MOORE NORMAN
TECHNOLOGY CENTER

Course Syllabus

Dashboards for Excel

IPD119

Hours : In Class 3 Clinical 0 Total 3

Description

Imagine being able to create a single screen of live summary data in Excel to display important worksheet data values. Format and create menu buttons to jump to list of detail data that is summarized in your dashboard. Summarize and include data from other worksheets and workbooks in your dashboard. Use linking formulas, pivot tables, and subtotals to summarize data for a Dashboard. Include sorting, filtering, charts, gauges, and pivot tables in a dashboard.

Why learn it? When you design a dashboard with your own data, the data you use daily, you will have a better understanding of the data itself but also of how you see it.

Prerequisites

IPD110 Excel 2019 Essentials or basic Excel knowledge.
Students who may want to save their work are encouraged to bring a USB flash drive or have access to cloud storage.

Books

Excel Handouts - ISBN: (Included)

Learning Objectives

Create live summary data in Excel to display data values.
Format and create menu buttons.
Summarize and import data form other worksheets and formats.
Link formulas, pivot tables, and summarized data from multiple sources into Dashboards for advanced editing.

Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

Teaching Methods

Methods include lecture, class discussion and demonstrations.

Evaluation Methods

Student success is based on participation in class activities and the completion of exercises.

Grading Policy

A certificate of completion requires successful completion of all assigned work within the established time frame.

Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at www.mntc.edu/board-policies. Printed copies are available upon request.

Students are expected to attend class and participate in class discussions and activities.

Students must be on time and meet the attendance policy set for this class which is 80% attendance.