Data Visualisation using MS Excel (Dashboards) 1-Day Programme

e-bridge

This course is suitable for users who need to interpret and communicate large quantities of information clearly by summarising it into easy-to-read tables and graphs. This is an introduction to Excel Dashboards. A follow-on 1 day 'Advanced Excel Dashboards' course is also available for anyone wishing to progress further with Dashboard creation.

At the end of this course, delegates will be able to:

✓ Manipulate tables of data & use relevant functions.
✓ Structure data efficiently in order to create Dashboards.
✓ Use advanced charting techniques to visualise data.
✓ Create interactive dashboards through the use of slicers.

Prerequisites Delegates must have extensive knowledge of Excel to Intermediate / Advanced or equivalent experience.

Overview

✓ Excel Dashboards, why do we use them?
✓ Dashboard Design – Planning, Preparation & Design

Understanding the essential Excel for dashboards

✓ Essential Excel Skills
✓ Named Ranges / Name Manager
✓ Absolute Referencing
✓ Excel Tables

Charts and chart types

✓ Overview of chart types and their suitability to dashboards
✓ Nested Labels
✓ Combining different chart types within one plot area
✓ Interactive charts (using slicers)
✓ In cell charts
✓ Sparklines
✓ Trending Tricks
✓ Plotting on a secondary axis
✓ Charts tips and tricks

Pivot Tables and Pivot Charts

✓ Pivot tables Overview
✓ Comprehensive overview
✓ Pivot Table Layout
✓ Total / Average / Show values as...

✓ How to handle Errors and Blanks / Pivot Table properties
✓ Hiding / Displaying Sub & Grand Totals
✓ Filters
✓ Grouping fields
✓ Calculated fields
✓ Pivot Charts
✓ Adding interactivity using slicers
✓ Linking slicers to multiple Pivot tables / charts

Introducing Forecasting

✓ Forecasting Overview
✓ Create a forecast sheet
✓ Work with rolling averages
✓

Bringing it all together

✓ Putting it all into practice. Build a Dashboard
✓ Updating your dashboards with new data
✓ Tips and Tricks to enhance your Dashboard. Adding the finishing touches

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