

# Excel - Dashboards

**Category:** Microsoft Office, Microsoft Excel

## Dashboards

- What are they and why should we use them
- Examples and information sources
- Some Do's and Don'ts

## Collecting Information

- Lists versus Tables
- Advanced Pivot tables
- Advanced Charting
- 3d addressing
- Naming cells and ranges
- Using Offset, Index and Match to control data
- Using Goal seek and Scenario manager
- Using Combos for data selection
- Using VBA Forms
- Hyperlinks to other information
- Obtaining data from other sources

## Presenting Information

- Using Windows vs Cells
- Using Multiple windows
- Protecting information
- Interactive dashboards
- Saving and loading dashboards

# **Using Dashboards in PowerPoint Creating a Speedometer**

## **About SquareOne**

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training solutions, individuals are able to gain lifelong skills and realise their full potential while clients achieve their corporate goals.

## **Course Objectives**

This course is suitable for anyone in Business Intelligence, including Project Managers, or Data Analysts. On this course you will learn some of the more advanced features of Excel and how they can be used to work together in an interactive and graphical way.

## **Prerequisites**

You will be experienced users of Excel and would of attended or have a working knowledge of the features covered on the Excel Level 2 or Excel Level 3 training course.

## **Course Details**

Duration: 1 Day

Timings: 09:30 - 16:30

## **Course Contents**

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course. All of our courses can be tailored to meet your business needs.

## **Training Locations**

Our lead training centre is located in Birkenhead, Merseyside, where we have state of the art training facilities. We also have a number of training venues throughout the North West, covering Chester, Manchester, Wirral, Blackpool, Liverpool, North Wales, Lancashire and Staffordshire.

Alternatively, we can come to your business bringing with us our mobile IT classroom. We can deliver this kind of training anywhere in the UK and Europe.

## **Where We Trained in 2015/2016**

SquareOne delivered our training solutions in all areas of the North West of England. Other locations included London, Sussex, Surrey, Hampshire, Northern Ireland, France, Germany, Switzerland, Scandinavia and California. Training was delivered to a diverse range of industries including oil and gas, agriculture, automobile manufacture, food production, the arts and finance.

## **BOOKING**

To discuss course contents and booking arrangements, please call SquareOne on:

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**E:** [enquiries@squareonetraining.com](mailto:enquiries@squareonetraining.com)