

DATA VISUALISATION USING MS EXCEL (DASHBOARDS)

With an Introduction to Forecasting- ONLINE

2 webinars x 1.5 hours

OVERVIEW

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.

Prerequisites - Participants should have extensive knowledge of Excel to Intermediate/Advanced or equivalent experience.

WEBINAR 1: ESSENTIAL SKILLS / CHARTS

Excel Essentials For Dashboards

- Excel Dashboards, why do we use them?
- Dashboard Design – Planning, Preparation & Design
- Named Ranges / Name Manager
- Absolute Referencing
- Excel Tables

Working with Charts

- Overview of chart types/designs and their suitability for 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

Introducing Forecasting

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

WEBINAR 2: PIVOT CHARTS AND CREATING A DASHBOARD

Pivot Tables and Pivot Charts

- Pivot tables 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

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