

Creating Interactive Dashboard Reports with Microsoft Excel 2013

This course will help you create wonderful dynamic, interactive dashboards using various excel tools. These dashboards also helps in managing huge data.

It helps to convert such a huge and unmanageable data into a simple and user friendly view. If you want to create beautiful reports in Excel, then you need to know how to create impressive, interactive, and easy to read Dashboards. In this training, you will learn how to build Excel Dashboard reports from the ground up using just Excel. No other software is required. Find out how to use this powerful tool for business intelligence and explore the details of data trending and relationships, creating data visualizations, and more.

Prerequisites

Before attending this course, students should have experience:

- A basic working knowledge of Microsoft Office Excel

Who should Attend?

This course is intended for report designers and excel users

Course Details

Duration : 2 days
Time : 9am - 5pm
Schedule : 6 - 7 July | 17 - 18 September | 5 - 6 October
Price : RM 1,060 per person

Course Content

Advanced PivotTable Features

- Creating a Basic PivotTable
- Creating a Basic PivotChart
- Using the PivotTable Fields Pane
- Adding Calculated Fields
- Sorting Pivoted Data
- Filtering Pivoted Data
- Using Slicers
- Creating Timelines

Power View

- Report Design Principles
- New 2013 Power View Features
- Microsoft Power View User Interface
- Tables
- Charts
- BI Semantic Models
- Saving and Sharing

Excel Chart Types

- Application of Chart Types

Working with Chart Series

- Adding and removing data series
- Use various ways to change the data used in a chart
- Using non-contiguous ranges for a chart
- Using ranges from different worksheets or workbooks
- Controlling a data series by hiding data
- Using secondary axes

Charting Techniques

- Adding lines and background elements to a chart
- Stacking and overlaying charts
- Charting tricks
- Merging charts on a chart sheet

Visualizing Data with Conditional Formatting

- Using Conditional Formatting Options
- Create charts using formulas and text characters

Visualizing Data with Sparkline

- Using Sparkline options

Excel Form Controls

- What Is A Form Control?
- The Form Toolbar
- Adding A Control To A Worksheet
- Assigning A Macro To A Control
- Using Form Controls
- Practice Exercise
- Review Questions

Assignment

- Samples of Dashboard Report
- Create a Dashboard Report

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