

# Microsoft Excel 2016 Dashboard

## INTRODUCTION

Take your Excel skills to a whole new level by learning how to build dynamic Excel dashboards to show off your data. This online course will teach you the data visualization skills you need to design any dashboard in Excel exactly the way you want.

You should come to this course with a comfort level of building IF functions at a minimum, and knowledge of Pivot Tables is an asset, but not a requirement. At the end of the course, you will have gained the practical skills you need to create beautiful, functional and interactive Excel dashboards.

## COURSE OUTLINE

- Introduction to Dashboards
- Developing Your Data Model
- Introduction Excel Chart
- Working with Chart Series
- Formatting and Customizing Chart
- Using Pivot Tables
- Using Pivot Chart
- Using Excel Sparklines
- Chartless Visualization Techniques
- Components that Show Trending
- Components that Group Data
- Components that Show Performance against a Target
- Adding Interactive Controls to Your Dashboard

## TEACHING APPROACH

The teaching approach contains a mix of lectures and practical examples and varies according to the people attending. For the most part, candidates are able to work at a pace which best suits them, and emphasis is placed upon quality of learning, rather than quantity.

## REQUIREMENTS

Those attending should have an understanding of Microsoft Excel to an intermediate level, be competent Windows users and be familiar with the basics of file and disk management. Prior completion of Solusi Training Intermediate course would be beneficial but not compulsory.