

SUMMARY DASHBOARD-SAMPLE



THIS SHEET COMPLIMENTS THE 1-2-1S EXCEL SESSION ON THE SUMMARY WORKSHEET AND IS A BASIC DASHBOARD.

OVERVIEW

This summary pulls information from other sheets in the workbook and from other workbooks

1

Insert icons to break up the text and make the numbers more meaningful.

2

'Insert pictures from this device' to add in your logo.

3

Add borders where you would like boxes and hide gridlines for a clean look.



1 FORMULAS ACROSS DIFFERENT SHEETS

Go to the cell where you want the number to appear. Click into it and then type =
Next click into the cell in the sheet where your information is. For instance, if I wanted the number of attendances I would click C5.

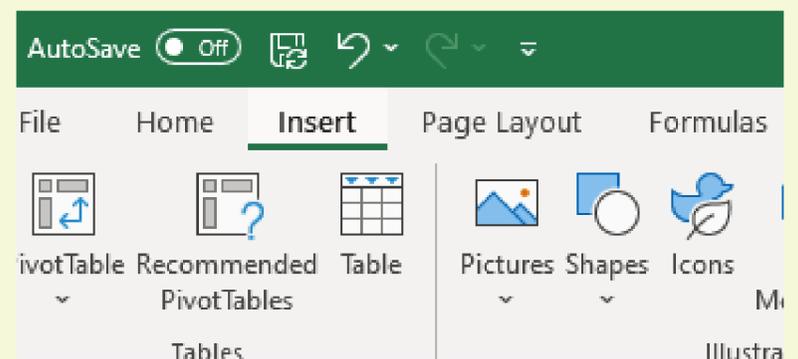
You can also click into cells in different workbooks.

	A	B	C
1	Date	Training session	Number of attendees
2	01/03/2021	Get it Done! Needs	200
3	07/04/2021	Get it Done! Measur	269
4	06/07/2021	Get it Done! Outcom	100
5	Total	3	569

2 INSERT ICONS AND YOUR LOGO

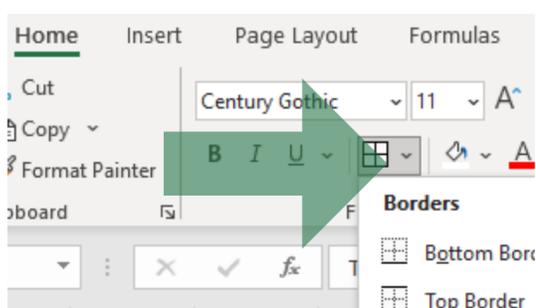
On the top ribbon go to Insert and then you can pick an Icon that fits with the theme of the number you are reporting on.

To add your logo go to Insert, Picture, Picture from device and find where you have saved your logo on your computer.



3 ADD BORDERS, HIDE GRIDLINES

Go to Home on the ribbon and click on the arrow near the Borders column. I used 'All Borders' in the example above.



Hide gridlines by going to View on the ribbon and then unclicking Gridlines.

