

1 DAY

EXCEL CHARTS MASTERCLASS



Corporate IT Course

LEARNING OUTCOMES

- Identify chart elements and select the most appropriate chart type for data.
- Create basic and in-cell Sparklines charts quickly and efficiently.
- Refine charts using templates, styles, and layout options.
- Add and customise titles, labels, legends, shapes, and text for clarity and impact.
- Adjust axes, scales, and gridlines to present data accurately.
- Apply analytical tools like trendlines, error bars, and drop lines to interpret data.
- Format charts professionally using shapes, WordArt, and gradients.
- Link and share charts seamlessly with Word and PowerPoint for presentations.

COURSE OVERVIEW

This course is designed to help delegates create clear, professional, and impactful charts in Excel. Participants will learn how to choose the right chart type, customise layouts and styles, and use advanced formatting tools to enhance visual appeal. The course also covers analytical features such as trendlines and error bars, as well as techniques for linking and sharing charts across other Microsoft applications. By the end, delegates will be able to present data visually with confidence and precision. **Prerequisites:** Delegates are currently using Excel

TOPICS COVERED IN THIS COURSE

Understanding Chart Concepts

Gain a clear understanding of chart terminology and components such as chart areas, gridlines, and legends. Learn how to choose the right chart type and navigate the Design, Layout, and Format tabs on the Ribbon.

Creating Basic Charts

Learn how to quickly create charts from selected data, apply shortcuts for instant chart creation, and design presentation-ready visuals, including in-cell Sparklines.

Enhancing Charts with Design Tools

Explore the Design tab to refine charts by switching data views, using templates, handling empty cells, selecting from various chart styles, and repositioning or resizing charts.

Using Layout Options

Add visual and text elements such as images, shapes, arrows, and text boxes to make your charts more engaging and informative.

Titles, Labels, and Legends

Learn to add and customize titles, axis labels, data labels, and legends. Adjust numeric formats, scales, and label positions to make charts clear and professional.

Axes and Gridlines

Modify axis scaling, adjust gridlines, and create charts that accurately represent your data's scale and relationships.

Analytical Chart Tools

Enhance charts with analysis features such as trendlines, drop lines, error bars, and high-low lines to visualize data patterns and forecasts.

Advanced Formatting and Integration

Master formatting with shapes, gradients, and WordArt, adjust specific chart types, and link charts with Word or PowerPoint for seamless reporting and presentation.