



Microsoft Excel

Working with Data Lists & Dashboards

Set up and Navigation

- Things to consider when creating Data Lists
- Navigating large sheets
- Freeze Panes

Useful Features

- Apply Conditional Formatting
- Flash Fill
- Excel Tables
- Removing Duplicates
- Data Validation

Database & other useful Functions

- Use Database Functions DSUM, DAVERAGE, DCOUNT, DMIN, DMAX
- Use Functions XLOOKUP & FILTER
- Using UNIQUE and building Drop Down Lists

Pivot Tables & Dashboard Creation

- Create and work with Pivot Tables
- Create Pivot Charts
- Work with Dashboard item alignment
- Make the dashboard interactive with a Timeline
- Make the dashboard interactive with Slicers
- Grouping slicers and timeline to all Dashboard items
- Adding new raw data and refreshing (time permitting)
- Working with colour schemes (time permitting)
- Hiding sheets (time permitting)
- Sharing dashboards (time permitting)

This hands-on course is ideal for anyone working with large datasets in Microsoft Excel. You'll explore key tools on the Data ribbon and learn how to use PivotTables for powerful reporting, including building an interactive dashboard. Confidence in using Excel at Introduction level is required before attending.

