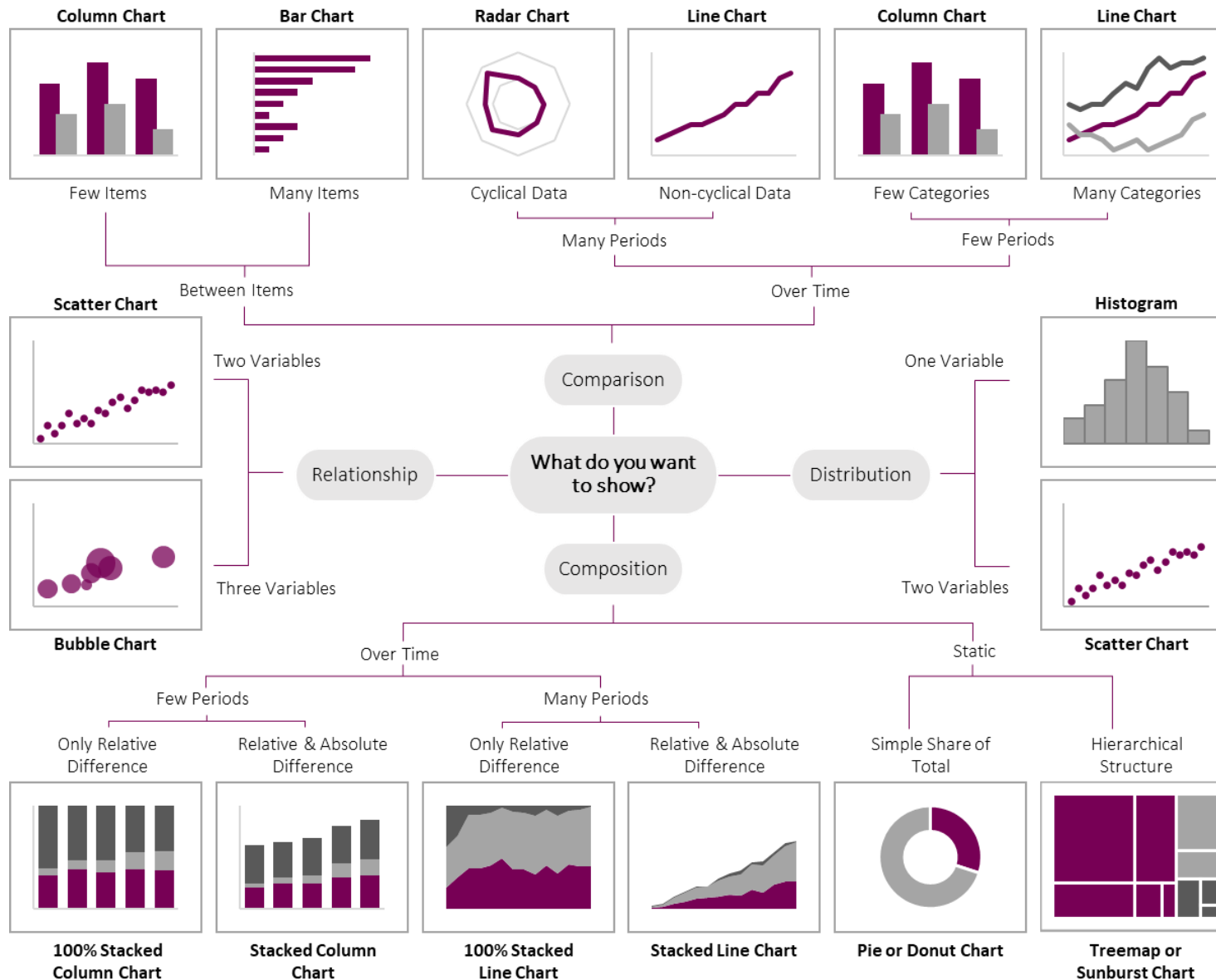




## WEEK 2 — MASTERING CHARTING TECHNIQUES

The focus for week 2 and 3 is on working with Excel charts. Below is a chart planner to help determine the best choice of chart(s) to tell your data story.



### TRENDLINES



**Exponential:** When values rise or fall at increasingly higher rates. (No zero or negative values allowed)



**Linear:** Used for straight lines to show steady increase or decrease.



**Logarithmic:** Use when rate of change in the data increases or decreases quickly and then levels out.



**Polynomial:** Use when data fluctuates. (Good for analysing gains and losses over a large data set)



**Power:** Use with data sets that increase at a specific rate. (No zero or negative values allowed)



**Moving average:** Tends to smooth out fluctuations in data to show a pattern or trend more clearly.



### SHORTCUTS

	Windows	Apple
New Chart Sheet	F11	Fn+F11
Embedded Chart	Alt+F1	
Chart Properties	Ctrl+1	⌘+1