Visualizing data with Excel («ME3»)

A picture tells more than words or numbers. Learn how to visualize your numbers and data using Excel charts, sparklines, conditional formatting, and other techniques.

Duration: 1 day
Price: 700.–
Course documents: Digital Digicomp courseware

Content

In this course you will deal intensively with data visualization; which diagram is useful when and what formatting options are available? This and more will be discussed in this course.

1. The chart types
   - Column
   - Line
   - Bar
   - Pie and doughnut
   - Area
   - XY (scatter) and bubble
   - Stock
   - Surface
   - Radar
   - Combo
2. Create chart
   - Chart retrieving
   - Elements of a chart
3. Adjust chart
   - Context tab chart tools
   - Chart buttons
   - Align to cell grid
   - Format data series
   - Axis options
   - Legend
   - Data label
   - Chart and axis titles
   - Gridlines
   - Data tables
   - Add data tables and adjust order
   - Change chart
4. Statistical elements
   - Trend lines
   - Error bars
5. Secondary axis
6. Moving and printing charts
7. Dynamic data ranges
8. Special diagrams
   - Gantt
   - Waterfall
   - Funnel
9. Alternatives to charts
   - Data visualization with sparklines

- Charts from symbols

10. Tips and Tricks
    - Adjust data point symbol
    - Chart templates
    - Beginning of line for value axis
    - Highlight bars dynamically
    - High-Low lines
    - Series lines
    - Adjust data label form

Key Learnings

- Visualizing numbers and using the different charts in a targeted way
- Understanding and using special charts such as waterfall, map, and funnel charts
- Using histograms
- Creating compelling visualizations

Target audience

This course is aimed at people who want to gain in-depth knowledge of charts to skillfully visualize their data.

Requirements

Practical experience with Excel as well as knowledge according to our Excel courses:

- Efficient calculations and visualizations with Microsoft Excel («ME2»)
- Microsoft Excel Foundation («ME1»)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-visualizing-data-with-excel