

## Course Name:

# Microsoft Excel-Charting and Graphing Techniques

## Synopsis

This comprehensive course is designed to equip participants with advanced skills in Excel charting and graphing techniques, empowering them to create visually compelling and data-driven charts for effective decision-making and insightful data analysis. Throughout the course, participants will delve into various Excel features and tools, learning how to transform raw data into meaningful visual representations that communicate key insights to stakeholders.

## What You Will Learn

- **Setting up Chart Data:** Embark on an Excel adventure where Data meets formulas and Master the Art of Data Preparation Table
- **Excel Form Controls:** Unleash the magic of Checkboxes, Drop-Down Lists, List Box, Options, and Buttons to create interactive and user-friendly
- **Understanding Chart Types:** Discover the power of Column Charts, Line Charts, Pie Charts, Bar Charts, Scatter Plots, 2D lines and more, and learn exactly when and how to wield each type to illuminate your data like never before
- **Creating Charts:** Learn How to Create Stunning and Insightful Charts in Excel
- **Customizing Charts:** From changing range to vibrant colours with sleek layouts, learn how to tailor every detail and make your charts pop with style and clarity
- **Adding Secondary Chart:** Learn how to add Secondary Charts in Excel and unlock a whole new dimension of Data Visualization
- **Consolidating Excel Tables to Chart Range:** Learn to seamlessly blend multiple Datasets into a Chart Range by understanding Principle of Common Axis
- **Complex Chart Types:** Illuminate your data story with Excel's powerful charting tools and learn when to use them exactly

## Who Should Attend

The Excel charting and graphing techniques course is ideal for a wide range of individuals who work with data and want to effectively visualize their findings. Professionals across various fields, including business analysts, financial managers, sales teams, educators, and more, can benefit significantly from the Pivot Table to Dashboard course.

## Prerequisite

N/A

## Course Methodology

- Theory
- Hands-On
- Discussions
- Interactive Classroom Session

## Course Duration

1 day - 9am - 5pm

## Course Structure

### *Session 1: Data Preparation for Charting*

Participants will learn to harness the power of formulas to analyse, extract, and prepare data.

- Index + Match Function
- Small/Large Function
- Choose Function
- Rank/Unique Rank with Countifs
- Offset + Counta for Dynamic Range

### Session 2: Excel Form Controls

Participants will learn practical experience and knowledge in leveraging Excel form controls to create interactive, efficient, and user-centric spreadsheets tailored to their specific data management and analysis needs.

- Option Buttons
- Check Boxes
- Combo Box
- List Boxes for Scrolling

### Session 3: Creating Charts

Participants in a creating charts workshop will learn a variety of skills and techniques related to designing and dealing with chart breaks for blank data.

- 2D line Series
- XY line
- Dealing with Blank Data and using IFNA ()
- Principle of Common Axis
- Stacked Columns/Clustered Columns
- Combining different dataset to create Chart
- Pie/Doughnut Charts

### Session 4: Customizing Charts

Participants in a customizing charts Excel workshop will delve into advanced techniques to tailor their visualizations for maximum impact.

- Understanding Chart Elements
- Formatting and Styling
- Customizing Axis Scales and Labels
- Changing Charts Range
- Adding Secondary Chart Effectively
- Changing Existing Chart Type



**(003587769-K)**

Persiaran Mayang Pasir  
Bayan Baru, 11950  
Pulau Pinang, Malaysia

**Mobile:** 019-9790786

**Email:** [hr.department@softspheretraining.my](mailto:hr.department@softspheretraining.my)

**Website:** [www.softspheretraining.my](http://www.softspheretraining.my)

### *Session 5: Powerful Charts for Illustration*

Participants will gain a deep understanding of how to create compelling and impactful visualization charts.

- Pareto Charts
- Bullet Charts
- Gantt Chart
- Waterfall Charts