Data visualization using in Excel Lab 3

Outlines:

Objectives

After completing this lab, you will be able to:

- Set up a dashboard in Excel.
- Configure a dashboard layout in Excel.

Exercise 1 : Setting up a dashboard in Excel

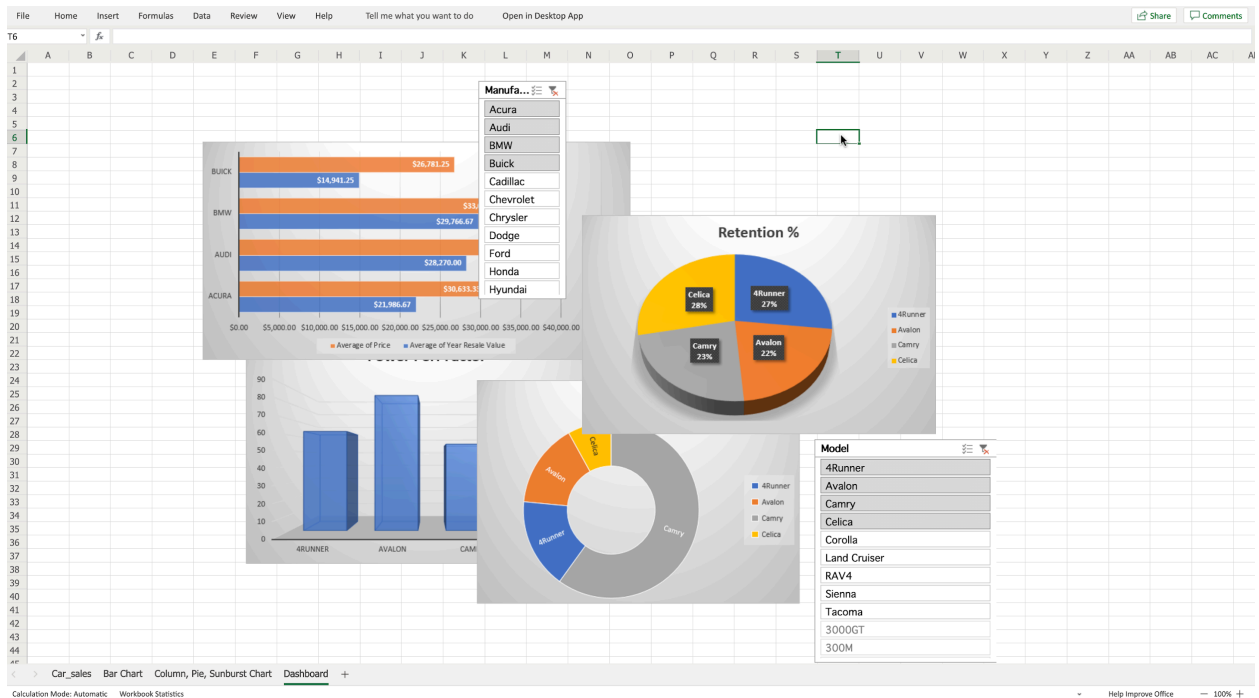In this exercise, you will learn how to set up a simple dashboard with visualizations in Excel.

1. Download the file **Car_Sales_Kaggle_DV0130EN_Lab3_Start.xlsx**. Upload and open it using **Excel for the web**.
2. Click **+** to add a new worksheet, then double-click **Sheet1** tab and rename it to **Dashboard**, then click **OK**.
3. Drag the **Dashboard** tab to the far right of the workbook tabs if needed.
4. Select the **Column, Pie, Sunburst Chart** worksheet tab.
5. Select the **Column chart** and press **CTRL+C**.
6. Select the **Dashboard** tab, click somewhere in the middle of the sheet, and press **CTRL+V**.
7. Select the **Column, Pie, Sunburst Chart** worksheet tab.
8. Select the **Pie chart** and press **CTRL+C**.
9. Select the **Dashboard** tab, click somewhere in the middle of the sheet, and press **CTRL+V**.
10. Select the **Column, Pie, Sunburst Chart** worksheet tab.
11. Select the **Sunburst chart** and press **CTRL+C**.
12. Select the **Dashboard** tab, click somewhere in the middle of the sheet, and press **CTRL+V**.

If you have a copy of Excel Desktop you can continue on here and do both exercises using the first start file provided.

Note: Excel for the web cannot copy slicers and pivot charts, so if you are using a version of **Excel for the web**, you will need to stop this exercise here, then open the provided **Car_Sales_Kaggle_DV0130EN_Lab3_Ex2Start.xlsx** file, and then continue from **Exercise 2 Step 1** below.

13. Select the **Column, Pie, Sunburst Chart** worksheet tab.
14. Select the **Slicer** and press **CTRL+C**.
15. Select the **Dashboard** tab, click somewhere in the middle of the sheet, and press **CTRL+V**.
16. Select the **Bar Chart** worksheet tab.
17. Select the **Bar chart** and press **CTRL+C**.
18. Select the **Dashboard** tab, click somewhere in the middle of the sheet, and press **CTRL+V**.
19. Select the **Bar Chart** worksheet tab.
20. Select the **Slicer** and press **CTRL+C**.
21. Select the **Dashboard** tab, click somewhere in the middle of the sheet, and press **CTRL+V**.

22. At the end of this exercise your **Dashboard** worksheet should look like the image below:
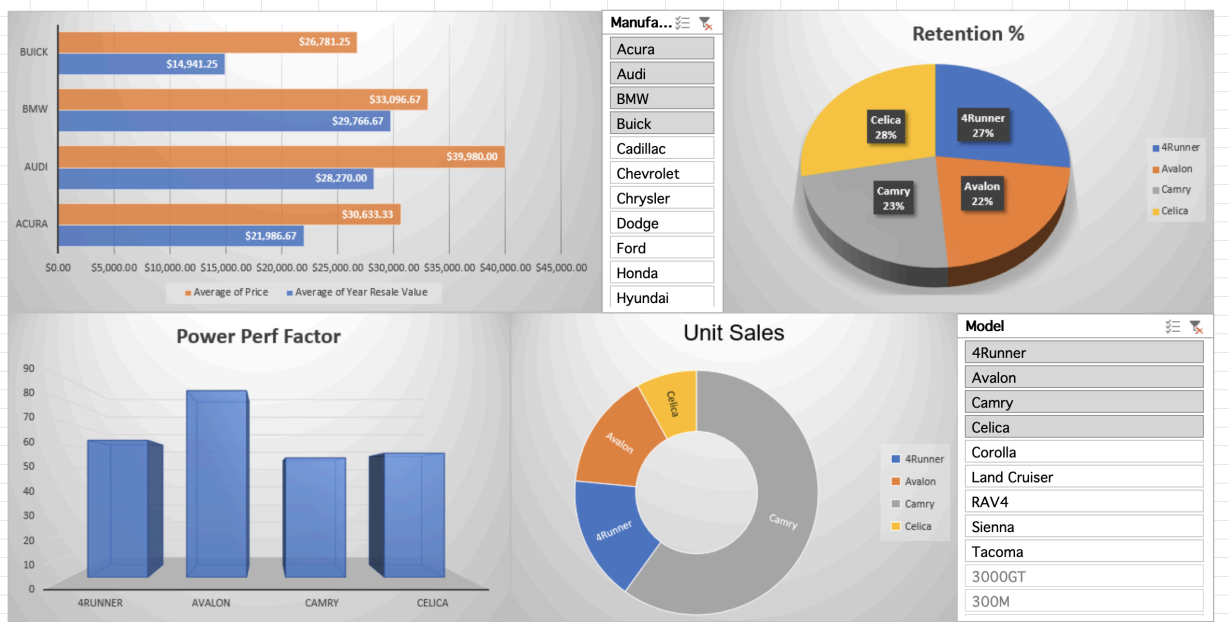

Exercise 2 : Configuring a dashboard layout in Excel

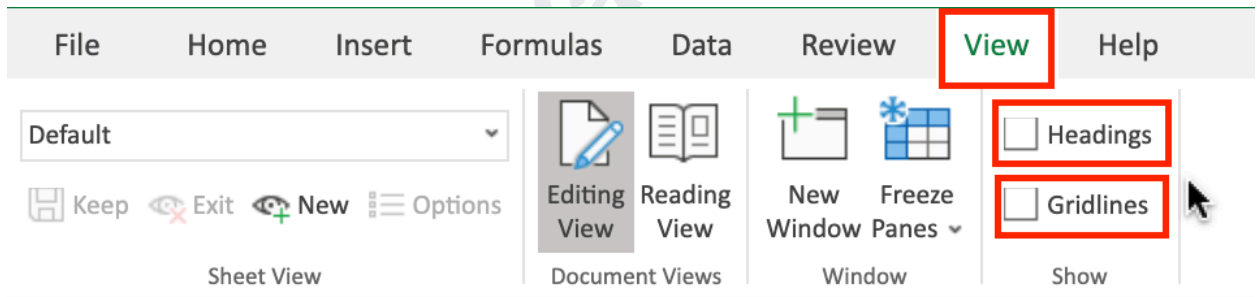In this exercise, you will learn how to organize and layout the content of a dashboard in Excel.

If you are using Excel for the web, then you need to open the starter file provided in the link above, after Exercise 1 Step 12.

1. Select and drag the **Bar chart** to the top left corner of the sheet.
2. Select and drag the **Manufacturer slicer** to the top of the sheet on the right of the Bar chart.
3. Select and drag the **Pie chart** to the top right of the sheet on the right of the **Manufacturer slicer**.
4. Select and drag the **Column chart** to the bottom left of the sheet under the Bar chart.
5. Select and drag the **Sunburst chart** to the bottom of the sheet on the right of the Column chart.
6. Select and drag the **Model slicer** to the bottom left of the sheet under the Pie chart.

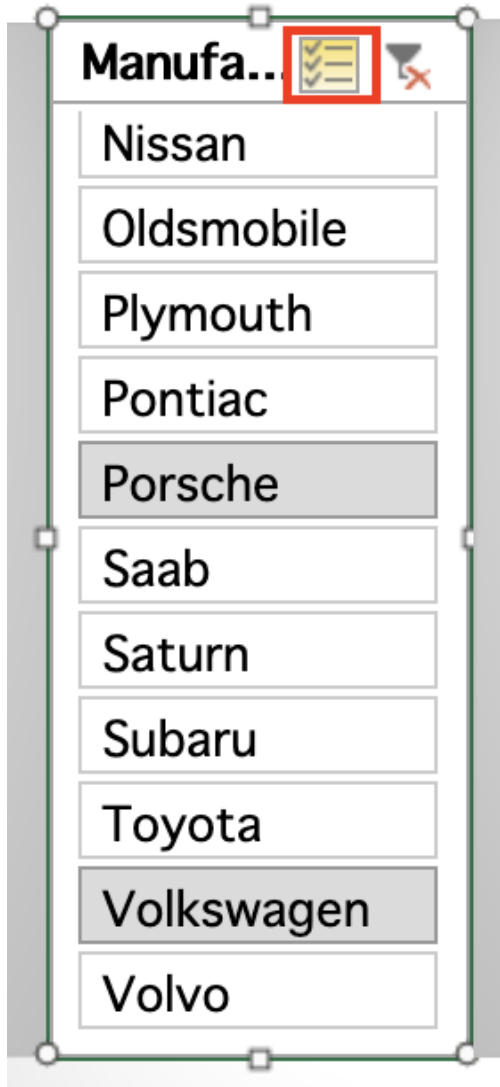7. Drag and resize all the charts to make them fit better.

8. Select the **View** tab in the ribbon, and uncheck **Gridlines** and **Headings**.
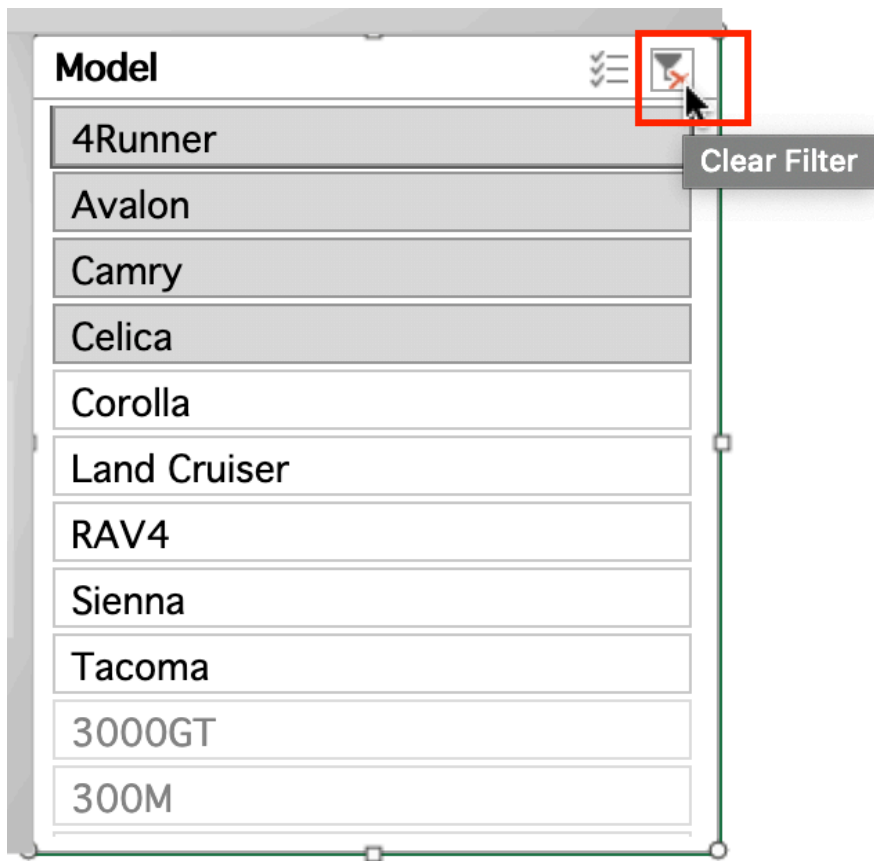

9. Double-click any tab to collapse the ribbon.

10. In the **Manufacturer slicer**, select **Audi** and click the **Multi-Select** button. Then scroll the slicer and select only **Audi, BMW, Mercedes-B, Porsche, Volkswagen**.

11. Click on the **Bar chart area** to access the Chart tab in the ribbon.
12. On the **Labels** group of the **Chart** tab, click **Chart Title** and select **Edit Chart Title…**.
13. In the text input area of the dialog box **Edit Title**, write **"Average Price and Year Resale Value of German Car Models"** and click **OK**.

14. In the **Model slicer**, click the **Clear Filter** button.

Finally your dashboard should look similar to the image below:

Link to completed work

- https://1drv.ms/x/c/e9e9f77ba9bf99d2/IQBQGzOIaQYgSaIeAFSM7Ge6AWaX9nC06Gb_BrktYnQTzd8?e=xeSB2x
- https://1drv.ms/x/c/e9e9f77ba9bf99d2/IQCw3zHMmFFiSqsoinh2-SVyAZRBiADvyHNpSSqJMkwI4RM?e=Gbe4Sb