

Office Productivity Training

Excel Dashboard Tools and Power Query Basics

Reporting numbers can be made more effective through visualization. This course is designed to assist skilled Excel users in creating informative visualizations using both internal and external data lists. The training will cover advanced techniques such as conditional formatting, charting, PivotTable tips, and an introduction to Power Query.

Topics

- Advanced conditional formatting
- Creating Pareto Charts
- Creating GANTT Charts
- The NETWORKDAYS function
- Creating PivotTable report filter pages
- Adding calculated fields to pivot tables
- The camera tool
- Connecting external data to Excel
- The Power Query Editor
- Using Power Query data tools to transform data

Course Length: 4 hours