

## **EXCEL CHARTS TRAINING - PRESENTATION AND VISUALISATION OF DATA PROGRAMME**

### **1. Rules of proper data visualisation**

- interpretation and drawing conclusions on the basis of the graphic,
- representation of data,
- proper type of a chart,
- graphic method of highlighting certain data on a graph.

### **2. Creating charts**

- matching data with a proper chart type,
- standard chart types,
- column charts, bar charts, line charts and other,
- keyboard shortcuts.

### **3. Chart modifications**

- selecting chart elements,
- modifying chart area and plot area,
- changing chart properties with a Ribbon menu.

### **4. Working with data series**

- adding and removing,
- proper usage of the axis scale, non-linear scale,
- labels,
- error bars and trendlines,
- 3D Charts,
- Advanced charts and displaying the secondary axis.

### **5. Creating custom charts**

- introduction to custom charts,
- creating an own custom chart.

### **6. Chart tricks**

- drawing charts,
- thermometer chart,
- gauge chart,
- creating a comparative histogram,
- gantt chart,
- the self-updating chart,
- charts with mathematical functions (one or two variables).

### **7. Pasting chart into other applications (PowerPoint, Word, Outlook)**

- pasting an Excel object,
- pasting as a Picture.