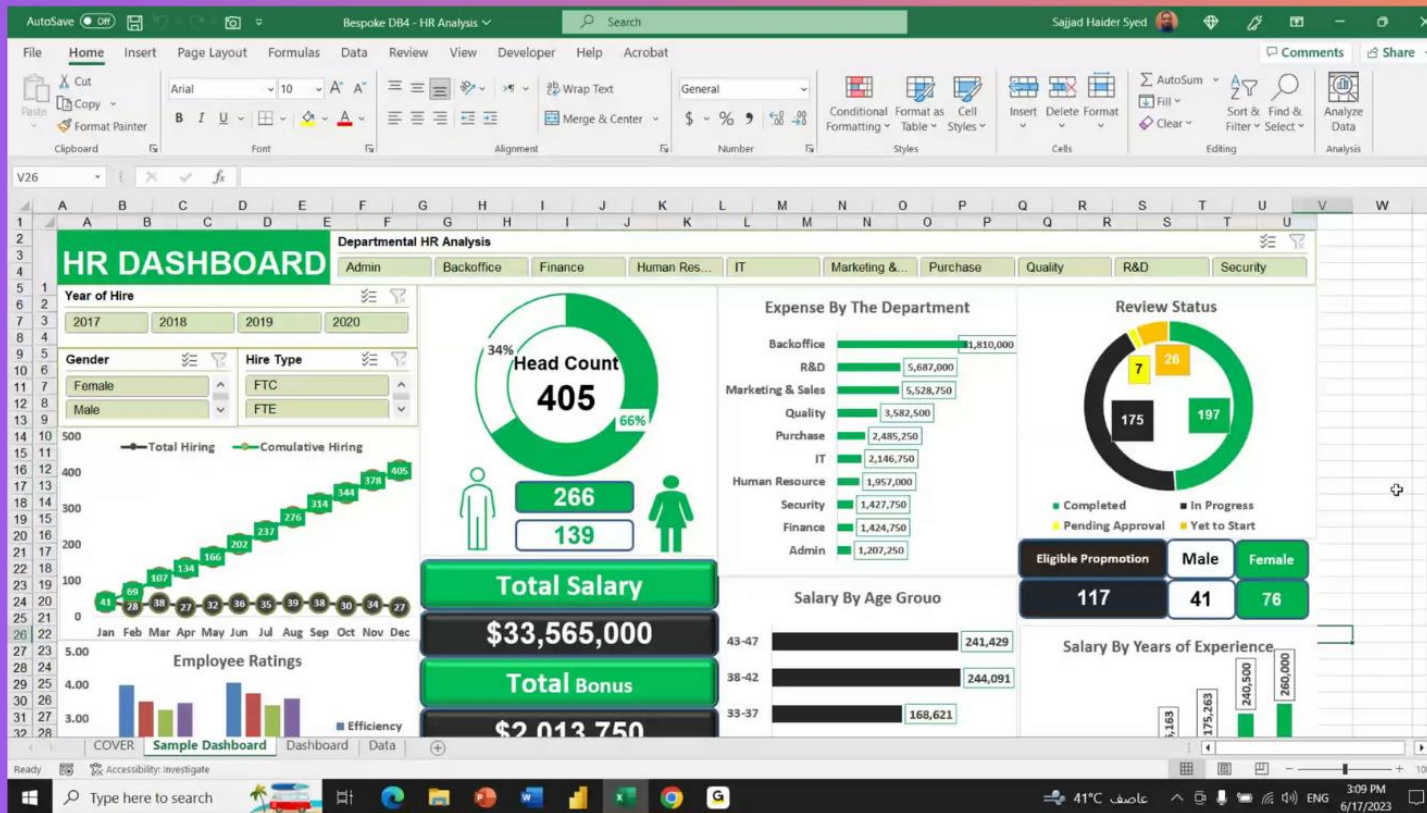


PREPARATIONINFO INTERACTIVE EXCEL DASHBOARD



INTERACTIVE EXCEL

DASHBOARD

TRAINING

Instructor-led Live Online Training by

Hands-on training from the comfort of your home or office.

Program Curriculum

Module 1: Introduction to Excel Dashboards

- Understanding the purpose and benefits of Excel dashboards
- Overview of dashboard design principles and best practices
- Introduction to key Excel features and tools used in dashboard creation
- Setting up Excel for dashboard development: organizing data and defining objectives

Module 2: Data Preparation and Visualization

- Importing and organizing data for dashboard creation
- Cleaning and transforming data using Excel functions and tools
- Selecting appropriate chart types for data visualization
- Creating dynamic charts and graphs to represent key metrics

Module 3: Designing Interactive Elements

- Adding interactive elements to dashboards: buttons, checkboxes, drop-down lists, etc.
- Using form controls to enable user interactivity
- Creating slicers and timelines for dynamic filtering of data
- Implementing conditional formatting to highlight important information

Module 4: Advanced Visualization Techniques

- Enhancing dashboard aesthetics with custom formatting and themes
- Incorporating advanced charting techniques: sparklines, combo charts, and trendlines

- Creating dynamic visuals with Excel Camera tool and Picture links
- Building heatmaps, tree maps, and other advanced visualizations

Module 5: Dashboard Interactivity and Navigation

- Implementing drill-down and drill-through functionality in dashboards
- Creating interactive navigation menus and buttons
- Building linked dashboards for deeper analysis of specific areas
- Utilizing hyperlinks and cell references for seamless navigation

Module 6: Data Analysis and Insights

- Using PivotTables and PivotCharts for interactive data analysis
- Implementing slicers and timelines for interactive filtering and exploration
- Incorporating calculated fields and measures for deeper insights
- Analyzing trends and patterns in data using Excel's data analysis tools

Module 7: Dashboard Automation and Updates

- Automating data refresh and updates in dashboards
- Using Excel's built-in features for data connections and refresh
- Implementing macros and VBA (Visual Basic for Applications) for advanced automation
- Setting up scheduled updates and alerts for dashboard users

Module 8: Collaboration and Sharing

- Sharing dashboards with colleagues and stakeholders
- Protecting and securing dashboard data and elements

- Enabling collaboration features: comments, track changes, and version history
- Publishing dashboards to Excel Online and SharePoint for online access

Module 9: Optimization and Performance

- Optimizing dashboard performance: reducing file size and calculation time
- Implementing efficiency techniques: using named ranges, avoiding volatile functions, etc.
- Troubleshooting common dashboard issues and errors
- Testing and validating dashboards for accuracy and usability

Module 10: Final Project and Certification

- Working on a comprehensive dashboard project
- Applying skills learned throughout the course to design and develop an interactive Excel dashboard
- Presenting and defending the final project to instructors and peers
- Earning a certification in Interactive Excel Dashboard Creation upon successful completion

This Interactive Excel Dashboard Training course agenda is designed to provide participants with practical knowledge and hands-on experience in designing and developing interactive dashboards using Excel. Each module covers essential topics and techniques required to create engaging and effective dashboards for data analysis and decision-making.

Learn by Creating Dashboard 1: Interactive Sales Trends Dashboard

- Understanding the requirements and objectives of an Interactive Sales Trends Dashboard
- Designing and creating dynamic charts to visualize sales trends over time
- Adding interactive elements for user-driven exploration of sales data
- Incorporating slicers and timelines for filtering by product, region, or time period

Learn by creating Dashboard 2: Interactive HR Dashboard

- Exploring the key metrics and KPIs relevant to HR departments
- Designing and creating visualizations for employee performance, turnover, and satisfaction
- Incorporating interactive elements for exploring HR data by department, tenure, or role
- Adding HR-specific metrics and calculations to the dashboard

Learn by creating Dashboard 3: Interactive Sales + Shipping Cost & Shipping Mode Dashboard

- Analyzing sales data in conjunction with shipping costs and modes
- Designing visualizations to compare sales performance across different shipping modes
- Incorporating interactive elements for analyzing the impact of shipping costs on profitability
- Adding drill-down functionality to explore sales and shipping data at a granular level

Learn by creating Dashboard 4: Project Management Dashboard

- Understanding the requirements and objectives of a Project Management Dashboard
- Designing and creating visualizations to track project progress, milestones, and deadlines
- Adding interactive elements for monitoring resource allocation, task dependencies, and project risks
- Incorporating project-specific metrics and calculations to assess project performance

About PreparationInfo

We are world best global leading training certification provider. We provide blended mode of training where any student can have option to get benefit from live instructor training as well as self-study package which can be used to enhance their skills at their comfortable pace and place. Based in New York, we have our local presence in across the globe in more than 140+ countries.

We have helped over 20,000+ students/professionals across 140+ countries get trained, acquire certifications, and upskill their employees. Our training courses are prepared and updated by more than 500+ industries experts. Our blended learning approach combines online self-study package, instructor-led live virtual classroom, and In-Person face to face classroom-based trainings.

Note- For any In-house requirement kindly can contact us, as we do deliver customized In-house training for the corporates.

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