

## Course Outline

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### Microsoft Excel 2013: Dashboards



**Duration:** 1 day (6 hours)

#### Learning Objectives:

Upon successful completion of this course, you will be able to create dashboards in Microsoft Office Excel 2013. You will:

- Create advanced formulas.
- Automate workbook functionality.
- Apply conditional logic.
- Visualize data by using basic charts.
- Implement advanced charting techniques.
- Analyze data by using PivotTables, Slicers, and PivotCharts.

#### Topics Covered:

- Unit 1: Creating Advanced Formulas
  - Topic A: Use Range Names in Formulas
  - Topic B: Use Specialized Functions
- Unit 2: Automating Workbook Functionality
  - Topic A: Apply Data Validation
  - Topic B: Work with Forms and Controls
- Unit 3: Applying Conditional Logic
  - Topic A: Use Lookup Functions
  - Topic B: Combine Functions
- Unit 4: Visualizing Data with Basic Charts
  - Topic A: Create Charts
  - Topic B: Modify and Format Charts
- Unit 5: Advanced Charting Techniques
  - Topic A: Use Advanced Chart Features
  - Topic B: Create Sparklines
- Unit 6: Analyzing Data with PivotTables, Slicers, and PivotCharts
  - Topic A: Create a PivotTable
  - Topic B: Analyze PivotTable Data
  - Topic C: Present Data with PivotCharts
  - Topic D: Filter Data by Using Slicers