

Excel Dashboards

★ COURSE OVERVIEW

Create eye-catching dashboards and reports that will command attention in your company. Discover how to compile and convert enormous amounts of data into concise visual information.

Use Excel's features to create complex, interactive tables and charts to raise the standard of your reporting. Understand the principles underlying dashboard design so you can consistently generate work of the highest caliber.

You will learn all you need to know about creating a dashboard report, including how to build your calculations.

If you adhere to these straightforward guidelines each time, your spreadsheets will be structured and you'll be able to create Excel dashboards that are simple to update.

The course covers the following key topics:

- Introduction to Excel Dashboards
- Creating Charts and Graphs
- Creating Tables and Pivot Tables
- Adding Filters and Slicers
- Adding Conditional Formatting
- Data Preparation
- Creating the Dashboard
- Using Filters and Slicers
- Sharing the Dashboard

...AND MUCH MORE!

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Learning will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *[unless otherwise arranged]*
- Travel and Accommodation for the Facilitator *[if required]*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

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COURSE INFORMATION

WHO SHOULD ATTEND

- ▶ Those who wish to design attractive dashboards in Excel.
- ▶ Those upgrading from earlier software versions and those with a basic understanding of Excel 2019/365.
- ▶ Users who already have a solid understanding of Microsoft Excel and want to improve it.

TAKE HOME TOOLS

- ▶ A detailed manual/workbook and electronic copy of course material
- ▶ Notepad & pen
- ▶ One month of free telephonic and e-mail support included

OUTCOMES

After attending this course attendees should:

- ▶ Create eye-catching dashboards and reports that will command attention in your company.
- ▶ Discover how to compile and convert enormous amounts of data into concise visual information.
- ▶ Use Excel's features to create complex, interactive tables and charts to raise the standard of your reporting.
- ▶ Understand the principles underlying dashboard design so you can consistently generate work of the highest caliber.
- ▶ You will learn all you need to know about creating a dashboard report, including how to build your calculations.

LEVEL 2 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 125% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

TERMS & CONDITIONS

- ▶ **PAYMENTS:**
Payment terms are **30** [thirty] days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- > **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- > **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- > **PRESENTERS:**
Should it be necessary, AstroTech Learning reserves the right to substitute the presenter.
- > **VENUE:**
If you have chosen to do training with AstroTech at our venue, then training will be provided to you at The Capital Hotel nearest to you. The Capital specialises in conferencing and superior training facilities. Breakfast, snacks, tea, coffee and a three-course lunch will be included and provided on the days of training.
- ▶ **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- > **DISCLAIMER:**
AstroTech Learning will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.