

Excel Data Visualisation

What Can You Expect?

This workshop is designed for people who are currently working in Excel that need to fill knowledge gaps, learn additional features of Charts and Sparklines to visually represent data. This is the ideal course to attend prior to Data Management and/ or PivotTable and Dashboard Reporting.

Assessment Strategy

The assessment methodologies used in this course are to determine and recognise learner competence against the criteria in the related unit standard(s). Learners are required to successfully complete both Formative and Summative assessments.

Unit Standard Alignment

SAQA ID: 116940

NQF Level: 3

Credits: 6

US Title: Use a Graphical User Interface (GUI)-Based Spreadsheet Application to Solve a Given Problem

SAQA ID: 116943

NQF Level: 4

Credits: 3

US Title: Use a Graphical User Interface (GUI)-Based Spreadsheet Application, enhance the functionality and apply graph / charts to a spreadsheet.

1 Day Course Content

Modify Worksheet & Workbook Data

- Use AutoFill Effectively
- Move and Copy Data
- Insert and Delete Columns and Rows
- Insert and Rename Sheets
- Move and Delete Sheets

Formatting a Worksheet

- Format Cells to Enhance a Spreadsheet
- Apply Various Cell Styles
- Apply Conditional Formatting – Data Bars
- Inset and Format Sparklines

Formulas and Functions

- Use Autosum to Total Lists of Values
- Basic Arithmetic Formulas
- Use Logical Operators in Formulas
- Use Absolute Cell References in Formulas
- Insert Functions into Formulas
- Display Formulas on Screen and Edit Formulas

Managing Workbooks

- Hide and Unhide Columns and Rows
- Insert, Remove and Adjust Page Breaks
- Repeat Heading Rows at Top of Each Page
- Freeze and Unfreeze Panes

Graphically Display Data

- Create, Edit and Format a Chart
- Load Data from External Data
- Insert, Edit and Format Objects
- Chart and Sparkline features
- Show trends – increases or decreases

Printing Workbook Contents

- Adjust Page Setup Options
- Add Headers and Footers
- Print Preview and Print a Spreadsheet

Expected Outcomes

On completion of this fast-paced course you will be able to create and format a spreadsheet effectively, utilise Excel formulas and functions, as well as create and modify charts to be visually professional and accurate.

