Data Visualisation

Microsoft + Excel + Microsoft PowerPoint

Who Should Attend

This course is designed for people who present technical or financial information using a combination of MS Excel and MS PowerPoint.

Ideally, students should have attended the Excel Level 1 Foundation course or equivalent.

Format:

- Full-day instructor-led virtual classroom session

Tools Provided:

- Comprehensive Learning Guide
- Enrolment in our monthly LearningLink e-newsletter

Related Training:

- Excel Level 1 – Foundation
- Excel Level 2 – Intermediate
- Microsoft PowerPoint – Foundation
- Microsoft PowerPoint – Intermediate

Take a Systematic Approach to Data Visualisation

Receive practical hands-on skills instruction to help you absorb proven techniques for a total data visualisation approach.

Reduce stress around presenting and persuade audiences.

This course will help you:

- Enhance data visualisation skills to communicate insights from data using Excel and PowerPoint.
- Improve presentation skills to persuade and engage audiences.
- Optimise Excel analysis to interactively analyse, summarise and highlight valuable insights in Excel.
- Systematically assess communication to meet audience needs and perspectives.
- Boost confidence presenting data by acquiring strategies to prepare thoroughly to answer audience questions and reduce stress when presenting.

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Synopsis:
Data Visualisation with Excel and PowerPoint

The course is aimed at Intermediate users of Excel and PowerPoint who want to take a systematic approach to Data Visualisation and help identify areas for further study and practice. It covers a wide range of tools and techniques such as quick features in Excel, charts, conditional formatting, pivot table/charts and dashboards

MS EXCEL

Selecting & Enhancing charts

- Selecting the appropriate chart
- Optimising the axis
- Displaying a secondary axis
- How to create smart looking charts
- Using Effective Titles

Useful Short-cuts

- Flash Fill
- Quick Analysis
- Copy and Paste
- Using Sparklines

Using conditional formatting

- Highlight-Cell rules
- Top/Bottom rules
- Data Bars
- Colour Scales
- Icon Sets
- Manually adding your rules

Tables and Pivot Tables

- Designing and formatting tables
- Filtering Data
- Using Slicers
- Pivot Tables
- Pivot Charts

Dashboards

- Guidelines for Dashboard Design
- Using KPIs
- Extracting the key data
- Signpost to further development

MS POWERPOINT

Preparation

- What questions does your data answer?
- Be clear on the Presentation Perspective
- Using Kiplings W1H to anticipate and prepare for questions
- How data is understood in organisations and potential pitfalls

Graphics

- Work on selecting the right visuals
- Be skilled in using all of PowerPoints Communication Tools
- Apply the principles of good design to your slides
- Insert and format graphics
- Using SmartArt and shapes

Animations and Transitions

- Use appropriate animations to enhance presentations
- How to get the best out of the animation pane
- Use appealing transitions to create momentum and interest

Presenting the Data

- How to take the stress out of presenting
- Persuading the audience
- The benefits and drawbacks of using Presenter View
- Creating a Notes Page
- Linking to Excel
- Slidedocs and their uses