Excel Charts and Data Visualization

Length/CPE Hours

CPE 6.25 hours

Class Time

9:00 a.m. – 4:00 p.m. Central Time
45-minute lunch break.

Course Description

We have a world fueled by data. Often presenting the data visually helps the audience understand the data much more quickly. This course teaches you how to create the various types of Excel charts. Explore when a particular chart might be more effective. You will learn how to modify the chart once it has been created. You will also learn how to use other Excel tools such as Sparklines and Conditional Formatting to help your audience better understand your data.

Basic Data Visualization Best Practices

- A Brief History of Data Visualization

- Understand Basic Data Visualization Practices

Chart Basics

- Learn two Methods to Create Charts.

- Understanding the Pros and Cons of the various Chart Types.

Modifying Your Chart

- Modify the chart type and chart Elements.

- Work with the Dialog Launcher and Dialog Boxes

- Add data to your chart using various methods.

- Create Chart Templates for future charts.

PivotTable Charts

- Learn How to Create a basic PivotTable and a Pivot Chart.

- Use Slicers with your Charts.

Sparklines

- What are Sparklines?

- How to create a Sparkline.

Use Conditional Formatting Data Bars

- Learn How to Use Conditional Formatting to Better Visualize your Data.

- Learn How to Modify Your Conditional Formatting

Prerequisites

None

Cancellation Deadline

The cancellation deadline is 5 business days prior to the class. If you are unable to attend, you may send a substitute. If you are a "no show" or you do not send a substitute you will be charged full price for the class.

Cloud Training Services will consider emergency situations such as a death in the family, illness, and weather, and will make every attempt to work with the person in the event of an emergency.