

Microsoft Excel - Dashboards

GoSkills online course syllabus

Skill level

Beginner

Lessons

42

Accredited by

CPD

Pre-requisites

Basic Excel experience recommended

Versions supported

2016

Video duration

3h 55m

Estimated study time

21h

Instructor

Ken Puls

Introduction to Dashboards

- 1 What is a Dashboard?**
The goals of data visualization and dashboards, what they should do, and what they shouldn't.
- 2 Getting Started**
How do you go from a blank spreadsheet to a dashboard?

Conditional Formatting

- 3 Cell Highlighting**
Dynamically highlighting values that fall in the top or bottom ranges of your data sets.
- 4 Data Bars**
The easiest way to add easy to read "bling" to your Dashboard.
- 5 Icon Sets**
Adding stoplights, check marks, flags and other icons to your Dashboard.
- 6 Color Scales**
Applying dynamic heat maps to your data in order to show outliers and trends.
- 7 Logic Function Review**
The key to adding dynamics to your dashboard starts with Excel's Logic Functions.

8 **Formula Based Conditional Formats**
Leveraging the logic of the IF() function to drive conditional formats based on formulas.

9 **Understanding Conditional Formatting Rule Precedence**
Understanding why you can define two different conditional formatting rules, yet end up with a mixture of both.

Basic Charting

10 **5 Rules of Effective Charting: Rules 1-2**
Exploring two rules that help ensure your charts convey their intended message.

11 **5 Rules of Effective Charting: Rules 3-5**
Exploring the final three rules that help ensure your charts convey their intended message.

12 **Bar Charts**
Bar Charts are useful for comparing values to each other. This lesson examines features that can be tweaked to optimize their consumption.

13 **Column Charts**
Column Charts are useful for comparing values to each other. This lesson explores ways to help make them as effective as possible via some of their available options.

14 **Pie Charts**
Pie Charts can be useful for comparing values as a % of the whole. This lesson explores way to help make them more effective.

15 **Line Charts**
Useful for showing trends over time, this lesson explores line charts and some of their options.

16 **Scatter Plots**
This chart type can be useful for identifying clusters and outliers.

17 **Sunburst Charts and Treemaps (Excel 2016+)**
Sunburst and Treemap charts are intended to show the breakdown of the source data.

Advanced Charting

18 **Combination Charts - Column and Line**
Combination charts open a whole new world of charting. In this lesson we combine column and line charts together to make a compelling chart.

19 **Combination Charts - Area and Line**
This lesson shows a trick to include an extra data series in your chart that fades in and out of view as it's needed.

20 **Plotting Data Using the Secondary Axis**
When you need to show values of a different scale, there is no better way than to add an additional axis.

21 **Bullet Charts**
This complex looking chart conveys a TON of information comparing a single target value against multiple different markers.

22 **Waterfall Charts**
Waterfall charts help break "net change" into increases and decreases, giving more information about the business cycle.

23 **Sparklines**
In this lesson, we will look at sparklines: what they are and how to create and modify them.

24 **Forecast Sheets (Excel 2016)**
Generating forecast charts in Excel is only a few clicks away, resulting in a chart that you can customize and update later.

25 **Micro Charting**
Leveraging Micro Charts to build a very quick visual summary of your key metrics.

Adding Interactivity to Your Dashboard

26 **Understanding the MATCH() Function**
The MATCH() function may not look like much, but it can pull back the position of a data element: something that is key for dynamic dashboarding

27 **Pinpoint Data with INDEX(MATCH())**
Using a combination of the INDEX() and MATCH() functions to dynamically restate the dashboard source information

28 **Benefits of NA Values**
Many users fear #N/A values appearing in their spreadsheets. This module explores how to create this result with the NA() function, and why it's fantastic for charts

29 **Data Validation**
Drop down lists avoid the risk of "Garbage Out" by preventing your users from putting "Garbage In"

30 **Working with Form Controls**
A variety of different objects that add some visual style to your dashboards, as well as provide mechanisms to force valid data entry

Leveraging Pivot Data in Dashboards

31 **Intro to Pivot Tables**
A brief introduction/reminder about the power of Pivot Tables

32 **Applying Conditional Formats to Pivot Tables**
Understanding the tips and tricks to get conditional formats working properly on Pivot Tables

33 **Filtering and Linking Dashboards Using Slicers**
Highly visible and engaging, these devices can provide your users with a method to easily select valid object or filter in to just their slice of the pie

34 **Extracting Data Points with GETPIVOTDATA()**
Leveraging the GETPIVOTDATA() function in order to extract specific data points from a Pivot Table

35 **Using Pivot Charts**
The ins, outs and shortcomings of Pivot Charts

Black Magic Dashboarding Techniques

36 **Understanding Custom Number Formats**
Excel has an entire language for displaying values just the way you need them. Don't see your format in the list? Let's look at how to roll your own!

37 **Displaying Variances with Custom Number Formats**
A classic cost-accounting trick to display variance in a easy to read way (and avoid watching your audience do math in their heads at each review)

38 **Conditional Formatting of Chart Axes**
Leveraging Custom Number Formats in order to provide conditional formatting for chart axes

39 **In-Cell Charts Using the REPT() Function**
Leveraging the REPT() function and a special font in order to build charts in cells via formulas

40 **Display Emojis in Your Dashboards**
Did you know that Excel can display Emojis in the worksheet? Why not leverage that ability to help convey your message?

41 **Displaying Indicators on Charts**
Sometimes showing the chart just isn't enough and you want to display a text message with an indicator on the chart canvas. This lesson explores how to make that happen

42 **VLOOKUP() for Pictures**
A cool trick that shows how we can dynamically look up pictures and return them to our worksheet

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