

Bio
Pharma
Chem

Skillnet,

Data visualisation using MS Excel Dashboards



Delivered by:

e-bridge

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Introduction 1-Day Programme

This course is suitable for users who need to interpret and communicate large quantities of information clearly by summarising it into easy-to-read tables and graphs. This is an introduction to Excel Dashboards. A follow-on 1 day 'Advanced Excel Dashboards' course is also available for anyone wishing to progress further with Dashboard creation.

Who should attend?

Delegates must have extensive knowledge of Excel to Intermediate / Advanced or equivalent experience.

How will I learn?

At the end of this course, delegates will be able to:

- Manipulate tables of data & use relevant functions.
- Structure data efficiently in order to create Dashboards.
- Use advanced charting techniques to visualise data.
- Create interactive dashboards through the use of slicers.

The Programme

Overview

- Excel Dashboards, why do we use them?
- Dashboard Design – Planning, Preparation & Design

Understanding the essential Excel for dashboards

- Essential Excel Skills
- Named Ranges / Name Manager
- Absolute Referencing
- Conditional formatting
- Excel Tables

Charts and chart types

- Overview of chart types and their suitability to dashboards
- Nested Labels
- Combining different chart type within one plot area
- Interactive charts (using slicers)
- In cell charts
- Sparklines
- Trending Tricks
- Logarithmic Scale
- Plotting on a secondary axis
- Charts tips and tricks

Pivot Tables and Pivot Charts

- Pivot tables Overview
- Comprehensive overview
- Pivot Table Layout
- Total / Average / Show values as...
- How to handle Errors and Blanks / Pivot Table properties
- Hiding / Displaying Sub & Grand Totals
- Filters
- Grouping fields
- Calculated fields
- Pivot Charts
- Adding interactivity using slicers
- Linking slicers to multiple Pivot tables / charts

Bringing it all together

- Putting it all into practice. Build a Dashboard
- Updating your dashboards with new data
- Tips and Tricks to enhance your Dashboard. Adding the finishing touches

This training is delivered on behalf of BioPharmaChem Skillnet by E-Bridge Training. For further information please contact training@bpcskillnet.ie or phone 087 997 0848

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