

Creating interactive dashboards with Microsoft Excel («ME7»)

Learn how to create interactive dashboards using Excel, Power Query, and Power Pivot. Use pivot tables, charts, images, controls, and a little creativity to work with your data dynamically and efficiently.

Duration: 2 days

Price: 1'290.–

Course documents: Digital courseware

Content

1. Introduction to Dashboards
 - What are dashboards?
 - What needs to be considered to make them look professional?
2. PivotTables
 - Static and dynamic areas
 - Creating a PivotTable report
 - Using data slices and timelines
 - Creating functions and formulas
 - Sorting and grouping data
 - Customizing and formatting layouts
 - Updating data
3. Power Query
 - Importing data from a variety of sources and locations
 - Clean up or prepare data
 - View and combine queries
 - Visualize data with pivot tables and charts
4. Power Pivot
 - Import data from multiple data sources
 - Create and apply relationships between tables
 - Calculate with PowerPivot (DAX functions)
5. Visual representations
 - Create charts
 - Special representations with icons, symbols, images
 - Formatting
6. Control elements
 - Size, position, and formatting
 - Protecting controls
7. Key Performance Indicators (KPIs)
 - Introduction to KPIs
 - Examples of KPIs
8. Creating professional dashboards
 - Define target group, period, level of detail, and time frame
 - Selecting and defining KPIs
 - Visuals
 - Protection and printing

- Preparing data from different formats or sources and merging the data with Power Query and Power Pivot
- In-depth knowledge of presenting data in a dashboard with pivot tables, charts, and special themes
- Familiarizing with controls and formula-based techniques for user-friendly and interactive features

Target audience

- Advanced users who want to display the company's key figures analytically and visually by using dashboards
- People with a basic understanding of business administration who want to keep an eye on the performance of the company
- People that are responsible for having an eye on Key Performance Indicators

Requirements

You already have some experience with Power Query and Power Pivot. Completion of the following courses or equivalent knowledge is required:

- [Power Query and Power Pivot for data analysis in Excel \(«MEPQPP»\)](#)
- [PivotTables and Data Analysis with Excel \(«MEPT»\)](#)

Further courses

- [Microsoft Excel for Controllers \(«EBX»\)](#)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-creating-interactive-dashboards-with-microsoft-excel