

*Webinar on*

# **Excel - Creating High Impact Business Reports**

# Learning Objectives

*In the pivot tables section, you'll learn how to create a basic pivot table, display numbers as a percentage (no formulas, arithmetic or programming required!), make the pivot table eye-catching appealing to read and then group the data (by month or numeric range).*

*With Excel's Power View add-in (2013 and 2016 only) you'll learn how to create visual reports containing interactive charts, graphs, maps, and other visuals that bring your data to life.*

*In the visual communication (charts/graphs) section, you'll learn how to enhance and customize a standard chart ("from drab to fab") as well as how to create infographic-style charts using nothing but Excel.*

*The final part of the training will focus on Excel's Power Map tool (2013 and 2016 only) which lets you plot geographic (country, region, state etc) data on an interactive 3-D globe or custom map.*

The training will be delivered using Excel 2016 for Windows although, for users of earlier versions, some of the functionality is available in Excel 2010 and much of the functionality is available in Excel 2013.

## PRESENTED BY:

*Tom Fragale is a computer professional with over 30 years of professional experience. He is a Microsoft Certified Trainer, and a Microsoft Certified Expert in Excel. He has trained over 30,000 business people in online webinars, public seminars, and on-site training. His clients include many Fortune 500 companies, government agencies, military bases, and companies large and small across many industries, including manufacturing, banking, pharmaceutical, education, retail, etc.*

On-Demand Webinar

Duration : 90 Minutes

Price: \$200

# Webinar Description

The training will focus on 4 areas - Pivot tables, charts/graphs, the Power View report adding and how to present geographic information.

No matter what business you are in, a report is a critical tool in your communication armory. As with any communication tool, a presentation is everything. Get it right and it offers the reader (typically a CEO, shareholder or Project Manager) a valuable insight into the Key Performance Indicators (KPI's) upon which a business or project is measured. Get it wrong and you'll end up with something that nobody understands and nobody wants to read.

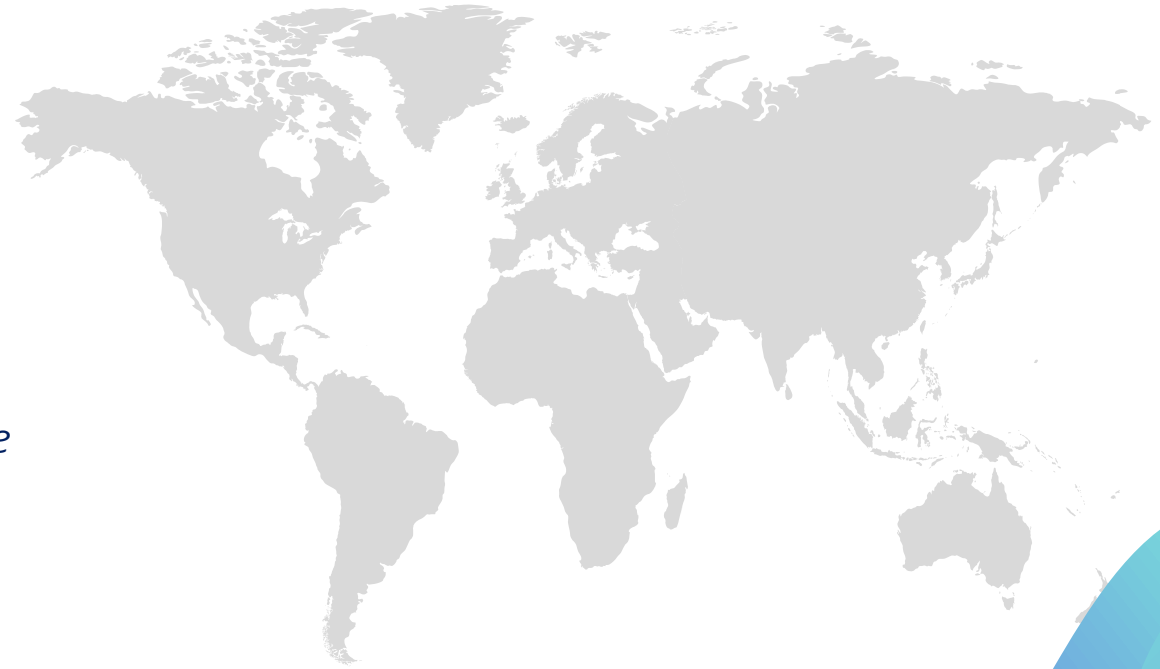


# Who Should Attend ?

*This training is categorised as intermediate-to-advanced. It is aimed at existing users of Excel who need to learn how to create visually impactful Excel reports.*

*The training will be delivered using Excel 2016 for Windows although, for users of earlier versions, some of the functionality is available in Excel 2010 and much of the functionality is available in Excel 2013.*

*IMPORTANT: PowerMap and Power View are not available in Excel 2010. Not all versions of Excel 2013/2016 include Power Map and Power View. If in doubt whether this training is relevant for your version of Excel, please check with your IT department.*



# Topics Covered

*Charts: Style and design tips and tricks to tell your story / convince your audience*

*Charts: Creating powerful infographics using built-in Excel functionality*

*Pivot tables: Fundamentals*

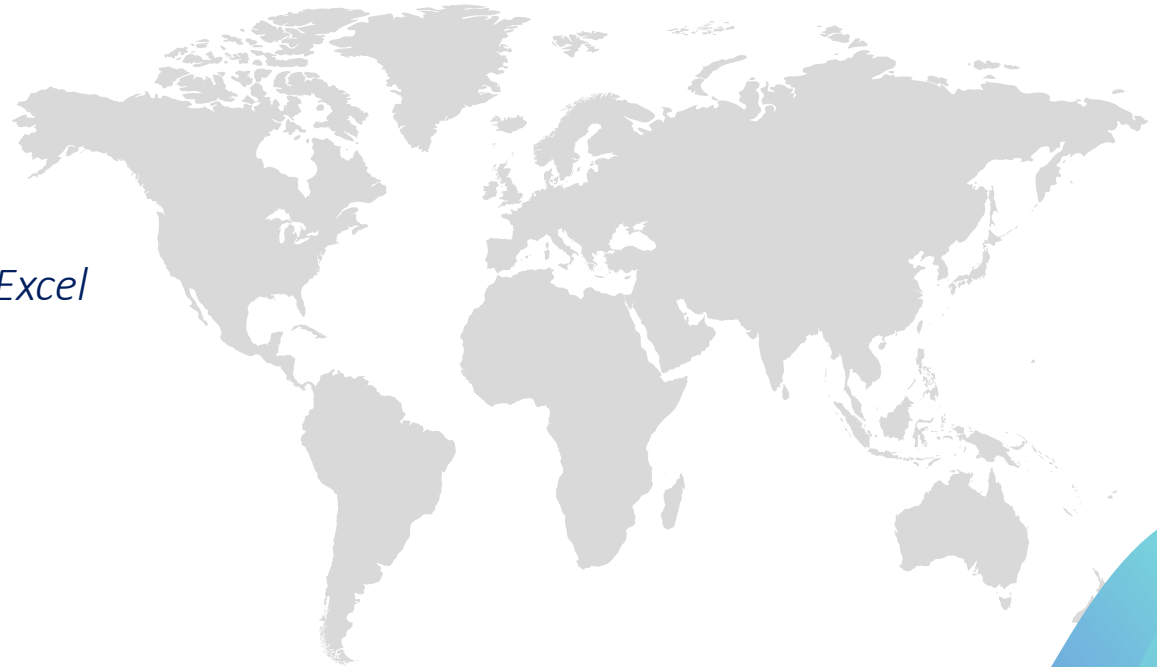
*Pivot tables: Percentages in 5 clicks without formulas*

*Pivot tables: Fonts, number formatting, and layout options*

*Pivot tables: Grouping data based on the month or numeric range*

*Power View: Create a visually stunning interactive report (2013 & 2016 only)*

*Power Map: An Excel add-in that lets you display and analyze geographic data as a visual map (2013 & 2016 only)*



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