



MICT SETA accredited ACC/2011/07/066 Est. October 2003

College Africa Group – EXCEL DASHBOARD one-day course table of contents

This course covers the fundamental features of Excel Dashboards as well exposing the delegate to some of the most advanced functions in Excel. This is an intense one - day course which will provide the delegate with sufficient skills to create basic dashboards.

To create awesome Excel Dashboard reports requires a thorough knowledge of many Excel techniques, but also principles of good visual design, and learning this practical knowledge takes a significant investment of time.

This course will prepare the delegate for more advanced courses. The delegate receives a manual and an attendance certificate.

- Introducing dashboards
- Defining a dashboard
- Defining a report
- Establishing the user requirements & message
- Establishing the audience of the dashboard
- Establishing the purpose of the dashboard
- Learn the following formulae and features

SUMPRODUCT	EOMONTH
IF	SUMIF
COUNTIF	CONDITIONAL FORMATTING AND IF
DYNAMIC DROPODOWN	SPARKLINES
COPY PASTE CAMERA TOOL	LINKING
SHAPES AND TEXTBOX	COMBO BOX
MAX	TEXT BOX
TEXT	IFERROR
MONTH	AND MORE

- A quick look at the dashboard design process
- Getting your data ready
- Separating data and analysis
- Dashboard basics
- Enhancing reports
- Use of layout and placement to focus attention
- Use of colour to draw attention key data points
- Format numbers effectively
- Conditions to customize number formatting
- Data Modeling Practices

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