



*Please note that this outline is only intended as a guide and that any event can be customised to suit you.*

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## **Graphics and Graphs (1 day)**

### **Aim**

To raise awareness of the facilities available in Word and Excel for handling graphical objects and for carrying out graphical analysis.

To develop the skills needed to work with graphical images and creating custom graphs to enhance impact.

### **Prerequisites**

This module assumes a good working knowledge of Excel and Word.

### **Content**

- **Functional overview** – examples of what can be achieved with graphics in Word and Excel and how the packages link together when performing graphical activities
- **Working with clipart** – inserting basic clipart either from disk or the Microsoft website, moving and sizing methods, setting options for aligning the graphic with existing text, formatting and editing a clipart object
- **Working with photos and scanned images** – file formats and their uses, inserting, moving, sizing and formatting photographic images, (including setting contrast, brightness and creating a watermark)
- **Using WordArt** – examples of how this can be used and practice in creating your own unique style, (including customising the colours and shading used)
- **Adding hyperlinks** – overview of why you might want to do this and how it can be done
- **Customising a basic chart** – changing the colours and shading, adding logos and other graphics to the background, creating pictograms, customising 3D charts and removing pie slices, saving a custom chart
- **More charting methods** – inserting and linking Excel charts into Word, creating a combination chart, adding trend lines and error bars, driving the data from the chart and not vice versa