

Tracking and Graphing Data with Excel

This workshop will focus on how to use charts and Excel's database features to collect, tally, chart and analyze data for quality assurance and performance improvement. Appropriate use of the different chart types and ways to format and enhance chart appearance will be covered.

Prerequisite: Able to input data and text into a spreadsheet and create basic information in Excel

Setting up a Worksheet

- ◆ Setting up a Worksheet
- ◆ Introduction: Using Excel for Performance Improvement
- ◆ Creating a Chart to Compare the Chosen Indicator and Industry Standard
- ◆ Creating a Line-Column Chart
- ◆ Printing your Embedded Chart
- ◆ Understanding Scale

Using Charts to Help Analyze Data

- ◆ Selecting the best chart type for your data
- ◆ Comparing Data Over Time
- ◆ Creating a Chart from Multiple Data Ranges
- ◆ Using Trend Lines

Using Excel's Data Functions in Performance Improvement

- ◆ Putting Performance Indicator Information in a Database
- ◆ Using a Date Function to Speed Data Entry
- ◆ Sorting Data
- ◆ Using Sorting to Make Data Entry More Consistent
- ◆ Using Automatic Subtotals to Tally Data
- ◆ Creating a Pie Chart
- ◆ Further Data Analysis