

Course : Excel, creating elaborate and attractive charts

Practical course - 3.5 hours - Ref. GXA

Price : 430 CHF E.T.

In this course, you'll learn how to build elaborate graphs in Excel. You'll design different types of graph to illustrate a trend or make a comparison between several variables.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Identify the type of graphic appropriate to the message to be communicated
- ✓ Design graphs with method and precision
- ✓ Building advanced custom graphics

Intended audience

Any Excel user wishing to make better use of the graphical representation of their data.

Prerequisites

Good knowledge of Excel.

Practical details

Teaching methods

Discussions, experience sharing, demonstrations, tutorials and case studies.

Course schedule

1 Customize the appearance of a simple graphic

- Generate a simple graph from a data table.
- Adjust series tracing order and adapt axis scale and grid.
- Change the background color and pattern of a data series.
- Change graphic text size, color and orientation.
- Define title and caption positions and layouts.

Hands-on work

Create simple graphics and customize their layout.

PARTICIPANTS

Any Excel user wishing to make better use of the graphical representation of their data.

PREREQUISITES

Good knowledge of Excel.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

2 Design elaborate graphics

- Combine different types of graphs into one: curves, areas, histograms.
- Add a trend line to a graph.
- Scatter plots: compare data on two variables.
- surface" graphics: represent a set of data in three dimensions.
- Radar" graphs: compare several variables in parallel.

Hands-on work

Learn more about the properties of graphics. Discover how to use specific graphics.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates

REMOTE CLASS

2026 : 22 May, 22 June, 5 Oct., 7 Dec.