

# Excel Data Visualisation

## What Can You Expect?

This course is designed to enhance Excel skills to fill knowledge gaps to an Intermediate level, and learn additional features such as Charts and Sparklines for visual representation of data. This course is recommended prior to the Data Management and/ or PivotTable and Dashboard Reporting courses.

## 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
- Insert and Format Sparklines

### Formulas and Functions

- Use Autosum
- Basic Arithmetic Formulas
- Logical Operators
- Absolute Cell References
- Functions and Formulas
- Show Formulas
- Edit Formulas

### Managing Workbooks

- Hide and Unhide Columns and Rows
- Work with Page Breaks
- Repeat Headings
- Freeze and Unfreeze Panes

### Graphically Display Data

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

### Printing Workbook Contents

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

## Unit Standard Alignment

**SAQA ID:** 116940

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

**NQF Level:** 3

**Credits:** 6

**SAQA ID:** 116943

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

**NQF Level:** 4

**Credits:** 3



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