

Microsoft PowerPoint: Charting

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Course Number: OFC-138

Duration: 0.5 days

Overview

Course Description

This PowerPoint Charting training course teaches attendees how to work with and format Excel charts within PowerPoint slides.

Skills Gained

- Move Excel charts into PowerPoint slides effectively
- Create native charts in PowerPoint
- Format charts for readability and engagement
- Add contextual elements to the slide

Prerequisites

All students must have basic experience with PowerPoint and Excel.

Training Materials

All MS PowerPoint training attendees receive comprehensive courseware.

Software Requirements

All attendees need a full installation of Office 365, including Microsoft PowerPoint.

Audience

Course Details

Outline

- Introduction to Data Visualization in PowerPoint
 - Course Introduction
 - Data Visualization Overview
- Excel and PowerPoint
 - Creating Charts in Excel
 - Office Themes and Color Schemes
 - Inserting Excel Charts into PowerPoint
 - Modifying Excel Charts in PowerPoint
 - Creating Native PowerPoint Charts
- Data Visualization Essentials
 - Eliminating Noise from Slides and Charts
 - Working with Text
 - Formatting Charts Effectively
 - Formatting for Accessibility
- Data Storytelling
 - Audience Profiling
 - Identifying and Amplifying the Message
 - Creating a Narrative Structure
 - Leveraging Slide Builds
- Conclusion