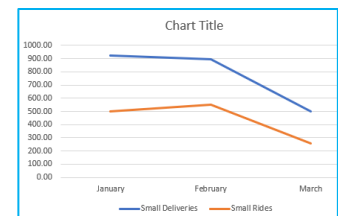
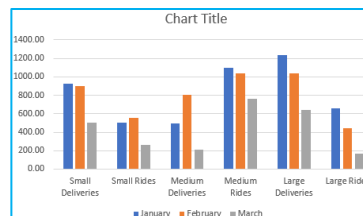
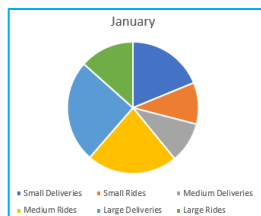
**Duration:** 1 hour

**Cost:** 109.00 + HST (13%)

**Topics:**

1. Arrange Data for Graphs
2. Most Common Graph Types
3. Create a Graph
4. Editing Graphs
5. Graph Parts
6. Graph to Data Connection
7. Switch Row/Column Data
8. Change Graph Type

**Practice Lesson:**  Rides-R-Us First Quarter Sales Charts



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