



Excel – Charts and Graphs

Description

Charts are an essential tool for transforming raw data into impactful visual information. In a professional environment where data visualization is a key skill, knowing how to create relevant graphic representations makes all the difference. This Excel training will enable you to master the creation of charts and diagrams, as well as their formatting.

Transform your data into impactful visuals

Microsoft Excel offers a complete range of graphic tools that are often underutilized. Yet a well-designed chart allows you to instantly communicate complex trends. It facilitates decision-making and strengthens the impact of your presentations. This training will teach you to select the appropriate chart type for each situation. You will also discover how to customize your creations so they reflect your visual identity.

Course Content

Module 1: Charts

- Creating a chart
- Moving and resizing a chart
- Apply a predefined chart layout or style
- Add or remove chart elements
- Manually change the layout and formatting of chart elements
- Select the most representative chart type
- Create a two axis chart
- Insert a trend line
- Save a graph as a template

Module 2: Graphic Objects

- Insert shapes and connectors
- Formatting graphic objects
- Define the default style for your objects
- Use the Selection Pane

Module 3: Graphical analysis of data

- Create an age pyramid
- Create an climatogram
- Create a bubble chart

Lab / Exercises

- Accès à Microsoft Learn, la plateforme d'apprentissage en ligne Microsoft, offrant des ressources interactives et des contenus pédagogiques pour approfondir vos connaissances et développer vos compétences techniques.

Documentation

- Digital course material included

Participant profiles

- Analysts and management controllers
- Project managers and team leaders
- Marketing and communication professionals
- Administrative and sales assistants
- Anyone required to present numerical data

Prerequisites

- Master basic Excel features (data entry, simple formulas, formatting)
- Know how to organize and structure data in tables

Objectives

- Create charts adapted to different types of data
- Customize the formatting and layout of graphic elements
- Use graphic objects and shapes in Excel
- Design dual-axis charts and trendlines
- Perform advanced visual analyses (pyramids, ombrothermic diagrams)
- Save and reuse custom chart templates

Description

Excel Training - Charts and Graphs

Niveau

Avancé

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

Duration (in Days)

0.5

Reference

MOE-21