

Microsoft - Excel Data Visualization with Charts and Dashboards

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Course Number: OFC-118

Duration: 1 days

Overview

Course Description

This private, online Excel Data Visualization with Charts and Dashboards training course teaches Excel users how to go beyond columns and rows in spreadsheets. Attendees learn how to integrate Excel's robust charting platforms with creative techniques to present data in analytical dashboards.

Skills Gained

- Explore and create various charts
- Create organizational charts
- Create sparkline charts
- Create clustered column charts
- Incorporate conditional formatting
- Use the MAX IF function
- Create dynamic dashboards

- Create PivotCharts
- Incorporate slicers

Prerequisites

All attendees must have prior knowledge of Excel.

Training Materials

All Excel training attendees receive comprehensive courseware.

Software Requirements

- Excel 2016, 2019, 365, or later
- Related lab files that Ascendient Learning will provide

Audience

Course Details

Outline

- Introduction to Charts
 - Why use charts?
 - Exploring when to use the various styles of charts
- Organizational Charts
 - Purpose of organizational charts
 - Preparing for organizational charts
 - Creating organizational charts in 3 easy steps
 - Modifying the organizational chart
 - Formatting with photos and objects
- Sparkline Charts
 - Purpose of sparkline charts
 - Setting up sparkline charts
 - Creating sparkline charts
 - Exploring the sparkline charts contextual menu
 - Creating line sparkline charts
 - Creating bar sparkline charts

- Creating win/loss sparkline charts
- The use of markers in sparkline charts
- Changing the styles of sparkline charts
- Clustered Column Charts
 - Purpose of clustered column charts
 - Creating a clustered column chart
 - Formatting a clustered column chart
 - Using conditional formatting
 - Incorporating MAX IF functions
 - Adding in a Secondary Axis
 - Series overlap
 - Reordering the axis
- Dashboards
 - Purpose of dashboards
 - Creating dashboards in 5 steps
 - Dashboard design elements
 - Understanding PivotTable charts
 - Incorporating PivotTable charts into a dashboard
 - Creating PivotTable charts in 1 easy step
 - Using Slicers to navigate and analyze a PivotChart
 - Formatting dashboards
 - Analyzing dashboards
- Conclusion