

MS Excel Dashboard Reports Part 1 & 2

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Address
PO Box 25334
Monument Park
0105
South Africa

Head Office & Training
1001 Clifton Avenue
Lyttelton Manor
Centurion
South Africa

Tel: 0861-11-1680
Fax: 0866-838-922
e-mail: sales@acctech.biz
Web: www.acctech.biz

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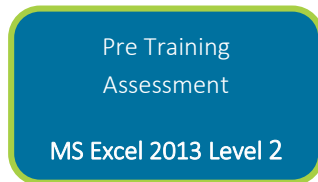
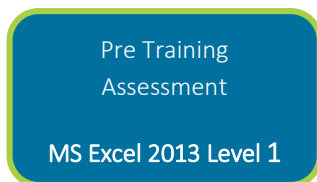
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A. Course Outlines



1. Free online pre-training assessments

Not sure which level to book – then click on the links below and/or forward the links to your colleagues in order to distinguish which level they need to book for.



2. MS Excel Dashboard Reports

Course description

The intent of a dashboard is to make key aspects of data available to the user of the dashboard to facilitate the decision-making. A great deal of this data is presented through charts.

The Excel dashboard reports level two course expands on the foundation of the first course by introducing some data extract and cleaning techniques.

We also introduce the power of PivotTables to easily analyse and present data through the use of PivotCharts.

Course duration

This course is scheduled for two (2) days from 9:00 till 16:00.

The course duration is an estimate and could vary according to levels of experience of the group.

Course pre-requisites

Before attending this course, students must have attended MS Excel Level 3 or have equivalent knowledge and skills.

Documentation

The following documentation is included with the course

- Dashboard Reports for Excel user notes
- Certificate of attendance

Who should attend?

The Excel Dashboard Reports course is focused on two aspects of Excel namely Charting and Formulas. The approach to both these aspects of the course is to facilitate the setup of dashboard reports.

Topics covered

Part 1

Advanced Chart Creation

Inserting a Chart

Edit the Chart Data

Changing the Chart Type

Adding and Removing Data

Changing Chart Options

Changing the Chart Location

Copy a Chart

Add a Secondary Axis

Accommodating extreme values

Chart alignment

Advanced Chart Formatting

Reformat the Chart

Changing Colours

Axis Formatting

Manage Chart Labels

Supporting Skills for Dashboard Creation

Absolute References

Working with Ranges

The TEXT function

The CHAR Function

The MAX and MIN Functions

The NA Function

The IF Function

The ISERROR Function



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The OFFSET Function
The CHOOSE Function
The INDEX Function
Importing Information
Linking Programs

The Excel Camera Tool

Add the Camera Tool to the Quick Access Toolbar
Use the Camera Tool
Manipulate the Camera Object
Assign a Range to the Camera Object
Display a Dynamic List in a Camera Object

Setting Up Traffic Lights

Traffic lights facilitate Stop-Go decision making.

Dashboard Reports

Introduction
Setting up the Dashboard

Part 2

Charting Basics

Inserting a Chart
Edit the Chart Data
Adding and Removing Data
Changing the Chart Type
Changing Chart Options
Changing the Chart Location

Extracting Data with Advanced Filter

Advanced Filter setup
Using a named range to extract the data to another sheet

Advanced Charting Techniques

Waterfall Charts
Setting up your Data
Gauge Charts

Using Charts in Presentations

Using Functions and Controls to aid presentations
The Index Function
The Vlookup Function
The Offset Function



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Create a PivotTable® Report

Edit the PivotTable® Report

Create a PivotChart® Report

Pivot Table Slicers (MS Excel 2010 and 2013 only)



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B. Contact Details

1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:

Centurion
1001 Clifton Avenue
Lyttelton Manor
Centurion

2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz



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