JAMES COOK INSTITUTE

01 Day
Data Visualisation With Excel Dashboards

Description

This course equips learners with the skills to create insightful, accurate, and visually impressive management reports using Microsoft Excel.

Participants will learn to organize and analyze data, apply advanced formulas, use PivotTables and charts, and design clear, professional report layouts that support effective decision-making.

Who is this Course For?

This course is aimed at participants who have attended the basic Microsoft Excel course or have some working knowledge of Microsoft Excel.

Course Objectives

This course equips learners with the skills to transform raw data into clear, insightful, and visually impressive management reports using Microsoft Excel. Participants will learn data organization, formulas, PivotTables, charts, and automation techniques to create professional reports that support informed decision-making.

Course Duration
8 Hours

Mode of Training
Classroom

Full Fee
$530
(Subject to 9% GST)

Nett Fee
$577.70
(After GST)

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.

Visit our Website

📞 6737 5761

📍 Address: 150 Orchard Road, #06-14, Orchard Plaza 238841
Whatsapp: 8767 0614
Mailbox: enquiry@jci.edu.sg

ver. no.: 2025.09.18

Course Content

Dashboard fundamentals
- What is a dashboard
- Key characteristics of a dashboard

Planning considerations
- Define information needs
- Acquire and arrange data

Dashboard design consideration
- Dashboard Dos and Don'ts
- Selecting appropriate tools
- Determine chart elements and colour selection
- Histogram

Reporting with PivotTable and PivotChart
- Insert and populate a PivotTable and PivotChart
- Update PivotTable data
- Using Slicer

Advanced Excel tools
- Conditional formatting
- Using Range Names
- Create Drop-down list with data validation

Obtain data with Excel functions
- Use Lookup and Reference functions
- Use INDEX and MATCH functions
- Database functions

Create Excel chart
- Create standard charts
- Combination chart
- Sparkline

Customising chart elements
- Format axis
- Display/format Data Labels

Advanced chart types
- Pareto chart
- Box & whisker chart
- Gauge or Speedometer chart

JAMES COOK INSTITUTE

6737 5761

Visit our Website

Address: 150 Orchard Road, #06-14, Orchard Plaza 238841
Whatsapp: 8767 0614
Mailbox: enquiry@jci.edu.sg