MS Excel Dashboards

Course Brochure

2 Day Practical Workshop

dcm THE LEARNING EXPERTS

Contents

The Right Fit......For You

Business managers need access to accurate data – presented in a clear and understandable way. Carefully built dashboard reports will help you clearly see insights into any aspect of your business.

Our two day **MS Excel Dashboards** course has been designed to teach you **the data visualisation skills you need to design any dashboard in Excel exactly the way you want**. It introduces you to the power of Excel Dashboards starting from the beginning.

This course teaches the skills needed **to use data to build powerful reports on any aspect of your business** using Excel. You'll learn **what dashboards are and why should we use them**, and how to collect and display information.

You will leave this course with the skills needed to produce professional feature rich Dashboards that **explore your organisations data** and provide compelling Excel Dashboards that will allow you to step back from the details and **see the key trends and relationships that drive your company**.

This course is recommended for **experienced Excel users** who are familiar with Microsoft Office Specialist Expert level or for people who have **completed our Excel Advanced Course and want to progress to the next level**.
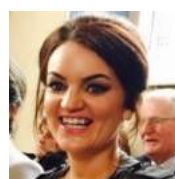

"I speak for all in saying that it was an excellent course. I found the course very interesting and beneficial both for my work and future career."

"We are all very happy with the training carried out last week & will definitely be in contact in the future"

"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."

Marcin Cesarz, Lead Business Analyst, AIB

Aoife O'Rourke, Key Account Manager, Tool & Plastic

Jonathan Latimer, Fleet Training Instructor, City Jet

Why Choose Our MS Excel Dashboards Course

DCM Learning's MS Excel Dashboards course has been designed to teach you the data visualisation skills you need to design any dashboard in Excel exactly the way you want. It will give you the skills you need to produce professional feature rich Dashboards that explore your organisations data and allow you to step back from the details and see the key trends that drive your company.

Specific reasons to choose this course:

Experienced: We have trained over 237 individuals successfully in MS Excel Dashboards over the last two years.

Support: 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.

Experienced Training Team: Our trainers are Training Practitioners with years of industry experience as well as vast training experience.

Quality Assured Training: Make sure you Safeguard Your Training Investment. DCM offer courses accredited by national and international certification bodies, including QQI, PMI, IASSC, and Scrum.org.

You're in Good Company

We have delivered our MS Excel Dashboards programme to the biggest brands in Ireland including Google, Intel, Central Bank of Ireland, ESB, Football Association of Ireland and Abbott so you can have confidence in our ability to deliver the results you want to achieve.

MS Excel Dashboards Course Outline

COURSE OVERVIEW

This two day MS Excel Dashboards course has been designed to teach you the data visualisation skills you need to design any dashboard in Excel exactly the way you want. It introduces you to the power of Excel Dashboards starting from the beginning.

This course teaches the skills needed to use data to build powerful reports on any aspect of your business using Excel. You'll learn what dashboards are and why should we use them, and how to collect and display information.

You will leave this course with the skills needed to produce professional feature rich Dashboards that explore your organisations data and provide compelling Excel Dashboards that will allow you to step back from the details and see the key trends and relationships that drive your company.

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LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Understand the goals of data visualisation

- Use conditional formatting, from data bars to icon sets to add finesse to your dashboard

- Build bar charts, column charts, pie charts and line charts

- Build more complex charts like scatter plots & combination charts

- Build basic and advanced Dashboards

Below you will find a proposed course outline detailing all the topics covered on the training programme.

Course Content

TOPIC 1: INTRODUCTION TO DASHBOARDS

- What are they and why should we use them

- Examples and information sources

- Some Do's and Don'ts

TOPIC 2: COLLECTING INFORMATION

- Lists versus Tables

- Advanced Pivot tables and Charting

- 3D Addressing

- Naming cells and ranges

- Using Offset, Index and Match to control data

- Using Goal seek and Scenario manager

- Using Combos for data selection & Using VBA Forms

- Hyperlinks to other information

- Obtaining data from other sources

TOPIC 3: PRESENTING INFORMATION

- Using Windows vs Cells

- Using Multiple windows

- Protecting information

- Interactive dashboards

- Saving and loading dashboards

Course Content

TOPIC 4: BUILDING DASHBOARDS

- Building a basic Excel Dashboard

- Building an advanced Excel Dashboard

Padraig O'Connor
Training Associate

Padraig is a highly experienced, knowledgeable, and highly accomplished training and coaching Professional. He has previously worked in the Telecommunications and Software Development Sectors fulfilling Senior Technical, Project Management and Line Management Roles in large multinational companies.

Padraig's training delivery approach is highly engaging and structured yet dynamic; affording the participant an opportunity to learn at every possible juncture that accumulates into a top-class learning experience.

Padraig's areas of expertise include MS Excel at Introductory, Intermediate and Advanced, MS PowerPoint, Excel Financial Modelling, Prezi and Technical Writing.

Some of Padraig's qualifications and affiliations include:

- B. Eng (Hons) In Electronic Engineering (DCU)
- Dip in Business, Executive and Personal Coaching
- Advanced ECDL Expert
- Certified Scrum Master
- Holds memberships of Engineers Ireland, The British Psychological Society, Association for Coaching, The Teaching Council and The Scrum Alliance

"The feedback from the training on Monday was very good. Everyone thought Padraig was excellent and explained everything really well."

Niamh Phelan, HR Business Partner, Lionbridge

Inhouse Training, One Size Doesn't Fit All.

Does your team need MS Excel Dashboards training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
Cost	€1,095 per day	€995 per day	€895 per day
Materials	Included	Included	Included
Travel Expenses	Included	Included	Included
Areas Covered	All Counties	All Counties	All Counties
Customisation	Course Customised	Course Customised	Course Customised
Survey	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
Account Management		Dedicated Account Manager	Dedicated Account Manager
Free Public Course		1 Free Place	3 Free Places
Public Course Discount		15%	25%

Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.

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Set your career on the right course