



EXCEL DASHBOARDING & VISUALIZATION BOOTCAMP

COURSE CONTENTS

Introduction to Dashboarding

- Understanding dashboards and business reporting
- Types of dashboards and their purpose
- Key elements of effective dashboards
- Data storytelling and decision-making concepts

Data Preparation & Cleaning

- Organizing raw Excel data properly
- Data cleaning techniques
- Using Excel Tables for dynamic reporting
- Introduction to sorting, filtering, and validation

Excel Visualization Techniques

- Creating professional charts and graphs
- Choosing the right chart for the right data
- Conditional formatting for insights
- KPI cards and summary visuals

Interactive Dashboard Development

- Using PivotTables and PivotCharts
- Adding slicers and timelines
- Creating dynamic and interactive reports
- Dashboard navigation and user experience

Professional Dashboard Design

- Layout, alignment, and formatting best practices
- Color themes and visual consistency
- Designing management-level dashboards
- Exporting and sharing dashboards professionally



FACILITATOR

MR. IRFAN BAKALY, who got Pakistan's first Microsoft Most Valuable Professional (MVP) award in Excel category, is also having 20+ years of experience in technology training field and served many institutions & organizations of repute. He is also a YouTuber with an active tutorial channel by the name of "Irfan Wazir Ali" which has more than 525+ videos.