



**MOORE NORMAN**  
TECHNOLOGY CENTER

Course Syllabus

**Excel: Charts and Sparklines**  
OT512

Hours:    In Class 3                    Clinical                    Total 3

**Description**

Create and modify charts. Change the chart type, resize a chart, chart non-adjacent data, and select chart objects. Adjust the scale and create a chart with two scales. Add, move or remove a Legend. Add and remove a data series and handling hidden and empty cells. Change how data is plotted by rows or columns. Add and remove gridlines, explanatory text, arrows, and other shapes. Add and edit data labels, and chart and axis titles. Add and remove trendlines. Create and remove a sparkline. Group, change, and customize sparklines.

**Learning Objectives**

- Create and modify charts.
- Design and customize charts
- Add, move or remove Legend and chart labels.
- Group, change, and customize sparklines.

**Teaching Philosophy**

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

**Student Responsibilities**

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at [www.mntc.edu/board-policies](http://www.mntc.edu/board-policies). Printed copies are available upon request.