



Overview

This course is designed to familiarise existing users of Microsoft Excel in the building of dashboards. It covers the fundamental knowledge and skills needed to create dashboards and interactive controls.

Who should attend?

Anyone who needs to use Microsoft Excel to create dashboards for visual and data analysis when wanting to present clear and logical output for decision makers.

Requirements

Delegates wishing to attend this course must;

- Have attended the Microsoft Excel advanced course or be familiar with the topics that are outlined.

Aim

By the end of this course you will be able use workbook best practice to setup a dashboard from scratch by using charts, tables and other visualisation techniques.

What will I learn?

In particular, you will be able to:

- Create a number of differing pivot charts and alter their make-up to effectively present data.
- Use slicers to control the output to charts and tables.
- Build linked tables to present information.
- Learn the features of conditional formatting to highlight changes in data.

- Add interactive controls and create a user interface.

Timetable

Session 1

- Recap creating a pivot table / chart
- Modify formatting options within a chart
- Insert slicers and amend slicer settings

Session 2

- Create a linked table using the SUMIFS() function
- Work with conditional formatting which is driven by the choices on a Pivot table
- Build navigational links and control the “look and feel” of the dashboard worksheet

Session 3

- Add and use the camera tool
- Create a group containing option buttons and link them to a chart

Session 4

- Use further interactive controls e.g. combo box and horizontal scroll bar

If time permits

- Create differing types of charts e.g. Pie of bar or bar of Pie.



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com