

# Excel – Dashboards

Learn how to create a dashboard in Excel to help you keep a visual track of important performance measures and targets in your spreadsheet models.

## Snapshot

Duration: 90 minute

Level: Intermediate

Pre-requisites: Basic familiarity with Windows applications

Version: Suitable for 2010, 2013, 2016 and Office 365

## Learning Outcomes

- Understand when to use a dashboard
- Create a simple KPI dashboard
- Edit and update the dashboard

## Course Content

- Overview of Excel dashboards
- Why use dashboards
- Types of dashboards
- Setting up the dashboard elements
- Optimising a list
- Building an analysis sheet
- Extracting unique values
- Building dynamic charts
- Creating a chart
- Modifying a chart
- Testing the dashboard
- Changing variable data and seeing the results