

Visualizing Data in Excel

GoSkills online course syllabus

Skill level

Beginner

Lessons

19

Pre-requisites

No prior experience needed

Video duration

1h 48m

Estimated study time

1h 48m

Instructor

Heather Johnson

Introduction

1 Data visualization with Excel

Visualizing data gathered and interpreted for different projects can be a powerful way to gain buy-in, prove a hypothesis, or recognize a trend.

Why Visualize Data?

2 Value of data visualization

Visualizing your data makes it easier to understand, interpret, and compare.

Display Numbers Elegantly

3 Data in a sentence

One of the best ways to get more understanding from your data is to put it in plain text.

4 Making big numbers meaningful

In order to support your key points, you'll want to make your numbers stand out by using larger fonts and meaningful colors.

5 Utilizing text boxes

Text boxes allow you to include supporting text, definitions, or sub-headers.

6 Demystifying wingdings

Wingdings are a standard font that is made up of symbols that allows you to enhance your data.

7 Enhancing your tables

There are tons of tools available to you in Excel that can help you make the tables you build more engaging.

Using Pivot Tables and Charts

- 8** **Building pivot tables and pivot charts**
You can create pivot tables and charts simultaneously, giving you options for how your data can be easily understood.
- 9** **Using basic Excel charts**
There are several more basic charts you can leverage when looking to build your visualizations.
- 10** **Customizing basic charts**
Every individual chart element can be customized to make even your most basic charts unique.
- 11** **Tips and tricks**
There are plenty of useful hacks in Excel that can save you time when visualizing data.

Displaying Data with Objects

- 12** **Using text boxes**
Text boxes are an easy tool you can use to supplement the storyline you're telling with the data.
- 13** **Adding images and icons**
You can add pictures, shapes, icons, and more in Excel.
- 14** **Combining text, icons, and charts**
You can use tools like layering in Excel to help create dynamic, visually appealing spreadsheets.

Creating a Dashboard

- 15** **Combining charts to create dashboards**
You can use single sheets in Excel to mimic the layout and options that a dashboard might have.
- 16** **Moving and aligning charts**
Absolute placement in Excel allows you to get all of your charts in one view.

17 End user filtering

Although you have many options for how your end users can filter your data, ultimately, VLOOKUPs offer the most seamless experience.

18 Pushing dashboards to Powerpoint

If you're presenting your data to a group, it might make more sense to host in PowerPoint.

Conclusion

19 Let's visualize

Thanks for watching this course! Now, you should feel confident in your ability to visualize data while utilizing Microsoft Excel.

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