Microsoft® Excel® for Office 365™: 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.

Target Audience

This course is intended for:

- Excel users who wish to take advantage of the data analysis functionality with Microsoft Excel by using functions, charts, and PivotTables, and visualizations in charts and dashboards.

Prerequisites

To attend this course, candidates must have:

- Completed the Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 course or have baseline skill in using Microsoft Excel worksheets, particularly in creating workbooks with formulas and functions.
- Workplace experience with Excel.

Microsoft Partner

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Course Objectives

Upon successful completion of this course, attendees will be able to:
- Perform data analysis fundamentals.
- Visualize data with Excel.
- Analyse data with formulas and functions.
- Analyse 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: Analysing Data with Formulas and Functions
- Analyse Data with Formulas and Named Ranges
- Analyse Data with Functions
- Implement Data Validation, Forms, and Controls
- Create Conditional Visualizations with Lookup Functions

Module 4: Analysing Data with PivotTables
- Create a PivotTable
- Analyse PivotTable Data

Module 5: Presenting Visual Insights with Dashboards in Excel
- Visualize Data with Pivot Charts
- Filter Data Using Slicers and Timelines
- Create a Dashboard in Excel

ACTIVITIES INCLUDED