goskills

Excel Charts for Data Visualization

GoSkills online course syllabus

Tuesday, April 15, 2025

Skill level
Beginner

Lessons
37

Accredited by
CPD

Pre-requisites
Excel - Basic

Versions supported
Excel 365, 2021

Video duration
3h 29m

Estimated study time
18h for all materials

Instructor
Deborah Ashby

Introduction

1 Course Introduction

Introduction to the course and course instructor.

Data Visualization

2 Data Visualization Principles

Understand the 3 principles of data visualization to ensure you create charts that are relevant, clear, and well-designed.

3 Examples of Good and Bad Chart Design

Explore some examples of good and bad chart design.

Create and Customize Excel Charts

4 Make Sense of Chart Elements and Chart Formats

Build your first chart and explore chart elements and chart formatting options.

5 More Formatting Options

Explore the advanced formatting options available in the Format Pane.

6 Brand Charts with Custom Themes

Use company colors in charts by creating a custom theme.

7 Dynamic Charts with Excel Tables

Create a dynamic chart that automatically updates when new data is added using Excel tables.

8 Change Chart Type and Add a Secondary Axis

Learn how to change the chart type and add a secondary axis to represent two data series.

9 Use Custom Number Formatting in Charts

Makes numbers more meaningful by using Custom Number formats in Charts.

10 Create a Chart Template

Save time by creating a reusable chart template.

Chart Types

11 The Good All-Rounders: Column and Bar Charts

Visualize and analyze datasets using column and bar charts.

12 Time-Based Data: Line Charts and Trendlines

Visualize time-based data using line charts and trendlines.

13 Comparing Data: Pie and Doughnut Charts

Create a Pie or a Doughnut Chart to effectively represent comparison data.

14 Show the Composition of Data: Area Charts

Create an Area Chart to show the composition of data.

15 Show the Distribution of Data: Histogram and Pareto Charts

Create a Histogram and a Pareto Chart in Excel to show a graphical representation of the distribution of numerical data.

16 Scatter Plots

Create a scatter plot chart in Excel to display a graphical representation of the relationship between two sets of data.

17 Bubble Charts

Create a bubble chart in Excel to display three dimensions of data.

18 Box and Whisker Charts

Create a Box and Whisker (Box plot) chart in Excel to display the distribution of data based on a five-number summary.

19 Treemaps and Sunburst Charts

Create a treemap and sunburst chart in Excel to visualize hierarchical data in different ways.

20 Waterfall Charts

Create a Waterfall Chart to visualize how an initial value is affected by a series of intermediate positive or negative values, leading to a final value.

21 Stock Charts

Create a Stock Chart in Excel, also known as a financial chart, to visualize the price movements of a stock over a certain period.

22 Radar Charts

Create a Radar Chart in Excel, also known as a spider chart or web chart, to display multivariate data in the form of a two-dimensional chart.

23 Funnel Charts

Create a funnel chart in Excel to represent stages in a process, showing the flow and drop-off of data at each stage.

24 Dumbbell Charts

Create a Dumbbell Chart to show the difference between two data points.

25 Geographic Data: Map Charts

Create a Map Chart in Excel to represent geographic data overlaid on a map.

26 Use Images in Charts

Create a chart that uses images, icons, or shapes to represent the columns.

Chart Tips and Shortcuts

27 The Quick Analysis Tool

Use the Quick Analysis tool in Excel to quickly analyze and visualize data without extensive manual formatting or calculations.

28 Charts with Conditional Formatting

Use Conditional Formatting along with Charts and formulas to highlight key values.

29 Create Dynamic Chart Titles

Create chart titles that dynamically update when the chart changes.

In-Cell Charts

30 Heat Maps: Color Scales

Apply Color scales to a dataset to visually represent the relative values in a range of cells using colors.

31 Data Bars

Apply Data Bars to values in Excel to visually represent the relative values in a range of cells using horizontal bars within the cells.

32 Create Dynamic In-Cell Charts with the REPT Function

Use the REPT function to create in-cell charts using symbols that dynamically update when the data changes.

33 Sparklines

Use Sparklines - small, condensed charts that fit into a single cell - to provide a visual representation of data trends or variations.

Pivot Charts and Slicers

34 Create a Pivot Chart

Create a Pivot Table and Pivot Chart from a dataset.

35 Filter Pivot Chart Data with Slicers

Use Slicers to filter Pivot Table data.

36 Connect Slicers to Multiple Charts

Connect slicers to multiple charts.

Course Close

37 Course Close

Course Close and instructor goodbye.

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