

# 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
  - o Column
  - Line
  - o Bar
  - Pie and doughnut
  - o Area
  - o 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
  - o Align to cell grid
  - o Format data series
  - Axis options
  - Legend
  - o Data label
  - o 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
  - o Waterfall
  - o 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
- o 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 2121 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

