



# PRESENTING DATA IN BUSINESS CHARTS AND INFOGRAPHICS USING MICROSOFT EXCEL & POWERPOINT



In this 2-day session, you will learn to:

- Use the various business charts and their relevance
- Match data with the right type of chart
- Tweak chart elements and format them meaningfully
- Fine-tune display of axes
- Handle large against small values within a data series
- Understand the need for infographics with the concept of "less is more"
- Present the infographics and comparison against a chart
- Display formal presentation of charts and infographics within PowerPoint

## Palani Murugappan

Palani Murugappan is a certified trainer by HRD Corp in Malaysia. He shares his 20 years of knowledge and experience in the field of data management with participants. His speciality is in helping participants and companies grow their business purely by analysing raw data, extracting useful and meaningful information from it, and presenting the findings in a visually creative manner via infographics - all using existing tools such as Microsoft Excel. His clients include multinational companies in Malaysia and Singapore, and he has also travelled to Oman for training. Palani holds an MBA degree majoring in Electronic Commerce from Charles Sturt University in Australia.



Author of 51 books  
on Software Applications

CONDUCTED ONLINE OR  
PHYSICAL



# **WHO SHOULD ATTEND?**

Anyone who intends to use Excel charts to visually prepare and present data and convert it into infographics before using PowerPoint for the final presentation.

## **COURSE OUTLINE**

### **1. COMMONLY USED FORMAT FOR BUSINESS CHARTS IN EXCEL**

- Mapping the right type of chart and subtypes against presented data
- The usage and differences between the following charts: Pie and Pie-of pie | Clustered Column | Stacked Bar | Line with markers | 3-D Bubble
- Tweaking the chart elements within the various charts above
- The need for secondary axes
- Changing values within the axes
- Handling large against small values within the same data series to prevent an odd-looking chart
- Converting sharp edges within charts to a smooth effect without changing the chart type
- Dealing with multiple charts within same plot area
- Formatting the plot area and bars of charts
- Incorporating images within the chart

### **2. UNDERSTANDING CONCEPTS OF INFOGRAPHICS**

- The need for infographics
- Shapes that can be categorised as rectangles, lines, arrows, etc.
- Modifying different layouts
- Ability to link data to graphics

### **3. CREATING INFOGRAPHICS WITHIN EXCEL**

- Modifying charts and replacing with objects
- Creating custom infographics using icons and images
- Tweaking of infographics
- Changing the look of infographics with different concepts of charts
- Comparison of results based on two outcomes e.g. Male vs Female
- Portraying infographics for a summary of costing or expenses
- Relevance of sorting data before presenting it using infographics
- Advantages and disadvantages of using 3-D shapes and objects within infographics
- Changing the look of lines to a different effect and style
- Fine-tuning final display of infographics

### **4. PRESENTING VISUAL ASPECTS OF CHARTS AND INFOGRAPHICS IN POWERPOINT**

- Linking charts and infographics within PowerPoint
- Difference between objects and objects as links
- Understanding the human elements of presentation
- Aligning and presenting objects as charts and infographics as compared to text
- Duplicating and formatting objects quickly
- Using Slide Master for background images
- Presenting the presentation