



DIGITAL DASHBOARDS (DAY 1)

SKILL LEVEL : ADVANCED
DURATION : 1 FULL DAY

Mobile MOUSE
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COURSE OVERVIEW

Key performance indicators or KPIs are a highly effective way of measuring business success. KPIs can be used to measure all sorts of processes within the business, from finance to sales to production and projects. Dashboard reports allow managers to get high-level overview of the business and help them make quick decisions. Having a digital dashboard to keep track of performance and progress can be one of the most effective tools a manager or CEO has.

WHO SHOULD ATTEND THIS COURSE

This course is designed as a launching platform for people who need to learn how to develop stunning and easy to read visual representations of data to aid in business decision making or analysis. This course assumes candidates already have a basic understanding of PivotTables, Formula Creation and Conditional Formatting. This course is also used as a run-in and a pre-requisite for our Digital Dashboards (Day 2) course which takes the skills learned on this course to the next level.

COURSE DURATION AND VENUE

- DURATION: 1 full day (9am to 4pm).
- VENUE: Onsite (your premises) or In-house (our premises)



MINIMUM ATTENDANCE REQUIREMENTS

- Please note that this course will not suit users who do not have strong existing skills in Excel.
- Candidates MUST already have a basic understanding of PivotTables, Formula Creation and Conditional Formatting.

COURSE CONTENT AND OUTLINE

PART 1 - STRUCTURING YOUR DATA

- Understanding KPI data
- Understanding useable data structures
- Format as Table

PART 2 - USE OF SHAPES AND OBJECTS

- Create Dashboard menus using Shapes and Objects
- Working with Shapes and Objects
- Using Pictures and Graphics
- Working with Hyperlinks
- Basic Object Protection
- Hiding Sheet Tabs

PART 3 - USEFUL FORMULAS FOR DASHBOARDS

- How to link worksheets and workbooks
- Creating Range Names
- Logical, Statistical and Text Functions
- Lookup and Reference Functions

PART 4 - PIVOTTABLES AND SLICERS

- Creating PivotTables
- Manipulating PivotTable
- Creating and Managing Slicers

PART 5 - PIVOTCHARTS AND OTHER CHARTS

- Create PivotCharts
- Formatting PivotCharts
- Speedometer Charts and Data Layout
- Basic Sheet Protection

PART 6 - BASIC CONDITIONAL FORMATTING

- Setting up the data
- Adding Conditional Formats
- Managing Conditional Formats

PART 7 - AUTOMATION

- Data Validation
- Introduction to automation using Macros and VBA



What we supply (at no extra charge) when training at your venue

- Laptop Computers & Projection Equipment
- Quality Student Manuals
- The Best Trainers in WA
- Free Online Student Support



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