

Interactive Dashboards with Excel

Description: In this course, students will learn how to create dynamic and interactive dashboards in Excel using advanced functions and features such as PivotTables, Pivot Charts, and Data Validation. Students will also learn how to use Excel's visualizations and conditional formatting to create compelling visual displays of data that are easy to understand and interpret.

Course Duration: 10 Hours

Prerequisites:

- Basic knowledge of Excel, including basic functions and formulas
- Access to a computer with Excel installed (preferably Excel 2016 or later)
- Access to sample data sets to use during the course

Module 1: Introduction to Excel Dashboards

- Overview of Excel dashboards and their benefits
- Identifying key performance indicators (KPIs)
- Design principles for effective dashboard creation

Module 2: PivotTables and Pivot Charts

- Introduction to PivotTables and Pivot Charts
- Creating PivotTables and Pivot Charts from large data sets
- Analyzing data using PivotTables and Pivot Charts

Module 3: Data Validation

- Data validation techniques to ensure data accuracy and completeness
- Setting up data validation rules
- Creating drop-down lists and other input controls

Module 4: Visualization and Conditional Formatting

- Creating visually appealing charts and graphs using Excel's visualization tools
- Applying conditional formatting to highlight data trends and outliers
- Creating sparklines and small charts to display trends over time

Module 5: Customizing the Ribbon Interface

- Customizing Excel's ribbon interface to streamline dashboard creation
- Adding frequently used functions to the ribbon
- Creating custom tabs and groups to organize dashboard components

Module 6: Dashboard Design and Creation

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- Best practices for dashboard design & creating a dashboard from scratch
- Adding interactivity to dashboards using macros and other tools