

# Dashboard with Power Query Microsoft Excel

 **COURSE DURATION**  
**8 Hrs** **MODE OF TRAINING**  
**Classroom**

This introductory course empowers participants to unlock the full capabilities of Excel for data integration and visualisation. Gain hands-on experience with Power Query for efficient data gathering and learn preparation essentials of data visualisation and dashboard design. By the end of the course, you'll be able to create dynamic dashboards using Excel's advanced tools such as Pivot Tables, Pivot Charts, and various chart types, including Sparklines for mini-chart visualisations. Equip yourself with the skills to craft insightful, interactive dashboards that drive informed business decisions

## Course Objectives

By the end of this course, learners will be able to:

- Understand the fundamentals of Power Query as a data preparation tool.
- Apply techniques to clean and transform raw data effectively, making it suitable for analysis.
- Construct interactive dashboards using Excel's Power Query and PivotTable.
- Apply various visualization objects such as Charts and Sparklines.

## Who Is This Course For

- This course is suitable for participants who need to create Management Reports on Dashboard using Excel's advanced tools including Power Query.



FULL FEE

**\$380**

(Subject to 9% GST)



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## Course Content

### Learning Unit 1: Definitions

- What Is Data Visualisation
- What Is A Dashboard

### Learning Unit 2: How-To Guide

- Steps In Designing A Dashboard

### Learning Unit 3: Introduction To Power Query

- Understand What is Power Query
- Learn how to use Power Query to Get Data From Different Worksheets and/or Different
- Workbooks
- Learn how to use Power Query to Prepare Data

### Learning Unit 4: Create Dashboard

#### Shapes / SmartArt

- Illustrate Key Metrics such as Total Revenue, Market Share in Percentage

#### Pivot Table & Pivot Chart

- Display Key Summary such as Sales by Product, Sales by Region
- Filter Multiple Summaries with a Slicer or a Timeline

#### Excel Charts

- Visualize data using different Excel Charts such as Column / Line / Pie / Bar / Combo
- Chart

#### Sparklines

- Visualize data using Mini-Charts

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