COMPUTER SOFTWARE TRAINING.com
VIRTUAL-CLASS WEBINARS | ON-DEMAND VIDEOS | ON-SITE CLASSES

MICROSOFT 365 EXCEL
WEBINAR+VIDEO+ONSITE | ALL VERSIONS
CHARTS GRAPHS & DIAGRAMS

COMPUTER SOFTWARE TRAINING.com
VIRTUAL-CLASS WEBINARS | ON-DEMAND VIDEOS | ON-SITE CLASSES

Unlock Excel's full visual potential in Charts, Graphs & Diagrams, the go-to class for transforming raw data into clear, compelling visuals. This course trains professionals to move beyond basic bar and line charts—into advanced visual storytelling that drives business impact. You'll learn to build powerful chart types including combo charts, Pareto graphs, sunbursts, waterfall diagrams, and box-and-whisker plots, each crafted to reveal trends, cycles, rankings, and gaps. We cover not only chart creation but also editing, styling, syncing, and linking across Excel, PowerPoint, and other platforms. You'll explore dynamic data-driven visuals using Sparklines, forecast lines, multi-axis layouts, and SmartArt diagrams—plus modern visual elements like treemaps, funnels, filled maps, and scatter-bubble plots. From quick snapshots to boardroom-ready dashboards, this course empowers you to create graphics that not only look impressive but also make complex data easy to understand, present, and act on.

CHARTING FOUNDATIONS & BEST PRACTICES

- Understand the principles of effective chart selection
- Match chart types to specific business questions
- When to use comparison, trend, part-to-whole, and distribution visuals

CREATING STANDARD EXCEL CHARTS

- Build column, bar, line, area, and pie charts from data tables
- Customize chart labels, legends, gridlines, and series order
- Resize and reposition charts within your worksheets

COMBO CHARTS & DUAL-AXIS STORYTELLING

- Combine bar and line series for layered insights
- Add secondary axes for contrasting scales
- Use markers, trendlines, and stacked visuals to convey correlation

ADVANCED CHART TYPES FOR DEEPER INSIGHT

- Create waterfall, box-&-whisker, Pareto, histogram, and sunburst charts
- Use radar, stock, bubble, and scatter charts for complex data views
- Leverage treemaps, funnels, and filled maps for high-density visualizations

FORMATTING FOR CLARITY & IMPACT

- Apply consistent colors, font styling, and branding to charts
- Control axis scales, spacing, and rotation
- Use data labels, leader lines, and annotation for storytelling

DATA HIGHLIGHTING TECHNIQUES

- Apply conditional coloring to highlight key metrics
- Build dynamic charts using defined names and interactive ranges
- Use forecast lines, error bars, and confidence intervals to show variability

SPARKLINES & IN-CELL MINI VISUALS

- Insert line, column, and win-loss sparklines into rows of data
- Use sparklines for instant trend analysis at a glance
- Customize sparkline styling, axis alignment, and empty cell behavior

CHART INTEGRATION WITH OTHER OFFICE TOOLS

- Link charts to PowerPoint for live-updating visuals in presentations
- Embed charts in Word and PDF outputs while maintaining fidelity
- Copy and paste charts with or without data linkage

SMARTART & DIAGRAMMATIC TOOLS

- Create process flows, cycles, hierarchies, and matrix visuals using SmartArt
- Format and animate SmartArt for visual engagement
- Insert callouts, arrows, icons, and connector shapes for storytelling

DASHBOARD DESIGN CONCEPTS

- Combine multiple charts into a cohesive report layout
- Align visuals for consistent navigation and audience flow
- Use white space, grouping, and interactive filters (Slicers/Timelines)

EXPORTING, PRINTING & SHARING VISUALS

- Combine multiple charts into a cohesive report layout
- Align visuals for consistent navigation and audience flow
- Use white space, grouping, and interactive filters (Slicers/Timelines)