



# Microsoft Excel

## Building Excel Dashboards

Participants on this Microsoft Excel – Building Excel Dashboards half day course will gain hands-on experience in the set up an Excel Dashboard to provide analysis, insights and alerts for your business. You will prepare a calculation spreadsheet based on raw data, then add an interface to visualise your data. This fast paced course means you won't need to be away from the office for a full day.

The course assumes you have a solid working knowledge of Excel, those who are working with spreadsheets created by others will also benefit from attending this course.

### Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **10 students** (max)

## Course Content

### Dashboard Overview

- Exploring Excel Dashboards
- Dashboard Examples

### Preparing your Data

- Working with Raw Data
- Converting Lists to Tables

### Creating Summary Sheets

- Using SumIF and SumIFs
- Using CountIF and CountIFs
- Summarising Data
- Working with Dynamic Data

### Validating Data

- About Data Validation
- Setting up Validation Rules
- Input Messages
- Error Alerts

### Building the Dashboard

- Setting up a Visualisation
- Building Charts from Dynamic Data
- Setting up Validation
- Using Conditional Formatting
- Adding Sparklines



**Very helpful - I could incorporate and share real life scenarios and issues into the session. Enthusiastic instructor was great as he was genuinely interested in our learning and development.**

J. Hwang