

Dashboard Reporting in Microsoft Excel

Course Code: ASKDB7

Course Duration: 1 day (8 hours), 9:00am - 5:00pm

Course Fee: \$299.60 (Inc. GST) per participant, SDF grant entitled

Course Date: Refer to www.asktraining.com.sg/calendar.html

Course Synopsis: This course is designed with a practical, easy-to-learn approach towards unleashing the power of Microsoft Excel to build interactive management dashboard reports. It aims to equip participants with adequate knowledge and skills to understand how to create dashboards that facilitate the reporting of key performance indicators (KPI). It allows managers to step back from the details and see the key trends and relationships that drive the organisation.

Course Objectives: At the end of this course, participants will be able to:

- Design a dashboard for high level overview of the business.
- Use Excel's data visualization features for KPI reporting.
- Create a functionally interactive dashboard.

Target Audience: This course is most suited for participants who:

- Have Advanced knowledge of Microsoft Excel and have experience with Pivot Table, Charts and some formulas.
- Need to perform data analysis and business intelligence reporting.
- Are business analysts, reporting analysts, business intelligence executives, sales & marketing executives and project managers

Course Outline:

Introduction to Dashboards

- Defining a Dashboard
- Understanding Dashboard Design Principles
- Designing a Dashboard

Preparing Dashboard Data

- Organizing Data
- Performing Calculations
- Creating Range Names

Analyzing Dashboard Data

- Using Conditional Formatting
- Creating Sparklines
- Creating Pivot Tables
- Inserting Slicers
- Creating Pivot Charts
- Using Advanced Charting Techniques

Building Interactive Dashboards

- Working with Worksheet Form Controls
- Creating Dynamic Dashboards

Extending Functionality of Dashboards

- Creating Automatic Commentaries
- Protecting a Dashboard
- Exporting a Dashboard