

Overview

Transform your data into clear, actionable insights with our Excel Dashboards course.

Who should attend?

- This course is designed for existing Excel users who want to take their skills to the next level by creating interactive dashboards.
- You should be comfortable with advanced Excel functions (or have completed our advanced Excel course).

What you will learn?

Dashboard Fundamentals:

- Master workbook best practices for building effective dashboards from scratch.
- Craft compelling visualizations using charts, tables, and other techniques.

Interactive Controls:

- Create dynamic pivot charts and customize their presentation for optimal data clarity.
- Utilize slicers to empower users to filter data and explore insights interactively.
- Build linked tables to present information in a cohesive and clear manner.
- Leverage conditional formatting to highlight data changes and trends visually.
- Enhance the user experience by adding interactive controls like option buttons, combo boxes, and scroll bars.

Advanced Techniques (Time Permitting):

- Explore creating combination charts like pie-of-bar or bar-of-pie for versatile data representation.

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 pie bar of pie.



Next step:

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