



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: **6 students** (at Keystroke)
10 students (Your Office)

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