

Workshop : Using Excel to create dashboards & reports

Date: Tuesday ' \$`CWtcVYf, 9am - 4pm

Cost: \$200 (incl GST)

Venue: Library Computer Lab, Ground Floor,

In this 1-day workshop, you will learn the principles of data analysis and good dashboard design to synthesise and summarise information into a logical framework and presenting data graphically. You will know how to use visual effects to improve reports and presentations and use existing Excel tools to analyse data & build reports.

Advanced knowledge of Excel required. Participants must know how to:

- Navigate confidently in Excel;
- Use absolute cell references (e.g. =\$A\$1),
- Create and use advanced Excel tools and functions on a regular basis

Using Excel as a Data Analysis Tool

- Overview of must-know tools and functions for data analysis such as LOOKUPS, logical and aggregation functions
- Nest functions together to create succinct and robust formulas
- Using text and concatenation functions to string numbers and text together to show in a dashboard or chart.

Charting in Excel

- Working with charts in Excel 2010/13
- Show correlations by charting on different axes and chart types or bubble charts
- Comparison of different methods of waterfall charts, create your own template for future use.
- Explore various methods for dealing with varying data ranges in chart data sources

Chart and Table Design

- Deciding the best method for visual display
- Design principles for effective graphic data presentation

Dashboard Reporting

- History and definition of dashboard reports
- Why dashboards are so popular
- Critique of poorly built dashboards
- Using provided data, create your own dashboard in Excel

Dashboard Design

- Dashboard layout, colour choice and display principles
- Getting your message across most effectively by choosing the correct medium of display
- Quick and easy ways to add automated colour and icons to your reports
- Ways to make an impact with colour
- Save time by using clever formulas which automatically update information on the dashboard

Chart and Table Design

- Choosing the correct chart to use to display different data and messages from your findings
- Tips and tricks for a quicker chart build and was to making charts more robust and automated

Maximum 12 participants

Name:

Organisation:

Preferred email:

Phone:

Payment method: Please select

Cost Centre (Melb Health only): I authorise a total payment of \$200 from the following cost centre:

Supervisor:

Campus code:

Cost Centre:

Account: 36560

Credit Card:

Visa:

MasterCard:

Card Number:

Expiry Date:

Name on credit card:

I authorise a total payment of \$200

Signed:

Invoice (External organisations only):

To register: Send electronically using the Submit button, or email to us. Workshop fees are not refundable. Enrolment is not confirmed until full payment is received. Payment is processed at close of registration. Please ensure credit cards funds are available. See [Terms & Conditions](#) on the Library website. Receipts are emailed when payment is processed.

[Check your email for enrolment confirmation and course information / updates.](#)

WORKSHOPS



More Info: <http://tiny.cc/RMHTraining>

Intro to Excel - no prerequisites

Introduces spreadsheets, formatting, headers and footers, BEDMAS and other basic features.

Intermediate Excel - prerequisites

Introduces styles, conditional formatting, formulas, complex equations, charts, and more.

Advanced Excel - prerequisites

Introduces data validation, auditing tools, macros, formulas & other advanced features.

Excel Pivot Tables - prerequisites

Learn how to use Pivot Tables & PowerPivot, to analyse multiple files.

Excel Dashboards - prerequisites

Synthesise and summarise information into a logical framework, and present data graphically, using existing Excel tools to analyse data & build reports.

Excel Formulas - prerequisites

Focuses on Excel formulas, including the BEDMAS rule, AVERAGE, COUNT, COUNT-BLANK, date/time formulas, rounding formulas, setting formula rules, and more.

Introduction to Access - prerequisites

Create your own database of information & learn how to extract data, create forms & reports, link tables & apply mail merge & labeling.

Intermediate Access - prerequisites

Work with tables & table fields, import & export functions, complex queries, equations, forms & sub-forms, reports & macros.

SEMESTER 2 PROGRAM

EXCEL - Introduction	17/10/18
EXCEL - Intermediate	31/07/18
EXCEL - Intermediate	14/11/18
EXCEL - Advanced	12/09/18
EXCEL - Dashboards	30/10/18
ACCESS - Introduction	22-23/08/18
ACCESS - Intermediate	13/11/18
WORD - Advanced	20/09/18
POWERPOINT	25/07/18
BUSINESS WRITING	19/07/18
ENDNOTE for PA's	17/07/18
ENDNOTE for Researchers	25/10/18



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WORKSHOPS



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Intro to Word - no prerequisites

Learn basic formatting & editing to create simple Word documents.

Intermediate Word - prerequisites

Introduces QuickParts, columns & tables, advanced formatting & graphical features, mail merge and more.

Advanced Word - prerequisites

Introduces functions such as track changes, styles, form fields, macros, & toolbar customisation.

PowerPoint - no prerequisites

Learn the art of effective & engaging presentations.

Presentation Skills - no prerequisites

Covers the principles of creating and delivering effective presentations using PowerPoint, with a focus on presentation methods to keep your audience engaged.

Business Writing - no prerequisites

Introduces tips & techniques to improve the clarity of your memos, documents & other business communications.

EndNote - no prerequisites

Essential reference management for departments or individuals, EndNote can store citations & format documents using a multitude of citation styles.

REGISTER

Forms available online.

Limited numbers. Book early to avoid disappointment.