

## **VISUALISATION AND PRESENTATION OF DATA WITH MS EXCEL AND MS POWERPOINT TRAINING PROGRAMME**

### **1. Conditional formatting – way to quickly interpret the data**

- highlighting cells containing certain texts or values,
- data bars, colour ranges, icon sets,
- creating formulas defining cell formatting.

### **2. Principles of proper data visualisation**

- interpreting and drawing conclusions from a graphical data representation,
- a proper graphical theme of a chart,
- methods of proper graphical representation of information on a chart.

### **3. Creating charts**

- standard chart types – bar, column and line charts,
- proper use of chart scale, non-linear scales,
- labels,
- double-axis chart,
- copying a chart into other Office applications (PowerPoint, Word, Outlook),
- pivot charts,
- creating charts in cells with usage of REPT and IF functions,
- instead of a graph – disparity visualization.

### **4. Using charts and graphs to visualise data**

- selecting a chart optimal for given source data,
- ways to make charts legible and easy to interpret by their recipients,
- when and how to use SmartArt graphics.

### **5. The art of visual manipulation – ways to visualise not-so-comfortable information**

- the perspective on a chart,
- setting proper scale,
- skilful grouping,
- hiding the trend.

### **6. Creating good looking PowerPoint presentations**

- principles of creating presentation and slides,
- perception by the audience,
- knowledge transfer with photos, images and charts,
- colour palette of a presentation,
- presentation effects.

### **7. The presenter and his presentation**

- interacting with the presentation when presenting,
- handling your audience,
- adjusting to your recipients,
- managing energy and interest level among the audience,
- managing questions and answers during a presentation.