Course Content

Course Description:
In this Microsoft Excel 2016 Dashboards course, students will learn Excel 2016 Dashboards at an advanced level. Microsoft Excel 2016 Dashboards is a reporting tool that gathers data from other worksheets within the workbook, data from other workbooks, and/or other data sources, such as databases. By working with an Excel Dashboard, student will be able to present historical and current data in a graphic manner on a single worksheet within the workbook. This allows it to be easily read and understood by the users. It can also include interactive controls to allow the user to view subsets of data so they are able to make well informed decisions at a glance.

Prerequisites:
Microsoft Excel 2013 or 2016 Level 1, 2, 3, PivotTables and Formula courses or equivalent knowledge.

Topics:

Module 1: Examining a Dashboard

Module 2: Getting Data
- Arranging Windows
- 3D Cell References
- 3D Cell References
- 3D Formula References
- Working with Links
- Importing Text Data
- Importing External Data

Module 3: Charting the Data
- Charts
- Creating Charts
- Modifying charts
- Chart Templates
- Trendlines
- Sparklines

Module 4: Pivot Tables & Pivot Charts
- PivotTables
- Creating a PivotTable
- The PivotTable and PivotChart Wizard
- Specifying PivotTable Data
- Formatting a PivotTable
- Creating a PivotChart
- Slicers

Module 5: Conditional Formatting
- Conditional Formatting
- New Rule Conditional Formatting
- Managing and Editing Rules
- Sorting Conditionally Formatted Data

Module 6: Lookup Functions
- Naming
- Managing Names
- Using Names
- VLOOKUP
- HLOOKUP

Module 7: Building the Dashboard
- Customizing the Ribbon and the QAT
- Interactive Charts
- Adding the Checkbox Form Control to a Chart
- Using a Data Validation List as the Lookup Value
- Using Conditional Formatting as a Graphic Comparative Element
- Adding a PivotTable or PivotChart and Slicers to the Dashboard
- Using the Camera Tool
- Protecting Worksheet Elements
- Protecting the Workbook