

Advanced Charts for Excel

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Learning will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *[unless otherwise arranged]*
- Travel and Accommodation for the Facilitator *[if required]*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

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★ COURSE OVERVIEW

A more complex chart than Excel's default ones is referred to as an advanced chart. If you want to compare many sets of data on the same chart, you can start by creating your basic chart with just one set of data, then add other datasets and add other elements, such as formatting, to it. Advanced charts are all about this.

The most recent data visualization tools and approaches in Excel are thoroughly covered in this course. Our facilitator will walk you through interactive, hands-on demos and Excel exercises as the facilitator demonstrates each Excel chart type and explain when, why, and how to use it. I'll also introduce fundamental data visualization best practices.

The course covers the following key topics:

- Custom image overlay charts
- Automation with named ranges and OFFSET/COUNTA functions
- Scroll & Zoom functionality with Excel form controls
- Animated charts to visualize changes over time
- Dynamic, custom Excel dashboards
- Value-based chart formatting
- Custom gauge charts & pacing charts
- Grid visuals using Excel array formulas

...AND MUCH MORE!



COURSE INFORMATION

WHO SHOULD ATTEND

- ▶ Everyone who wants to produce stunning and successful data visualizations in Excel.
- ▶ Excel users who desire to master complex charts, graphs, and dashboards but have only fundamental skills.
- ▶ Students seeking a training method that is participatory, engaging, and hands-on.
- ▶ Anyone interested in a career in business intelligence or data analysis.

TAKE HOME TOOLS

- ▶ A detailed manual/workbook and electronic copy of course material
- ▶ Notepad & pen
- ▶ One month of free telephonic and e-mail support included

OUTCOMES

After attending this course attendees should:

- ▶ Learn HOW, WHEN, and WHY to use 20+ different chart types in Excel 2016 or later.
- ▶ Learn how to use sophisticated Excel features including dynamic formats, scrolling charts, and automatic dashboards.
- ▶ You won't learn these specific techniques, resources, or case studies in ANY other Excel course, we guarantee it.
- ▶ Discover engaging, interactive, and very effective courses from a top-rated Excel teacher.
- ▶ Access project files, tests, homework assignments, and one-on-one expert assistance for LIFE.
- ▶ Create ten or more Excel projects to advance your data visualization abilities.

LEVEL 2 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 125% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

TERMS & CONDITIONS

- ▶ **PAYMENTS:**
Payment terms are **30** [thirty] days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- > **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- > **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- > **PRESENTERS:**
Should it be necessary, AstroTech Learning reserves the right to substitute the presenter.
- > **VENUE:**
If you have chosen to do training with AstroTech at our venue, then training will be provided to you at The Capital Hotel nearest to you. The Capital specialises in conferencing and superior training facilities. Breakfast, snacks, tea, coffee and a three-course lunch will be included and provided on the days of training.
- ▶ **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- > **DISCLAIMER:**
AstroTech Learning will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.

