

EXCEL CHARTS, GRAPHS AND CONDITIONAL FORMATING

Duration: 14 Hrs (2 Days)

This 14 hours practical hands-on training exposes participants to Excel's charting and graphing tools. It delves into report analysis and presentation using the various conditional formatting features. All exercises to be covered have been designed to test various skills levels required for proper charts and graphs in report presentation and analysis.

COURSE OUTLINE

- Why charts and graphs?
- Types/features of graphs
 - Bar Charts
 - Histograms
 - Pie Charts
 - Area Charts
 - Radar
 - Waterfall graphs
 - Combination Charts
 - Trendlines: Line, Column and Win/Loss

- A look at our data structure and size.
- Knowing what graph to develop from specific data outlay.
- Understanding Excel graphs and incorporating them into your model
- Data filter and Slicer operations for interactive graphs

- **Understanding the Chart Tool tab**
 - (1) **Chart Design**
 - Layout selection
 - Chart source data linking
 - Chart column/row switch
 - Changing chart type

 - (2) **Chart Layout**
 - Chart Titles
 - Axis Titles
 - Data Labels
 - Gridlines

- Chart plot area

(3) Chart Formatting

- Shape styles
 - Shape fill
 - Shape outline
 - Shape effects
 - Chart height and width scaling
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- Create a chart template for consistent use
 - Linking your Word/Power point charts directly to the Excel sheet.
 - Conditional Formatting Graphs
 - Creating flexible graphs
 - Using pictures to represent bars
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- Reporting – Methods to get your message across based on the results of your financial model

(4) Charts, Graphs and dashboard presentation

- Pivot tables and charts
- Slicers and interactive Dashboard analysis

(5) Conditional Formatting

- The highlights cells rules
- The top/bottom conditional formatting rules
- Data bars: The gradient and solid fills
- Colour scales analysis for data differentiation
- Directional, indicators and shapes in icon sets
- New rules application in conditional formatting.