

# Microsoft Excel Pivot Tables Dashboard Workshop: Prerequisites and Curriculum



## About the Workshop

This Pivot Tables Dashboard Workshop is designed for those who already know how to build Pivot Tables and want to take their skills further by turning them into dynamic, **interactive dashboards**. In this hands-on session, you will learn how to organize and structure multiple Pivot Tables, create and customize **charts and graphs**, apply **filters** and **slicers**, and design **clean, visually effective dashboards** that update automatically. By the end of the workshop, you'll understand how to combine Pivot Tables, charts, and graphs to present insights clearly and support real-world analysis and decision-making.

## Prerequisites

The skills listed below are **required prerequisites** for participation in the Microsoft Excel Pivot Tables workshop. If you are **not yet comfortable** using these skills in Excel, we kindly ask that you **do not register at this time**, as these topics **will not be covered during the worksheet**.

### 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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## Beginners Level Skills to Know

The skills listed below are **required** for participation in the Microsoft Excel Pivot Tables workshop.

Filtering

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Sorting

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Formatting (Font, borders, alignments, data types)

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Mathematical operations and calculations

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Sum

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Average

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Min

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Max

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Count

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Addition

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Subtraction

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Division

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Multiplication

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**Building a basic pivot table**

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