

## Improving MS Office Skills: Dashboarding, Mailings and Animations

### Training content

- 1 Introduction to data visualization and dashboards
- 2 Creating analytical dashboard in Excel
  - Table tool in Excel and its benefits
  - Creating PivotTable
  - Calculating percents in PivotTable
  - Creating Calculated fields in PivotTable
  - Using Conditional Formatting in PivotTable
  - Creating PivotCharts
  - Inserting Slicers and Timeline
  - Combining all PivotChart and PivotTables with Slicers
  - Basic operations with Charts in Excel
  - Resizing and aligning dashboard elements
- 3 Creating Mailings in Word
  - Connecting to data source
  - Creating mailings template
  - Printing and archiving mailings
- 4 Creating Animations and Transitions in PowerPoint
  - Transitions examples
  - Adding Animations into Slides
  - Adding multiple Animations
  - Working with Animations Timeline
  - Creating basic Data Storytelling
  - Animating Chart
  - Animating Table
  - Creating “Pop up” Slide

### Duration

9:00 – 16:00 (7 hours with lunch break)

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