

## 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 \(«ME1»\)](#)

## Further courses

- [Storytelling with Excel \(«STOREX»\)](#)

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto: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](http://www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-visualizing-data-with-excel)