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## Creating dashboards in Microsoft Excel

**Description:** The course is dedicated for those whose tasks include:

- creation of interfaces including graphical presentation of the most critical company data;
- transformation of reports, analyses or tabular summaries into ready conclusions enabling for example:
  - accurate analysis of the company standing;
  - identification of potential company problems;
  - observation of trends;
  - effective monitoring of business processes;
  - controlling key efficiency parameters and indices of the organisation
- support of various stages of the process of making business decisions within the organisation.

**Duration:** 16 hours.

**Intial requirements:** Intermediate knowledge of Microsoft Excel, i.e. the ability to create and modify standard charts and the ability to create formulas and use sheet functions: Non-typical visualisations in Microsoft Excel.

**For whom:** Employees from the following departments: accounting, financial, sales, marketing, administration, and logistics.

### Module: Creation of dashboards

- 1) Techniques of creating management
- 2) Key efficiency indices and their role in dashboards
- 3) Role of colours in visualisation
- 4) Basics of message composition theory
- 5) Non-standard Microsoft Excel tools useful in the preparation of visualizations
- 6) Keyboard shortcuts accelerating and facilitating the creation of dashboards
- 7) Accomplishment of exemplary management cockpit projects