

# Excel

# Dashboard

## Overview

The following are suggested topics for this level of the package.

- Recap of Pivot table and Pivot chart creation
- Modify formatting options within a chart
- Insert slicers and amend slicer settings
- Protection features of Excel e.g. worksheet and workbook
- Creating linked tables using Countifs() and Sumifs()
- Other useful functions in dashboard creation Index() , Match(), Offset() and Choose()
- Working with conditional formatting on a Pivot table by using formatted values, colour Scales and icon sets
- Build navigational links and control the “look and feel” of the dashboard worksheet e.g. controlling worksheet properties, alignment of objects and protection
- Adding the camera tool to the quick access toolbar and using the tool to link to worksheet data
- Create a group containing option buttons and link them into a chart
- Use further interactive controls e.g. combo box and horizontal scroll bar
- Create differing types of charts e.g. Pie of bar or bar of Pie
- Formatting chart objects e.g. adding secondary axes, chart templates and mixed chart creation

### How to book

To book this training please contact [WorkforceDevelopment@southend.gov.uk](mailto:WorkforceDevelopment@southend.gov.uk)

**Need Identified:** An Excel Dashboard provides insight, analysis and alerts. They're fully interactive and dynamic and can help with project management, customer service, retail management, financial forecasting and much more.

**Desired Outcomes:** Knowledge of how to build Excel Dashboard reports from the ground up.