Better Skills Training
Upgrade Your Skills

Excel Dashboards

This course provides attendees with instructions on how to build Microsoft Excel Dashboards to present information in a clear and easy to understand view. The topics below list the ideas and features participants will be competent in performing on completion of this course. An example dashboard is built throughout the session which can be used as template for future reference. Delivered by Mike Derham, Microsoft User Specialist and ICS-Skills Expert User.

Topics:

Dashboard Principles

What are Dashboards and Reports?

Define data dimensions and filters

Dashboard Design Best Practices

Use layout and placement to draw focus

Developing Your Data Model

Data Model Best Practices

Excel Functions

- The VLOOKUP function
- The HLOOKUP function
- The CHOOSE function
- The OFFSET function
- The MATCH function
- The INDEX function
- The GETPIVOTDATA function

Excel Charts

Creating a chart

Switching the row and column orientation

Changing the chart type

Adding and deleting chart elements

Creating and Using Chart Templates

Converting a chart to a picture

Linking title text to a cell

Using Pivot Tables

Creating a pivot table

Formatting fields

Changing summary calculations

Producing pivot table views

Chartless Visualization Techniques

Dynamic Labels

Linking Formulas to Text Boxes

Excel's Camera Tool

Conditional Formatting

Securing Your Dashboards and Reports

Password Protecting the workbook

Protecting the workbook structure

Protecting Sheets

Should You Attend This Module?

Those attending should have an ability to use Microsoft Excel at an intermediate level and be competent with Windows file management. (How to save, open, copy, and find documents on a computer). Prior completion of an Excel Intermediate course would be beneficial, but not compulsory.

Duration

1 day onsite, or 4 x 2 hours online