



# Microsoft® Office Excel® 2016/2019: Dashboards

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

## Course Description

This course builds upon the foundational knowledge presented in either of the Microsoft Office Excel 2016/2019: Part 1 (Desktop/Office 365™) courses. It will help participants start down the road to creating advanced workbooks and worksheets that they can use to create dashboards. The ability to analyse massive amounts of data, extract actionable intelligence from it, and present that information to decision-makers is the cornerstone of driving a successful organization that can compete at a high level.

## Target Audience

This course is intended for:

- Persons who already have foundational knowledge and skills in Excel and who wish to begin taking advantage of some of the higher-level functionality in Excel to summarize table data by using functions, charts, and PivotTables, and display those elements in a dashboard format.

## Prerequisites

To attend this course, candidates must have:

- Completed the *Microsoft Office Excel 2016/2019: Part 1 (Desktop/Office 365)* course or have the equivalent knowledge and experience.

**NOTE:** Participants should have some experience in creating workbooks with formulas and functions.

## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Create range names and advanced formulas.
- Automate workbook functionality.
- Apply conditional logic.
- Visualize data by creating basic charts.
- Create trendline and sparkline charts.
- Use PivotTables, Pivot Charts, and slicers to create a dashboard.



## Course Topics

### Module 1: Using Names in Formulas and Functions

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

### Module 2: Automating Workbook Functionality

- Apply Data Validation
- Work with Forms and Controls

### Module 3: Applying Conditional Logic

- Use Lookup Functions
- Combine Functions

### Module 4: Visualizing Data with Basic Charts

- Create Charts
- Modify and Format Charts

### Module 5: Using Advanced Charting Techniques

- Create Dual-Axis Charts and Trendlines
- Create Sparklines

### Module 6: Analysing Data with PivotTables, Pivot Charts, and Slicers

- Create a PivotTable
- Analyse PivotTable Data
- Present Data with Pivot Charts
- Filter Data by Using Slicers

## ACTIVITIES INCLUDED

