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## Non-typical visualisations in Microsoft Excel

**Description:** The course is dedicated for those whose tasks include transformation of reports, analyses and tabular summaries into graphical presentations or participate in the creation of management dashboards.

**Duration:** 16 hours.

**Initial requirements:** Intermediate knowledge of Microsoft Excel: ability to create and modify standard charts, ability to create formulas and use sheet functions.

**For whom:** The course is addressed to employees of the following departments: sales, advertising and promotion, marketing, controlling, and everywhere where there is necessity to present numeric data in a graphical form.

### Module: Visualisations

- 1) Role of colours in visualisation
- 2) Microsoft Excel tools useful in preparing visualisations of numeric data
- 3) Keyboard shortcuts accelerating and facilitating creation of charts
- 4) Solutions increasing the attractiveness of standard charts
- 5) Examples of non-typical visualisations (including Pareto analysis, waffle chart, bullet chart, Gantt chart)