

# 1 day – Data Visualisation with Excel Dashboards



COURSE DURATION

8 Hrs



COURSE REFERENCE NO.

TGS-2017501009



MODE OF TRAINING

Classroom



FUNDING VALIDITY

Till 31 Dec 2024

This course aims to equip learners with the necessary skills and knowledge to create insightful and impressive management reports using the various tools in Microsoft Excel.

## Course Objectives

- By the end of this course learners will be able to: Design and create effective dashboards using Excel. They'll master connecting to data sources, creating interactive charts, ensuring intuitive navigation, and sharing insights for informed decision-making.

## Who is This Course For

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

FULL FEE

**\$320**

(Subject to 9% GST)



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## Course Content

### 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

### 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

### 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 Color Selection
- Histogram

### Reporting With Pivot Table And Pivotchart

- Insert And Populate A Pivot table And Pivotchart
- Update Pivot table Data
- Using Slicer

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