Microsoft Excel 2021 Dashboard Plus Macro

Duration : 3 Days

INTRODUCTION

This is a hands-on, to teach you key visualization and design principles, along with powerful techniques for creating dynamic, interactive Excel reports and dashboards.

We'll start by reviewing data visualization best practices, including tips for selecting the right visuals, eliminating clutter, focusing attention, and telling data-driven stories.

COURSE OBJECTIVE

By the end of this course, participants are able to:

- For those who are new to dashboards, would be to get an understanding of the dashboards first. You will get to know the definition of dashboard, how it got its name, how they became popular in IT, key metrics, benefits of dashboards, types of dashboards, dashboard data and formats and live data on dashboards.

WHO SHOULD TAKE THIS COURSE?

- Excel users are looking to bring their data to life with dynamic, interactive reports and dashboards.
- Analysts, Data Scientists, or professionals who want to develop expert-level data visualization and design skills.
- Anyone who wants to learn how to tell clear and compelling stories with data

WHAT ARE THE COURSE REQUIREMENTS?

- Microsoft Excel, ideally 2021 or Office 365.

COURSE OUTLINE

Module-1

- Introducing Dashboard
- Excel Features to Create Dashboards

Module-2

- Introduction Excel Charts
- Understanding Chart Types
- Working with Chart Series
- Formatting and Customizing Charts
- Create a Pivot Table

Module-3

- Using Pivot Charts
- Using Excel Sparklines
- Using Insert Slicer

Module-4

- Chartless Visualization Techniques
- Components that Show Trending
- Components that Group Data

Module-5

- Components that Show Performance against a Target
- Adding Interactive Controls to Your Dashboard

Module-6

- Overview of Macro
- Recording Macro
- Editing Macro
- Running a Macro
- Understanding Macro Security