

Course Outline | Excel Dashboards

1 day(s)

Overview

Level

Dashboards

Version

2016

Course Requirements

Learners should have used Excel before and be familiar with creating workbooks with formulas and functions, using Autofill along rows or columns and working with Absolute Cell References (e.g. \$C\$5) to refer to fixed figures – such as VAT rates or performance targets

What You Will Learn

in particular you will be able to:

- Create advanced formulas
- Automate workbook functionality
- Apply conditional logic
- Visualize data by using basic charts
- Implement advanced charting techniques
- Analyze data by using PivotTables, slicers, and PivotCharts

About This Course

This course builds upon the foundational knowledge presented in the Microsoft Excel Introduction course and will help start you down the road to creating advanced workbooks and worksheets that you can use to create dashboards. The ability to analyze huge amounts of data, extract actionable intelligence from it, and present that information to decision makers is critical success factor in driving a successful organization that is able to compete at the highest level.

Course Outline

Creating Advanced Formulas

- Use Range Names in Formulas
- Use Specialized Functions

Automating Workbook Functionality

- Apply Data Validation
- Work with Forms and Controls

Applying Conditional Logic

- Use Lookup Functions
- Combine Functions

Visualizing Data with Basic Charts

- Create Charts
- Modify and Format Charts

Advanced Charting Techniques

- Use Advanced Chart Features

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- Create Sparklines

Analyzing Data with PivotTables, Slicers, and PivotCharts

- Create a PivotTable
- Analyze PivotTable Data
- Present Data with PivotCharts
- Filter Data by Using Slicers