

# Microsoft Excel Pivot Tables and Dashboard Curriculum



## Prerequisites

### Office 365

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Creating new worksheets

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Hiding worksheets

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Deleting worksheets

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Locating a cell

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Data entry (inputting data into a cell)

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Know the difference between columns and rows

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Copying and pasting data

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Opening a workbook

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Know the difference between a workbook vs. worksheet

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Saving a workbook

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Inserting and deleting rows and columns

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**NOTE:** If you've previously participated in our Microsoft Excel Pivot Tables Boot Camp, you'll still gain valuable insights from this session as we take your skills further—focusing specifically on designing clear, effective dashboards that showcase your data.

## Overview

This workshop is designed to equip corporate professionals with the skills to analyze data and create dynamic dashboards using Pivot Tables in Microsoft Excel. Participants will learn how to organize, summarize, and visualize data to uncover insights and support data-driven decision-making. By the end of the session, attendees will be able to build interactive, presentation-ready dashboards that communicate results clearly and effectively.

## Curriculum

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What are pivot tables and why are they used?

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Layout design

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Filtering and sorting (Including Slicers)

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Data source and refreshing

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Navigation

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Aggregate calculations (Sum, min, max, average, etc.)

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Pivot Charts

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**DATA TELLS A STORY. BE THE STORYTELLER**