

EXCEL DASHBOARDS



Corporate IT Course

LEARNING OUTCOMES

- Use a variety of Excel functions to analyse and manipulate data efficiently.
- Create and customise Pivot Tables for dynamic data summarisation.
- Apply Slicers and Timelines to filter and interact with data.
- Present data visually using charts, Sparklines, and conditional formatting.
- Enhance dashboards with objects, shapes, and images for professional reports.
- Link data and visuals dynamically for interactive dashboards.
- Automate tasks using macros, buttons, and form controls.
- Design clear, impactful dashboards for effective decision-making.

COURSE OVERVIEW

Transform your data into interactive, visually compelling dashboards. Learn to analyse with Pivot Tables, Slicers, and Timelines, present insights with charts, Sparklines, and conditional formatting, and enhance reports using objects, shapes, and images. By the end, you'll create dynamic, professional dashboards that deliver clear, actionable insights. Perfect for users who wish to produce front end user Dashboards. **Prerequisites:** Delegates must have an excellent knowledge of Excel, be familiar with Pivot Tables and using various functions.

TOPICS COVERED IN THIS COURSE

Dashboard Fundamentals

Understand the purpose and benefits of dashboards, and how they provide at-a-glance insights for better decision-making.

Advanced Functions

Use logical and lookup functions such as **IF, AND, OR, SUMIF, COUNTIFS, VLOOKUP, MATCH, and IFERROR** to build dynamic, interactive dashboards.

Named Ranges and Conditional Formatting

Apply named ranges and conditional formatting, including icon sets, data bars, and colour scales, to highlight key trends and data points.

Graphical Elements and Images

Enhance dashboards with shapes, images from the internet, and the Snipping Tool to create visually engaging presentations.

Using the Camera Tool

Create dynamic snapshots of data or charts for interactive dashboard displays.

Charting and Sparklines

Represent data using various chart types (Donut, Waterfall, Pie, Line, Column) and add Sparklines for compact visual summaries.

Pivot Tables and Tables

Store data as tables, create Pivot Tables, and use Slicers and Timelines with formatting options to analyse and filter data efficiently.

Macros and Form Controls

Automate tasks and improve navigation with macros, buttons, and form controls to create interactive dashboards.

Dashboard Management and Finalisation

Optimise display and security by hiding sheets, columns, rows, scroll bars, and formula bars, and apply password protection to final dashboards.