



**@ASK Training**  
Attitude | Skills | Knowledge

# Infographics Concept and Data Visualization Techniques

**Course Code:**

ASKGV7

**Course Duration:**

1 day (8 hours), 9.00am - 5.00pm

**Course Fee:**

\$360 (\$392.40 Inc. 9% GST) per participant  
UTAP Claimable ; sign up <https://ntuc.co/ask-edm>

**Course Dates:**

Refer to Training Calendar

<https://asktraining.com.sg/course-schedule/>



## Course Synopsis

Information graphics (infographics) are graphic visual representations of information, data or knowledge. Infographics present complex information in a prompt & clear format, such as in signs, maps, journalism, technical writing, survey, marketing collaterals and education.

In a nutshell, infographics are easy-to-read illustrations that help tell a story and make data points easier to comprehend.

This course is designed for end-users with emphasis on data layout considerations and techniques with aesthetic design to create infographics that are easy to analyse and understand. Participants will learn how to incorporate essential design components with effective formatting. Apart from using Microsoft PowerPoint and Microsoft Excel, participants will also learn how to use external resources to enhance the infographics.

## Course Objectives

By the end of the course, you would be able to:

- Emphasis data layout considerations and apply techniques with aesthetic design to create infographics that are easy to analyse and understand
- Incorporate essential design components with effective formatting.
- Use external resources to enhance the infographics.



# Course Outline

## Essentials of Infographics

- Basic Steps for Creating Infographics
- Using Essential PowerPoint Elements
- Formatting with Essential PowerPoint Tools
- Managing Slide Page Setup

## Working with Colour Scheme

- Using Colour Scheme Generators
- Setting Shape's Default Colour
- Saving Colour Scheme in PowerPoint

## Using Clip Arts and Custom Shapes

- Inserting & Sourcing for Clip Arts
- Using Symbol-Based Fonts
- Creating Custom Shapes

## Designing with Fonts

- Selecting Appropriate Fonts
- Conveying Statistics
- Utilizing Free Fonts
- Enhancing Design with Word Clouds

## Showcasing Information

- Emphasizing Data
- Showing People Statistics
- Showing Time and Timelines
- Using Charts
- Using Shapes and Icons
- Organising as Tiles

## Conclusion and Resources

- Saving and Sharing Infographics
- Online Tools for Creating Infographics

## Pre-requisites:

Regularly use PowerPoint & Excel with essential web browsing skills such as searching & downloading.



## Speak to a Course Consultant

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