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VIRTUAL-CLASS WEBINARS | ON-DEMAND VIDEOS | ON-SITE CLASSES

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

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Unlock Excel's visual power in this focused class on how to make Excel charts that inform and persuade. Learn how to make bar charts in Excel for quick comparisons with grouped formatting and trend highlights. Build clarity with how to make line charts in Excel using markers, fills, and forecast lines. Explore how to make Excel Gantt chart views for timelines and task tracking with stacked bars and connectors. Discover how to make pie charts in Excel that enhance part-to-whole visuals with strong layout and spacing. You'll also create combination charts, SmartArt visuals, and mini sparklines for dashboard-style reports—plus hybrid layouts that link to Word, PowerPoint, and PDF. See how to apply advanced visuals like waterfall and Pareto charts and use formatting tricks for annotation, axis control, and visual clarity. Whether you're presenting trends, gaps, or summaries, you'll leave ready to create sharp, purposeful visuals that drive smarter business outcomes.

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)