

DEVELOPING DASHBOARDS (REF:OTSDD001)

Duration: 2 DAYS

Learning Objective

The Developing Dashboards course is focused on two aspects of Excel, namely Charting and Formulas. The intent of a dashboard is to make key aspects of data available to the user which supports and facilitates decision-making. A great deal of this data is presented through charts. Before attending this course, delegates must have attended MS Excel Level 2 or have equivalent knowledge and skills.

Training Advantages

After taking this course, learners would be able to:

- Design user-customizable dashboards to powerfully present the most relevant data at a glance.
- Build custom controls to engage and empower consumers of your spread sheet data
- Design dashboards for optimum usability which highlights data for greater decision-making value.
- Enable consumers of your data to customize dashboard layout and content.
- Test dashboard layouts rapidly for an optimal end product.

Training Content

Advanced Chart Creation

- Inserting a Chart
 - Edit the Chart Data
 - Changing the Chart Type
 - Adding and Removing Data
 - Changing Chart Options
 - Changing the Chart Location
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- Copy a Chart
 - Add a Secondary Axis
 - Accommodating extreme values
 - Chart alignment

Advanced Chart Formatting

- Reformat the Chart
- Changing Colors
- Axis Formatting
- Manage Chart Labels

Supporting Skills for Dashboard Creation

- Absolute References
- Working with Ranges
- The TEXT function
- The CHAR Function
- The MAX and MIN Functions
- The NA Function



- The IF Function
- The ISERROR Function
- The OFFSET Function
- The CHOOSE Function
- The INDEX Function
- Importing Information
- Linking Programs

The Excel Camera Tool

- Add the Camera Tool to the Quick Access Toolbar
- Use the Camera Tool
- Manipulate the Camera Object
- Assign a Range to the Camera Object
- Display a Dynamic List in a Camera Object

Setting up Traffic Lights

Traffic lights facilitate Stop-Go Decision Making

Dashboard Reports

- Introduction
- Setting up the Dashboards
- Tables
- Pivot Charts
- KPIs
- Slicers

