Microsoft Excel for Office 365 or Office 2019: Dashboards

Duration: 1 Day

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

Course Description

With the tremendous amount of available data, the ability to make sense of it continues to be an ongoing challenge. You already know how to use Excel to perform simple calculations and modify worksheets to make them easier to read, interpret, and present to others. But Excel can do so much more. This course introduces the basics of data analysis and how to use Excel to create informative dashboards. This allows participants to be able to extract actionable organizational intelligence from their raw data and present it in a visually compelling format that enables decision-makers to view key trends and gain insights.

> **Note:** This course builds upon the foundational knowledge presented in the *Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1* course and introduces the basics of data analysis and how to use Excel to create informative dashboards.

Target Audience

This course is intended for:

- Persons who already have foundational knowledge and skills in Excel and
- Persons who wish to begin taking advantage of the data analysis functionality with Microsoft Excel by using functions, charts, and PivotTables, and using visualizations in charts and dashboards in Excel.

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Prerequisites

To attend this course, candidates must have:

- Skill using Microsoft Excel worksheets, particularly in creating workbooks with formulas and functions.
- You can obtain this level of knowledge and skill by taking the following or any similar equivalent Logical Operations course:
  - *Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1*

Course Objectives

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

- Perform data analysis fundamentals.
- Visualize data with Excel.
- Analyze data with formulas and functions.
- Analyze data with PivotTables.
- Present visual insights with dashboards in Excel.

Course Topics

Module 1: Data Analysis Fundamentals

- Introduction to Data Science
- Create and Modify Tables
- Sort and Filter Data

Module 2: Visualizing Data with Excel

- Visualize Data with Charts
- Modify and Format Charts
- Apply Best Practices in Chart Design

Module 3: Analyzing Data with Formulas and Functions

- Analyze Data with Formulas and Named Ranges
- Analyze Data with Functions
- Implement Data Validation, Forms, and Controls
- Create Conditional Visualizations with Lookup Functions

Module 4: Analyzing Data with PivotTables

- Create a PivotTable
- Analyze PivotTable Data

Module 5: Presenting Visual Insights with Dashboards in Excel

- Visualize Data with PivotCharts
- Filter Data Using Slicers and Timelines
- Create a Dashboard in Excel

ACTIVITIES INCLUDED