

# Analysing & Visualizing Data with Excel

## Aims and Objectives

This course is designed to introduce existing users of Microsoft Excel to the Principles of Data Visualization using Microsoft Excel Charts. Delegates will also learn how to prepare imported data for analysis, use text functions and data cleansing tools to prepare data and also summarize data with Pivot tables and Pivot Charts.

By the end of this course, delegates should be comfortable with applying Data Visualization principles to create pleasing and informative Dashboards using Chart Options and Chart Design in Excel. You will gain an understanding of how to choose the best chart for your dataset and how your dashboard can tell a story to your audience.

Students will complete a Consolidation Task at the end of the day, as they will have learnt how to cleanse and prepare data, present charts in an Excel Dashboard and export into PowerPoint based on the knowledge they have gained during the course.

## Duration

1 Day

## Pre-requisites

A good working knowledge of formatting, navigation and basic functions in Excel.

No prior knowledge of creating charts is required

An understanding of the need to process and summarize your data visually.

A knowledge and understanding of the use of large datasets.

## Course Content

### Data Visualization Key Principles

- Learning Data Visualization Best Practice
- Choosing the Best Chart Type for your Data and Audience

### Chart Types

- Comparison Charts
- Correlation Charts
- Distribution Charts
- Composition Charts
- Combo Charts with Secondary Axis

### Understanding Chart Elements

- Manipulating Chart Elements to emphasis your Visual Story
- Best use of Titles, Labels and Gridlines
- Trendlines, Axis & Legend Options
- Choosing Design and Colour Schemes
- Alignment and Positioning Techniques
- Number and Series Formatting

### Data Series

- Choosing Data Series
- Changing Data Source & Chart Type
- Moving and Positioning Charts

### Data Cleansing

- Importing data to Excel for analysis
- Removing Duplicates and Blank rows
- Use Find and Replace to Cleanse Data
- Split Columns using a delimiter or fixed width
- Using Text Functions
- Formatting Dates
- Paste Special

### Pivot Tables and Pivot Charts

- Summarizing Large Datasets using Pivot Tables
- Fields, Row & Column Headings, Values
- Filters and Slicers
- Refreshing Data
- Creating a Pivot Chart from Summarized Data

### Creating a Visual Dashboard

- Create a pleasing visual dashboard in Excel
- Remove Gridlines and Sheet Options

### Exporting Charts to PowerPoint

- Exporting Visualizations to PowerPoint