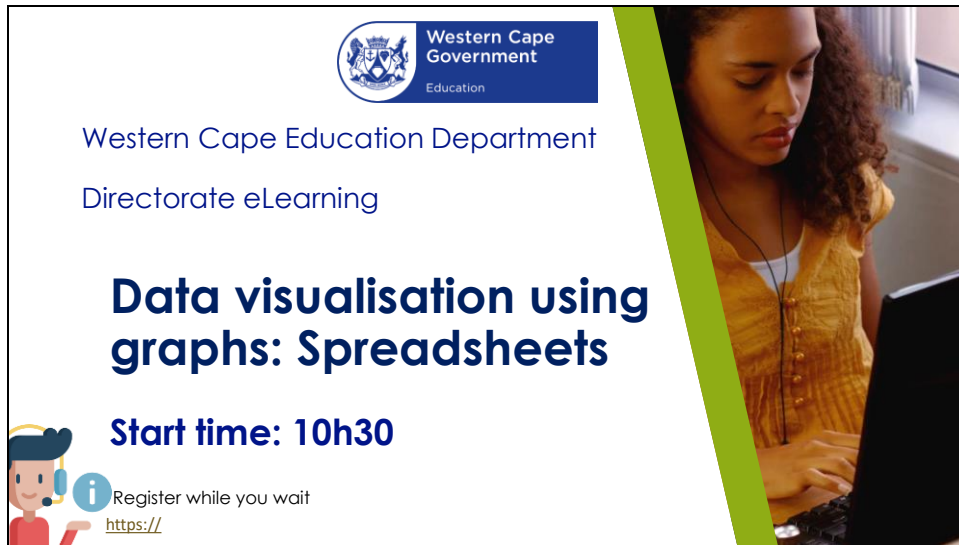



Slide 1




 Western Cape Government  
Education

Western Cape Education Department  
Directorate eLearning

## Data visualisation using graphs: Spreadsheets

**Start time: 10h30**

 Register while you wait  
<https://>

Slide will be up 15 minutes before start of the session.

At 10h30:

Welcome to this webinar series all about the wonderful world of Excel. Today we will play around and discover and explore the basics of Excel. These features could be time savers in the office and the classroom.

It's all about you and me!

This is going to be an awesome webinar. Please switch off camera and mic.

Download activity sheet to follow with me as I demonstrate the features.

Do you want to ask a question. Raise your hand of type in the chat channel.

Are you here? Prove it by signing the in-session register please.

<https://bit.ly/Registration-HQ>

For more information on the DELTPD programmes visit

[WCED eLearning Technology Adoption and Transformation Hub](#)

Some housekeeping rules, and while go through this, please let me know in the chat how you feel about Excel 1 for Excel- I being I am scared to death and 5 Excel asks me for formulas.

- Life happens and we are (many of us) might be at home with lock down. Although I love to hear the sounds of daily lives, it can be distracting. Please put off your mics .
  - if you do want to ask a question, please raise your hand and then turn on your mic. You can also ask questions in the chat and I will check in throughout the session.
  - There is an in session register to sign. I have placed the link in the chat. Please could you complete it?
4. For the webinar we will look at a problem and I will demonstrate the functions. Here is a link to a dummy document with data that we are going to use.
5. Lastly , please visit the Western Cape Education Department eLearning Technology Adoption and Transformation Hub website. The link is in the chat.... NOW.

Okay! Now that we have that out of the way. I see from the chat that .... In case some of you feel like this about Excel



Let me introduce myself – My name is Ilonka Poole and I have taken a long and windy road to get where I am today, here with you – guiding you through the features and tools of Excel.

Here is a little bit about myself. : bullet points

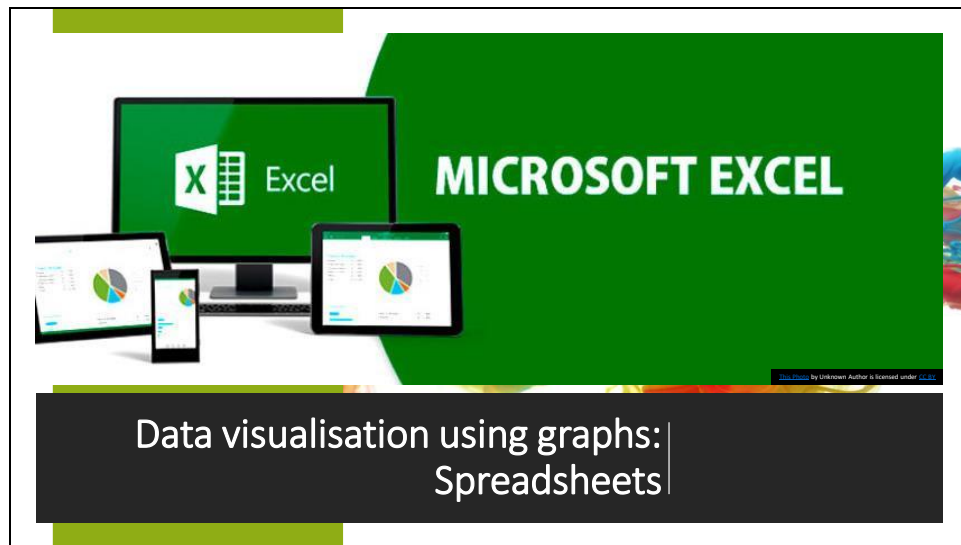
My slogan is:

That is what I want you to do today. Now by all means I am not an Excel fundi, so if you know something or a better way to do it, please share with us. Use the chat room to ask questions- let's work through this together.

Slide 4

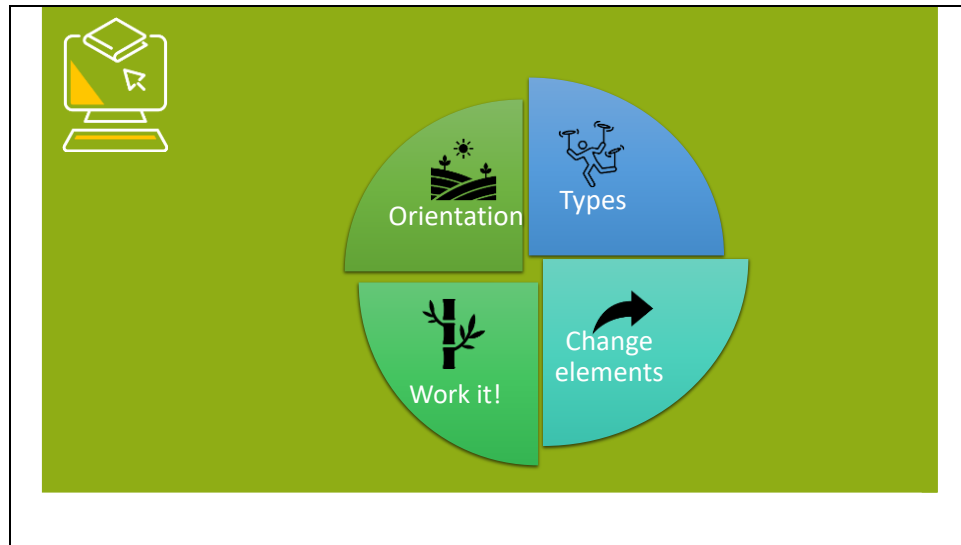


Data visualisation is far more than pretty pictures. It is to make sense of the data and use the information for the organization's benefits. That said, data is complicated, and it gains more value as and when it gets visualized. Without visualization, it is challenging to quickly communicate the data findings and identify patterns to pull insights and interact with the data seamlessly.



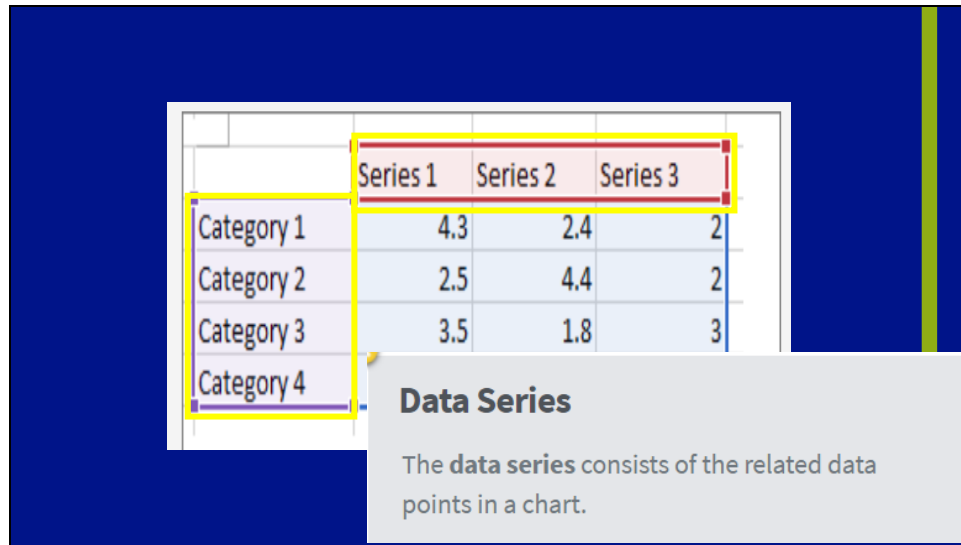
It is software developed to organize numbers and data with formulas and functions in a spreadsheet format. Microsoft's Excel is a wonderful application that can be used to achieve student learning outcomes and to look at learning and performance trends. Yet, many educators seem to be intimidated by the level of understanding and competence required to effectively use applications like Excel in their teaching. As with anything newly learned, it takes time to develop a new skill.

## Slide 6



We will first orientate ourselves with graphs and the terminology. This is important when we need to change aspects or look at the differences. Then we will look at the different types of graphs, how to change elements and then we will work them.





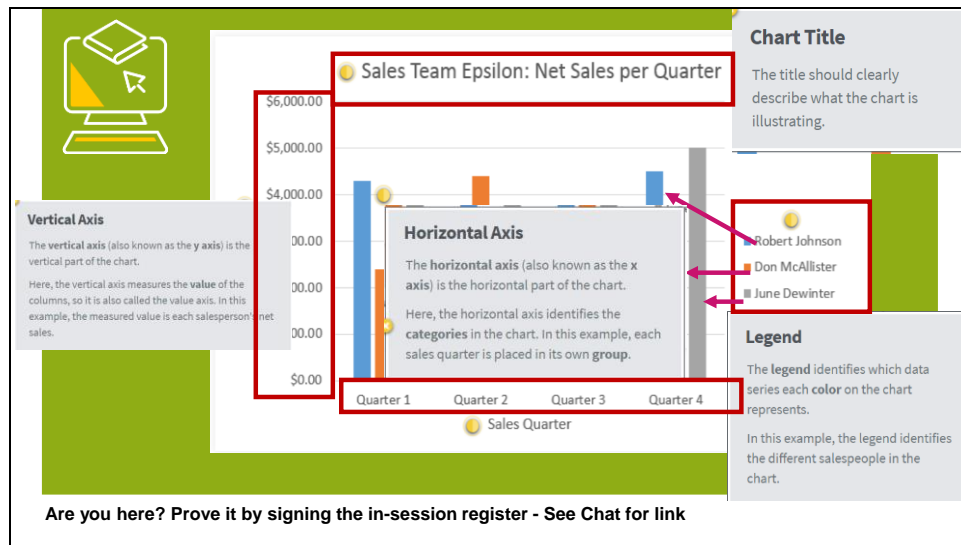
To create a chart, you need to select at least one cell in a range of data (a set of cells).

Do one of the following:

- If your chart data is in a continuous range of cells, select any cell in that range. Your chart will include all the data in the range.
- If your data isn't in a continuous range, select nonadjacent cells or ranges. Just make sure your selection forms a rectangle.



## Slide 9

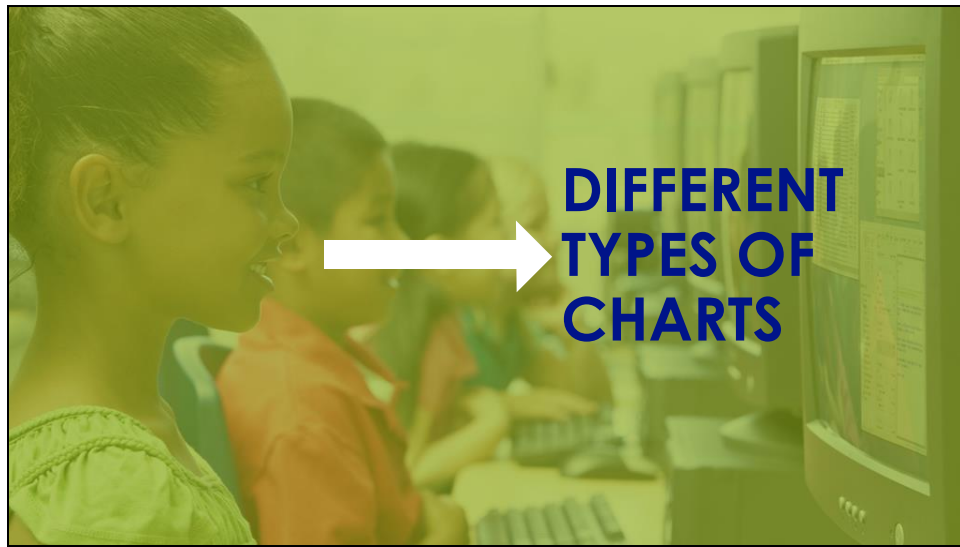


# This is a standard cluster column chart. At the top of the chart is the chart title, which tells you what the chart is about.

# There is a legend. This legend has colours and indicates the data series per colour.

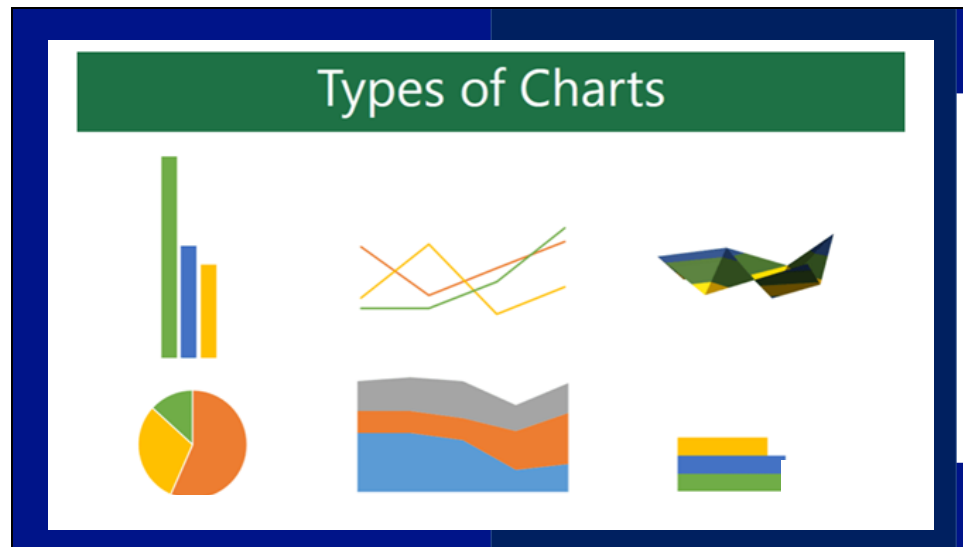
# We have an horizontal axis or x-axis which provides the categories.

# The vertical axis or y-axis provides the range of the data series.- value of each column.



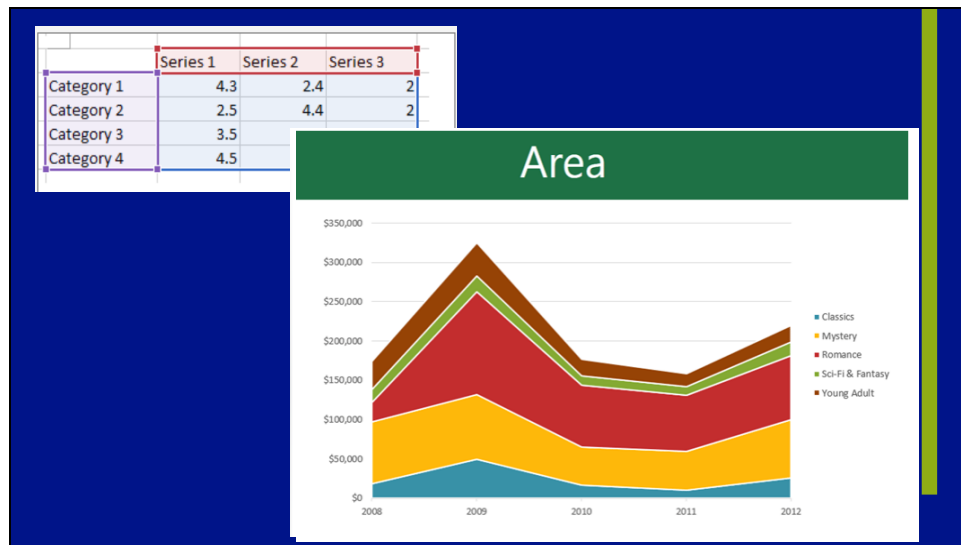


Who doesn't like pictures? Gifs, Stickers, memes – we love to show our thoughts and emotions via images. For data our “pictures” are graphs # It can often be difficult to interpret Excel workbooks that contain a lot of data.



Excel has several different types of charts, allowing you to choose the one that best fits your data. In order to use charts effectively, you'll need to understand how different charts are used.

Before we look at the graphs in practise, lets explore each graph.



# Data that's arranged in columns or rows on a worksheet can be plotted in a column chart. A column chart typically displays categories along the horizontal (category) axis and values along the vertical (value) axis. It is most useful to compare data

#Bar charts illustrate comparisons among individual items

#In a line chart, the data points are connected with points. It is easy to see whether values increase or decrease. They're ideal for showing trends in data at equal intervals, like months.

#Area charts can be used to plot change over time and draw attention to the total value across a trend. By showing the sum of the plotted values, an area chart also shows the relationship of parts to a whole.

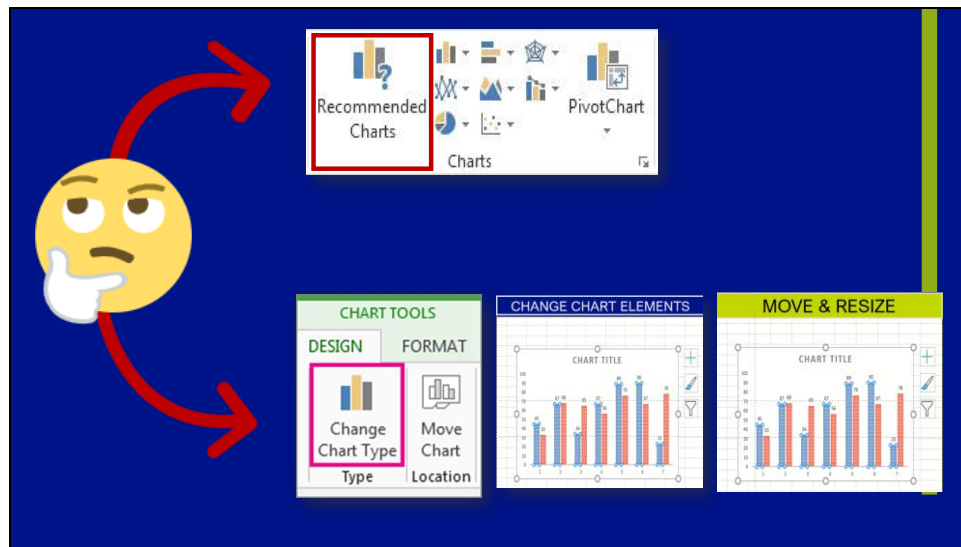
#Area charts can be used to plot change over time and draw attention to the total value across a trend. By showing the sum of the plotted values, an area chart also shows the relationship of parts to a whole.

Slide 14

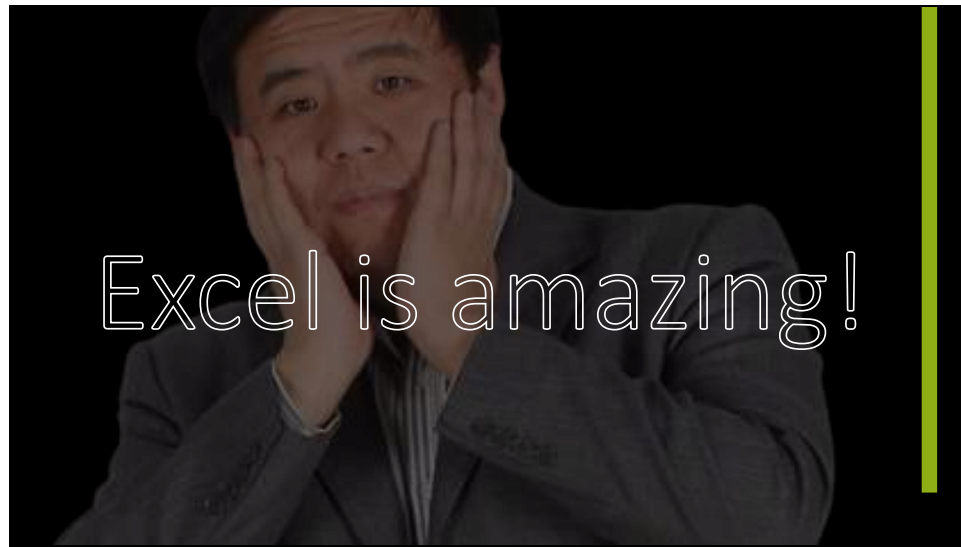


# The pie chart uses one set of values (called a data series). In one column or row, and one column or row of labels. It makes it easier to compare proportions

# This chart can use one or more data series. In one or multiple columns or rows of data, and one column or row of labels



Before we look at what charts look like in Excel, we will also demo how to change charts and also how Excel will even recommend the type of chart if you are not sure.



Yes we know! Excel is amazing!

Thank you for joining me on this exploration and hopefully you will be able to make your workflows more efficient, which handles your data changes automatically and you can visually represent your data.

Before we say goodbye, there is a code again which you can redeem.

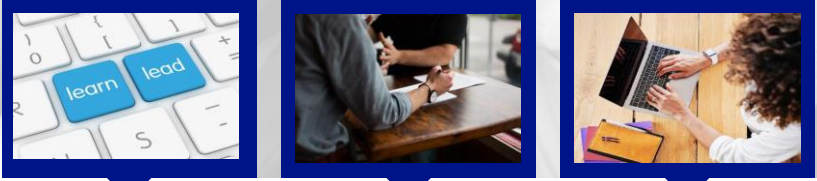


Slide 17



All good Mr Snipes #

**Join us at the next webinar**  
**Data visualization using Vlookup and**  
**pivot tables: Excel**



Practice makes perfect!

Did you sign the  
In-session register?

Are you joining our next  
session?

<https://wcedeteacher.wixsite.com/remoteducation/communications>

Nope that is for our next webinar on Thursday same time. Always practice, and play around to master these skills. Please make sure you have signed the in-session register.

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**T-IPBD23721**

Please keep safe and healthy!