

Week 6: Toolbox

Excel Terminology



Dashboard

A central location in Excel which allows the user to navigate across all the information and data relevant to the user's work, whether in a business environment or otherwise. Dashboards are visual, easy-to-use interfaces that combine tables, charts and numbers to provide updates about the status of the work and its performance.

KPI (Key Performance Indicator)

This is a value indicating how successful a company or other entity is in meeting its objectives. Examples of KPIs include Profit, Cost, Sales By Region, etc.

Ninja Tips



Data need not be kept in the worksheets associated with your professional dashboard. Instead try to link your spreadsheet to external data sources to reduce the size of your workbook and, more importantly, allow the user to check the validity of the data sources.

Try to make the dashboard as interactive as possible (e.g. drop-down lists, data validation, buttons, etc.) so that users are able to analyse exactly the information that they need.

Use named ranges and structured referencing instead of conventional formulas because this will enhance the clarity of your workbook calculations and thought process, while also complementing the dashboard in making navigation of the work as easy and intuitive as possible.

An important measure to be taken prior to building a professional dashboard is to understand the purpose of the dashboard and the most likely users. This is what gives the dashboard its professional quality and its ability to align with the needs and expectations of users.