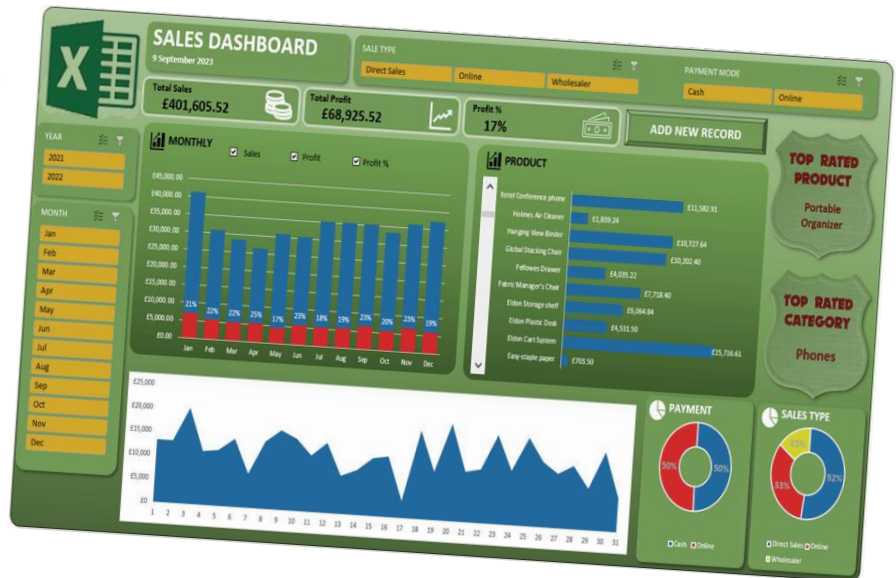


# DASHBOARD DESIGN

## OVERVIEW

This course is designed to take delegates through the five stages of effective Dashboard designs in Excel. Dashboards are used to provide quick visual views of data analytics using easy navigation and controls to custom results for individual requirements. You will learn the process of building a professional looking “Front-End” for your Excel workbooks & worksheets.



## MAIN TOPICS

### ❑ FORMULA & FUNCTIONS OVERVIEW

- Understand Relative, Partial and Absolute Addressing
- BODMAS

### ❑ TABLE MANAGEMENT

- AutoFilter and Sorting Data
- Converting a List to a Table
- Create, Modify and Format Tables
- Apply Filters with Slicers
- Understanding Data Relations
- Linking Data and Records

### ❑ CHARTS & GRAPHS

- Overview Available Charts
- Recommended Charts
- Edit and Custom Chart Layout
- Format & Styles

### ❑ HYPERLINKS

- Navigation using links
- Attaching links to buttons, Images and Text

### ❑ PIVOT TABLES

- Understanding the Pivot Table
- Adding & Removing items
- Include Filters with Slicers
- Summarising values
- Pivot the Row & Column Headings

### ❑ SHAPES & CONTROL BUTTONS

- Drawing Shapes and Format
- Incorporating Images
- Linking & Display Data in Shapes
- Adding Form Controls (Scrollbars, Checkboxes)

### ❑ INTRODUCTION TO MACROS

- Automating Excel tasks with Macros
- Recording a simple Macro
- Assigning Macros to Buttons

### ❑ PROTECTION

- Protect Dashboard with Password
- Hide irrelevant analytic sheets
- Format Worksheets (Remove Grid Lines, Headings)