

Excel Charts in 60 Minutes

Create Professional Charts That Turn Data into Business Insights

1-Hour Practical Workshop

In today's data-driven workplace, the ability to communicate information visually is an essential business skill. Well-designed charts help managers, teams, and stakeholders quickly understand trends, performance, opportunities, and risks.

This practical one-hour workshop teaches participants how to create clear, professional Excel charts that transform raw numbers into meaningful visual insights. Attendees will learn how to select the most appropriate chart types, apply effective formatting techniques, and present information in a way that supports better decision-making.

Designed for busy professionals, this workshop delivers practical skills that can be applied immediately to reports, presentations, dashboards, and management reporting.

Target Audience

This workshop is suitable for:

- Administrative Professionals
- Executive Assistants
- Managers and Team Leaders
- Finance Professionals
- HR Professionals
- Sales and Marketing Teams
- Operations Staff
- Anyone responsible for creating reports or presenting business information

Delivery Method

This workshop combines instructor-led demonstrations with practical hands-on activities using business-relevant examples. Participants can immediately apply the techniques learned to workplace reporting and presentation tasks.

Duration & Cost

1 Hour Instructor-Led Workshop

Cost: \$150+GST per person

Prerequisites

Participants should have a basic understanding of Microsoft Excel, including entering and working with data in worksheets.

Business Benefit

Many business reports contain valuable information that can be difficult to interpret when presented only in tables or spreadsheets. Excel charts provide a powerful way to simplify complex data and communicate key messages more effectively.

This workshop will help participants:

- Present information more clearly and professionally
- Improve the impact of reports and presentations
- Identify trends, patterns, and performance indicators quickly
- Enhance data storytelling and decision support
- Reduce the time spent creating visual reports

Effective charts transform spreadsheets into powerful business communication tools. By learning how to create clear, professional visualisations, participants can improve reporting quality, support better decision-making, and communicate insights with greater confidence and impact.

Workshop Content

Selecting the Right Chart for the Message

Learn how different chart types communicate different information and discover when to use column, bar, line, pie, and other chart styles.

Business Outcome

Ensure data is presented in the most effective format for your audience.

Creating Charts Quickly and Efficiently

Build charts directly from Excel data and learn techniques for producing clear visual reports with minimal effort.

Business Outcome

Save time while producing more professional reporting outputs.

Designing Charts for Professional Reports

Explore formatting tools that improve readability, visual appeal, and overall effectiveness.

Key Topics

- Chart titles
- Data labels
- Legends
- Colour selection
- Layout and presentation

Business Outcome

Create polished charts suitable for managers, clients, and executive audiences.

Visualising Trends and Performance

Learn how charts can be used to compare results, monitor performance, and highlight important business insights.

Business Outcome

Support decision-making with clear and meaningful data visualisations.

Creating Dynamic Charts

Understand how Excel Tables can be used to make charts update automatically as data changes.

Business Outcome

Maintain accurate and up-to-date reports while reducing manual maintenance.

Learning Outcomes

After completing this workshop, participants will be able to:

- Select the most appropriate chart type for different business scenarios
 - Create professional Excel charts confidently
 - Format charts to improve clarity and impact
 - Visualise trends, comparisons, and performance metrics
 - Present data in an engaging and meaningful way
 - Produce charts suitable for reports, dashboards, and presentations
 - Improve communication of business insights through effective data visualisation
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