

## Excel Dashboards

### Session 1 – Overview

- + Overview of Excel Dashboards and what they can do for you
- + Designing Dashboards – considerations and tips

### Session 2 – Essentials, preparing data for the dashboard

- + A review of general essential functions
  - Logical functions
  - Statistical functions
  - Look up functions
  - Date functions
  - Text functions
- + Names: importance of names; name manager
- + Data validation

### Session 3 – understanding Excel tools essential for dashboards

- + Conditional formatting
  - Conditional formatting basics
  - Conditional format manager
  - Tips and tricks
- + Excel Tables
- + Pivot tables –advanced features
- + Charts and chart types
- + Advance charting
- + Interactive charts
- + Charts tips and tricks

### Session 4 – Adding ActiveX controls

- + Why use ActiveX controls
- + Add dashboard interactivity via controls

### Session 5 – macros

- + Macros basics
- + Automating with useful macros

### Session 5 – user defined functions

- + Importance of user functions
- + VBA functions basics

### Session 6 – Workshop

- + Dashboard ideas, examples
- + Creating a real life dashboard