

Course Title: Excel MIS Dashboard (Version : 2013/16/19)

Duration : 2days(16hours)

This course is best suited to HR Professionals, Finance Professionals, Business Intelligence, Data Managers, Data Analysts, or Project Managers. This course would also suit anyone looking to extend their knowledge of Excel to understand some of the more advanced features and how they can be used to work together.

Outcome

- At the end of this course you will understand what makes a Dashboard.
- You will learn how to build some of the most useful components when constructing your own dashboard reports.
- Will enhance Excel efficiency till large extend

Audience

Completion of Advanced Excel course or equivalent knowledge.

Modules

Modules	Topic
Module 1	What is Dashboard?
Module 2	Pivot Tables and Pivot Charts
Module 3	Useful Functions
Module 4	Conditional Formatting
Module 5	Form Controls
Module 6	Working with Charts
Module 7	Working with Spaklines
Module 8	Design & Layouts
Module 9	Sample Dashboard Projects

Course Outline

Module 1: What is Dashboard?

- Common features of a dashboard
- Why use Excel?

Module 2: Pivot Tables and Pivot Charts

- Creating PivotTables
- Formatting a PivotTable
- Advance Pivot options
- Refreshing a PivotTable
- Using dynamic data range in Pivot Table
- Grouping Fields
- Calculated Field of Pivot Table
- Pivot Charts
- Slicers and Timelines
- Linking Slicer with multiple Pivot Tables

Module 3: Useful Functions

- Nested Ifs
- COUNTIFS & SUMIFS
- EDATE
- INDEX & MATCH
- OFFSET
- CHOOSE

Module 4: Conditional Formatting

- Formatting values
- Colour Scales to show Heatmaps
- Icon Sets to show at a glance performance

Module 5: Form Controls

- Understanding the different Controls
- Using them on a Dashboard

Module 6: Working with Charts

- Creating Charts
- Formatting Charts
- Secondary Axes
- Combination Charts

- Creating chart Templates

Module 7: Working with Sparklines

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- Creating & modifying Sparklines
- Customizing Sparklines

Module 8: Design & Layouts

- Gridlines & Outlines
- Lining up Excel objects
- Theming a Dashboard

Module 9: Sample Dashboard Projects

- Worldwide Salary Index
- Sales Performance Analysis
- Helpdesk Efficiency

