

Course Title: Microsoft Excel Dashboard Report for Management 2016 Duration: 1 day

This program is designed for executives who already has a very good knowledge of Microsoft Excel, and who would like to work with more very advanced features of Microsoft Excel that help in improving their efficiency of working with worksheets, analyzing data, creating MIS reports, and Dashboard for Management with automating various tasks.

Program Objectives

This training program will empower the participants to be able to do the following:

- Performing complex calculations more efficiently, using various Excel functions.
- Organizing and analyzing large volumes of data.
- Creating MIS and Dashboard reports.
- Working with Forms Control
- Automate various command using Macros
- Consolidating and managing data from multiple workbooks using Macros

Audience

Executives and managers who have already good knowledge of Microsoft Excel, but now feel the need for learning more powerful features and options of Excel, to manage their worksheet-related tasks more efficiently.

Prerequisites

Participants attending this training should have a **very good knowledge of Microsoft Excel**, such as simple if , absolute and relative reference, sum-if and count-if function, conditional formatting , filter and simple pivot table.

Day-wise Break-up

Day	Module	Topic
Day 1	Module 1	Efficient way of using Excel
	Module 2	Conditional & Logical Functions
	Module 3	Lookup and Reference function used to create Dashboard
	Module 4	Conditional Formatting using Formula and Function
	Module 5	Creating Dynamic Filter
	Module 6	Advance Pivot and PowerPivot [PowerPivot is addins]
	Module 7	Working with Form Control
	Module 8	Creating Interactive Charts
	Module 9	Creating Dashboard using Pivot and Forms control
	Module 10	Recording Macros and Editing macros for creating Dashboard

Course Outline

Module 1: Efficient way of using Excel- Quick Revision

- Customizing the setting of Excel
- Working with short cuts keys and some tips and technique to work efficiently
- Working with Range Name and Tables

Module 2: Conditional & Logical Functions –Quick Revision

- Working with nested If function in Excel
- If with date functions
- And / OR/ NOT Function
- Using multiple logical functions with nested if

Module 3: Lookup and Reference function used to create Dashboard

- Vlookup
 - Is Error Function with vlookup
 - Column Function With vlookup
 - Match Function with Vlookup
 - Vlookup with true parameter
 - Vlookup with Multiple Table Array
- Index & Match Function
 - Extracting the value from matrices
 - Get Vlookup value from the left side of the array table
- Indirect Function
 - Redirecting a cell reference
 - Creating Dependent drop down list
- Offset Function
 - Dynamic data list
 - Dynamic graph using offset function
- Working with Rows and Column Function

Module 4: Conditional Formatting using Formula and Function

- Row level formatting
- Conditional formatting using formula (using and(),or())
- Conditional formatting using Vlookup()

Module 5: Working with Dynamic Filter

- Custom Sort (as per user defined sequence requirement)
- Limitation using Auto Filter and working with Advance Criteria using Advance Filter

Module 6: Advance Pivot and Working with PowerPivot

- Grouping Options in pivot (Yearly, Quarterly, Date Wise, No Slab wise)
- Percentage option (Percentage of total, Percentage of Column, Percentage of row)
- Using Formula in Pivot Table
- Sorting, filtering, updating ,formatting
- External Data Source
- Presenting PivotTable reports effectively with PivotCharts
- Examining data patterns with Sparklines
- Analyzing multiple tables of data with PowerPivot

Module 7: Working with Form Control

- What Is A Form Control?
- The Form Toolbar
- Adding A Control To A Worksheet
- Assigning A Macro To A Control
- Using Form Controls

Module 8: Creating Interactive Charts

- Advanced Charting
- Waterfall charts
- Budget vs. Actual charts
- Bullet charts
- Creating interactive charts using Form control

Module 9: Creating Dashboard

- Dashboard Theory
- Dashboard Creation Process
- Dashboard design tips & techniques
- Business Dashboard

Module 10: Working with Recording and Editing macros for creating Dashboard

- Module 3: Recording / Editing Macros
- Recording a Macro
- Limitation of recording a macro, overcoming this limitation
- Editing recorded codes