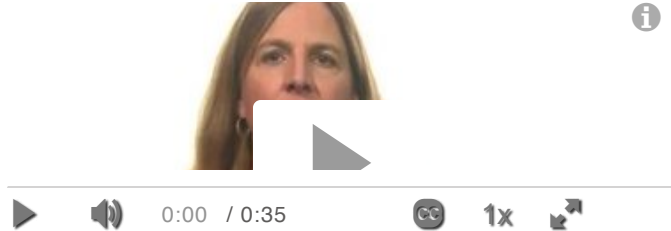


# UNIT 3 Introduction

DYS543\_M0\_01



## What you'll do

- Efficiently organize data and datasets
- Import a file (text, HTML, database) to Excel
- Organize and summarize data using a pivot table
- Make effective use of bar charts, pie charts, and line graphs
- Create a table from unstructured data



One of the most common ways to share data results is through data visualization. Data visualization moves data into a visual context: a picture or graphic. Visuals have the benefit of allowing the viewer to digest large amounts of information about data in a short time. A still image can convey very complex ideas more quickly and efficiently than a verbal description does. In this unit, you will work with the functions and features of Excel to summarize and organize your data and

present it visually to help your audience grasp its meaning. You can use bar charts to categorize data, pie charts to show categories, line graphs to plot trends over time, and pivot tables to help you focus on specific subsets of data. You will also examine ways to format and customize your data with tools called chart elements, styles, and filters, and you will use tools specially designed by Professor Haeger to analyze your audience and ensure your presentations meet guidelines for visual integrity.

