Excel - Creating Charts

Duration: 1 day
Audience: Pour tous

Who is this training for?

For everyone

Training objectives

- Use different tools to bring out information
- Make your data speak by illustrating it graphically

Summary

Use different tools to bring out information and make your data speak for itself by illustrating it graphically. This course will allow you to master conditional formatting, create efficient and custom graphics, create Sparkline graphics, import external data, and manage custom displays.

Course outline

Chapter 1 - Applying Conditional Formatting

- Approaching Simple Conditional Formatting Rules
- Using Predefined Formatting
- Creating Custom Conditional Formatting

Chapter 2 - Making Charts

- Creating the Right Type of Chart
- Manipulating and Customizing a Chart
- Creating Special Charts (Cascading, Compartmentalization, ...)
- Save a Chart as a Template

Chapter 3 - Create Sparkline Charts

- Identify the Features of a Sparkline Chart
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Create and Edit a Sparkline Chart

- Customize a Sparklin Chart

Chapter 4 - Import External Data

- Convert a Text File in Excel
- Recognize Characteristics of Text Files
- Distribute Text in Columns
- Manipulate Text Data Using Pre-Programmed Functions

Chapter 5 - Create and Modify a Sparkline Chart Use Custom Views

- Define the Purpose of Custom Views
- Create Custom View
- Use Custom View

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Windows - User or equivalent content

Recommendations

- Have to work with graphs
- Have a basic mastery of the Windows environment (file management, folders, copy and paste)
- Understand the simple notions of calculation (addition, percentage, average)
- Be comfortable with reading and structuring data (simple tables)
- Know the basics of logic (organize information, follow a sequence of actions)

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