

MICROSOFT® EXCEL DASHBOARDS

1 DAY

COURSE SUMMARY

In this course, you will learn how to create Dashboards and how to uncover hidden insights from your data! You will have the ability to analyze large amounts of data, make sense of it, and present it in a visual format that enables decision makers to view key trends and arrive at conclusions efficiently.

COURSE CONTENT

USING NAMES IN FORMULAS AND FUNCTIONS

- Examine Dashboards
- Use Range Names in Formulas
- Use Specialized Functions

AUTOMATING WORKBOOK FUNCTIONALITY

- Apply Data Validation

APPLYING CONDITIONAL LOGIC

- Use Lookup Functions
- Combine Functions

VISUALIZING DATA WITH BASIC CHARTS

- Create Charts
- Modify and Format Charts

USING ADVANCED CHARTING TECHNIQUES

- Create Dual-Axis Charts and Trendlines
- Create Sparklines

ANALYZING DATA WITH PIVOT TABLES, PIVOT CHARTS, AND SLICERS

- Create a Pivot Table
- Analyze PivotTable Data
- Present Data with Pivot Charts

- Filter Data by Using Slicers
- Slicer Connections