

EXCEL 2016/2019 DASHBOARDS

Course Code: 100812

Creating advanced workbooks and worksheets that you can use to create dashboards.

Whether you need to crunch numbers for sales, inventory, information technology, human resources, or other organizational purposes and departments, the ability to get the right information to the right people at the right time can create a powerful competitive advantage. After all, the world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. But with so much data available and being created on a nearly constant basis, the ability to make sense of that data becomes more critical and challenging with every passing day. You already know how to get Microsoft® Office Excel® to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data, and present it in a visual format that enables decision makers to view key trends and conclusions at a glance. And that's exactly what this course aims to help you do.

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® Level 1 course and will help start you down the road to creating advanced workbooks and worksheets that you can use to create dashboards. The ability to analyze massive amounts of data, extract actionable intelligence from it, and present that information to decision makers is the cornerstone of driving a successful organization that is able to compete at a high level.

What You'll Learn

Upon successful completion of this course, you will be able to create dashboards in Excel 2016.

You will:

- Create range names and advanced formulas.
- Automate workbook functionality.
- Apply conditional logic.
- Visualize data by creating basic charts.
- Create trendline and sparkline charts.

- Use PivotTables, PivotCharts, and slicers to create a dashboard.

Who Needs to Attend

This course is designed for students who already have foundational knowledge and skills in Excel 2016 and who wish to begin taking advantage of some of the higher-level functionality in Excel to summarize table data by using functions, charts, and PivotTables, and display those elements in a dashboard format.

This course is a combination of selected topics from the Logical Operations courses Microsoft® Office Excel® 2016: Part 2 and Microsoft® Office Excel® 2016: Part 3 and is specifically designed to provide students with the skills and knowledge to create effective dashboards. If students have already taken these two courses, they are unlikely to garner much new information from this course.

Prerequisites

To ensure success, students should have completed the Microsoft® Office Excel 2016: Level 1 course or have the equivalent knowledge and experience. In particular, students should have some experience in creating workbooks with formulas and functions.

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CLASSROOM LIVE

\$295 CAD

1 Day

Classroom Live Outline

Using Names in Formulas and Functions

- Examine Dashboards
- Use Range Names in Formulas
- Use Specialized Functions

Automating Workbook Functionality

- Apply Data Validation
- Work with Forms and Controls

Applying Conditional Logic

- Use Lookup Functions
- Combine Functions

Visualizing Data with Basic Charts

- Create Charts
- Modify and Format Charts

Using Advanced Charting Techniques

- Create Dual-Axis Charts and Trendlines
- Create Sparklines

Analyzing Data with PivotTables, PivotCharts, and Slicers

- Create a PivotTable
- Analyze PivotTable Data
- Present Data with PivotCharts
- Filter Data by Using Slicers

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VIRTUAL CLASSROOM LIVE

\$295 CAD

1 Day

Virtual Classroom Live Outline

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PRIVATE GROUP TRAINING

1 Day

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