Course Name:

Microsoft Excel-Pivot Table to Dashboard

Synopsis

Embark on a Comprehensive Data Journey: Excel Pivot Tables to Dynamic Dashboards Course – Explore In-Depth Data Management, Analysis, and Visualization Techniques, Gain Mastery in Transforming Raw Data into Meaningful Insights, and Harness the Power of Visual Storytelling to Drive Informed Decision-Making and Propel Organizational Growth and Succes.

What You Will Learn

- **Understanding Pivot Tables:** Discover the foundation of Pivot Tables by unravelling their Key Role in Data Analysis and Insights
- **Creating Pivot Tables:** Master Data Organization, Analysis, and Insights by Harnessing the Power of Rows, Columns, and Filters
- **Organizing and Summarizing Data:** Uncover Key Trends Using Functions Like Sum, Count, Average, Min, Max, and More to Organize and Summarize Data
- **Grouping and Filtering Data:** Mastering Pivot Tables to Group and Filter Data, Unveiling Hidden Insights and Trends for Informed Decision-Making and Business Growth
- **Customizing Pivot Tables:** Unleash Visual Clarity and Impactful Analysis by formatting pivot table values, rows, columns, and headers
- **Calculations and Analysis:** Craft Calculated Fields and Items for Tailored Data Insights within Your Pivot Table
- **Pivot Charts Integration:** Seamlessly Integrate Pivot Charts with Your Pivot Table Mastery for Dynamic Insights and Impactful Decision-Making
- **Interactive Filters:** Slice, Dice, and Discover by Harnessing Slicers and Timelines for Dynamic Data Dive in Your Pivot Table
- **Data Refresh and Updates:** Align Your Pivot Table with source data with Data Refresh

Who Should Attend

The Pivot Table to Dashboard course is designed for individuals and professionals who work with data and want to enhance their data analysis and visualization skills using Microsoft Excel. Professionals across various fields, including business analysts, financial managers, sales teams, educators, and more, can benefit significantly from the Pivot Table to Dashboard course.

Prerequisite

N/A

Course Methodology

- Theory.
- Hands-On
- Discussions
- Interactive Classroom Session

Course Duration

1 day - 9am - 5pm

Course Structure

Session 1: Introduction to Pivot Tables
Participants will learn how to use pivot tables in Excel to efficiently organize and summarize large data sets, create dynamic reports, and gain valuable insights through data analysis.

- o   Overview of Pivot Tables and their importance in Data Analysis
- o   Creating a basic Pivot Table from sample data
- o   Organizing Data Fields (Rows, Columns, Values) in a Pivot Table

Session 2: Pivot Table Operations

Participants will learn how to perform essential pivot table operations such as data summarization using functions like SUM, COUNT, AVERAGE, MIN, and MAX, along with grouping and filtering data to analyse trends, patterns, and outliers.

o   Summarizing Data using functions like SUM, COUNT, AVERAGE, etc
o   Grouping and Filtering Data in Pivot Tables for better analysis
o   Customizing Pivot Table Layout, Formatting, and Styles

Session 3: Advanced Pivot Table Techniques

Participants will delve into advanced pivot table techniques such as creating calculated fields and items for custom calculations, using slicers and timelines for interactive filtering and analysis.

o   Creating Calculated Fields and Items for Custom Calculations.
o   Using slicers and timelines for interactive filtering and analysis.
o   Managing Data refresh and updates in Pivot Tables.

Session 4: Working with Pivot Charts

Participants will learn how to create dynamic and visually appealing charts using pivot table data, customize chart elements such as chart types, titles, and axis labels, apply formatting and styling options.

o   Understanding Pivot Charts and their relationship with Pivot Tables
o   Creating basic Pivot Charts from Pivot Table Data
o   Customizing Pivot Charts (Chart Type, Layout, Labels) for Visual Clarity

Session 5: Dashboard Creation

Participants will learn how to consolidate their charts into a dashboard and use slicers and timeline to enable interactive filtering and time-based analysis.

o   Designing Dynamic Dashboards using Pivot Tables and Pivot Charts
o   Adding Interactive elements like Slicers, Buttons, and Dropdowns to Dashboards
o   Connecting Slicers and Timeline to Pivot Charts with Reporting Connections
o   Creating a Final Project Dashboard Integrating multiple Data Sources