Storyboard for a short course on MIS Dashboards

Slide Number	Slide Title	On-Screen Text	Media/Animation	Transcript	Developer Instructions
Slide 1	Course Introduction	Welcome to the Microsoft Excel Dashboards Course! In this 10-minute module, you'll learn to create informative dashboards.	Animated Welcome Message	[Animation: (Display a friendly instructor welcoming learners)]	Introduce the course and its objectives. Set the context for MIS executives' upskilling in Microsoft Excel Dashboards and mention the interactive elements they will experience throughout the course.
Slide 2	Dashboarding Basics	Let's start by understanding key dashboarding concepts and terminology.	Drag and Drop Interaction	[Animation: (Show a drag-and-drop activity)]	Present essential terms and concepts in dashboarding. The drag-and-drop activity should require learners to match terms to their definitions. Make it visually appealing and provide feedback for each drop action.
Slide 3	Terms & Definitions Drag-and-Drop Review	Great job! Let's review the terms and definitions you've learned. Drag each term to its correct definition.	Drag and Drop Interaction	[Animation: (Show a new drag-and-drop activity)]	Provide a drag-and-drop review activity. Include the terms and definitions from the previous slide. Add positive reinforcement for correct answers and encourage learners to retry until they succeed.
Slide 4	Building Excel Formulas	Now, let's explore the stages of building a Microsoft Excel formula.	Click-to-Reveal Interaction	[Animation: (Reveal each stage as it's clicked)]	Present an overview of the stages to build an Excel formula: Data selection, Function insertion, and Cell references. Use

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					click-to-reveal interactions to maintain engagement and control the pace of information delivery.
Slide 5	Data Selection	Data selection is the first step. It involves choosing the data you want to analyze in the dashboard.	Click-to-Reveal Interaction	[Animation: (Reveal details about Data Selection stage)]	Provide detailed information about Data Selection. Explain its importance and what to consider while choosing the data for the dashboard. Include real-life examples to illustrate the concept.
Slide 6	Function Insertion	The Function Insertion stage is when you enter Excel functions to perform calculations and data manipulations.	Click-to-Reveal Interaction	[Animation: (Reveal details about Function Insertion stage)]	Provide detailed information about Function Insertion. Explain its purpose and how to use Excel functions effectively for dashboarding tasks.
Slide 7	Cell References	Cell References are essential for creating dynamic dashboards.	Click-to-Reveal Interaction	[Animation: (Reveal details about Cell References stage)]	Provide detailed information about Cell References. Explain their significance and how to set up dynamic formulas using cell references in Excel.
Slide 8	Applying Dashboarding Techniques	Time for a real-life scenario! Apply dashboarding techniques to create an informative dashboard.	Scenario-Based Learning	[Infographic: (Display a scenario)]	Present a real-life scenario where MIS executives must apply dashboarding techniques to create an informative dashboard. Include decision points and provide feedback based on their choices.

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Slide 9	Quiz	Let's check your understanding! Complete a 5-question quiz on Microsoft Excel Dashboards.	Interactive Quiz	[Quiz Questions: (Display 5 multiple-choice questions)]	Design a quiz with 5 multiple-choice questions related to dashboarding concepts and Excel functions. Provide immediate feedback after each question to reinforce learning.
Slide 10	Excel Charts Simulation	Learn to create charts in Microsoft Excel with this interactive simulation.	Simulation	[Simulation: (Show how to create charts in Excel)]	Introduce a Microsoft Excel simulation for creating charts. Allow learners to interact with the simulation, demonstrating the steps to create various types of charts effectively.
Slide 11	Course Conclusion	Congratulations on completing the course! You can now create informative dashboards using Microsoft Excel functions.	Animated Congratulations Message	[Animation: (Display a congratulatory message)]	Summarize the key takeaways from the course and congratulate learners on completing it. Encourage them to apply their new skills in creating informative dashboards using Microsoft Excel functions.