

Excel Dashboard Training

Course Modules:

Module 1: Introduction to Dashboards

- Overview and objectives of dashboards
- Examples of effective dashboards
- Key components of a dashboard

Module 2: Data Collection and Preparation

- Importing data into Excel
- Cleaning and organizing data
- Essential formulas for data preparation

Module 3: Data Visualization

- Creating charts and diagrams
- Using conditional formatting
- Techniques to highlight data

Module 4: Dashboard Automation

- Using macros to automate tasks
- Advanced formulas for automatic updates
- Integrating form controls for an interactive interface

Module 5: Data Analysis and Interpretation

- Data analysis techniques
- Interpreting visual results
- Making data-driven decisions from the dashboard

Excel Training – The Most Comprehensive

Introduction to Excel & AI Training

- Presentation of the syllabus and the impact of AI on productivity
- Interface overview (Ribbon, Quick Access Toolbar, etc.)

Module 1 – Excel Fundamentals

- File structure (workbooks, worksheets, and cells)
- Modifying your data: Incrementing series, Smart Flash Fill, and Freezing panes
- Overview of top shortcuts and time-saving tricks
- Customizing the Ribbon and Quick Access Toolbar
- Creating and managing worksheet tabs

Module 2 – Using Named References

- Creating named references
- Navigating to a named element
- Using the Name Manager
- Using a named reference inside a formula

Module 3 – Tables, Layout, and Smart Analysis

- Automatic table formatting
- Creating and applying custom table styles
- Conditional formatting
- Database functions: Filtering and Sorting
- Cell formatting and layout
- Printing tables and sheets
- AI-guided exploration: Using the “Analyze Data” (Insights) feature to automatically generate visual suggestions

Module 4 – Leveraging Formulas and AI Formula Assistance

- Relative and absolute references
- Searching for and inserting functions
- Using basic formulas: SUM, AVERAGE, MAX, DATE
- Using logical (IF), text, and date functions
- Using lookup functions: VLOOKUP, HLOOKUP, XLOOKUP
- Introduction to AI-powered data types (Connected Stock and Geography data)

Module 5 – Creating Data Visualizations

- Selecting data to include in a chart
- Chart types: Column, line, pie charts in 2D or 3D
- Choosing the right chart type based on needs (Using Recommended Charts powered by Excel’s algorithm)
- Applying chart styles

Module 6 – Pivot Tables & Pivot Charts

- Understanding the utility of a Pivot Table (use cases and examples)
- Creating a Pivot Table (and utilizing Recommended Pivot Tables)
- Formatting a Pivot Table

- Using Slicers for interactive filtering
- Modifying source data and refreshing tables
- Extracting key metrics and statistics from your table
- Customizing Pivot Tables
- Creating a Pivot Chart
- Customizing Pivot Charts

Module 7 – First Steps with Macros and Automation

- Core principles of how a macro works
- Recording, writing, and running macros
- Executing macros via shortcuts (in the ribbon, buttons, etc.)
- Managing macros
- Introduction to modern automation: Differences between Macros (VBA) and cloud-optimized Office Scripts using AI

Module 8 – Using Microsoft Copilot in Excel

- Overview of Copilot in Excel
- Writing Clear Requests in Natural Language
- Generating and Explaining Formulas with Copilot
- Analyzing a Table and Identifying Key Trends
- Creating a Summary from the Data
- Reviewing AI-Generated Formulas and Results
- Workshop: Analyzing a Dataset and Creating Formulas with Copilot

Advanced Training to Go Further

[Advanced Training: Mastering Macros, AI, and Introduction to Programming](#)

Training for engineers

As an engineer in Quebec, you are required to complete 30 hours of continuing education each year, in accordance with the requirements of the Ordre des Ingénieurs du Québec (OIQ). At Doussou Formation, we understand the challenges you face in keeping your skills up to date while meeting the demands of your profession. This is why we have designed training programs tailored to your professional needs and aligned with OIQ standards.

Training Designed for Engineers

We offer a complete range of technical and professional training programs to help you excel in your field while meeting your continuing education requirements.

1. Training on Specialized Software Tools

Software is at the heart of modern engineering. Our courses enable you to master essential tools to remain competitive:

AutoCAD: Learn how to create precise technical designs.

3D Studio Max, Rhino 3D, and Lumion: For 3D modeling and photorealistic rendering.

Blender and Unreal Engine: Ideal for prototyping and complex simulations.

Maya: Enhance your skills in design and simulation.

2. Project Management and Performance in Technical Environments

In an environment where projects are becoming increasingly complex, project management skills are essential:

- **MS Project and Planner:** Manage your projects efficiently.
- **Power BI and Advanced Excel:** Leverage your data for informed decision-making.
- **Leadership and Technical Communication:** Develop your influence as a manager or project leader.

3. Artificial Intelligence

- **Introduction to AI:** Understand the fundamental concepts of artificial intelligence, neural networks, machine learning, and modern models.
- **AI for Engineers:** Leverage your data for informed decision-making and learn how to integrate AI into your technical projects.
- **Generative AI and Automation:** Discover how to use tools such as ChatGPT, Copilot, and generative models to automate engineering tasks.
- **Programming and Applied AI:** Learn to develop Python scripts to train models, analyze data, and implement operational AI solutions.

Why Choose Doussou Formation?

- **Training Recognized by the OIQ:** All our courses comply with the requirements of the Ordre des Ingénieurs du Québec, allowing you to validate your hours with confidence.
- **Expert Trainers:** Our instructors are experienced professionals in their field, ensuring hands-on and valuable training.
- **Flexible Learning:** Choose online or in-person sessions according to your schedule and preferences.
- **Personalized Learning Paths:** We can tailor our training programs to your specific needs or those of your company.



- AI
- [\[Details\]](#)



- Python and Data Science
- [\[Details\]](#)



- Unreal Engine
- [\[Details\]](#)



- Git
- [\[Details\]](#)



- ReactJS
- [\[Details\]](#)



- Blender
- [\[Details\]](#)



- Mastering SQL Queries
- [\[Details\]](#)



- Java
- [\[Details\]](#)

The field of technological engineering is one that evolves the fastest. Constantly needing to update your skills to keep up with ever-changing software and methods, Doussou Formation designed tailored training programs specifically for engineers. We offer a wide range of interesting and relevant courses. Our team of instructors consists of experts in their field, and our approach promotes hands-on learning and small groups, encouraging interactions that foster meaningful and lasting learning experiences.

By completing your training with Doussou Formation, you will put your knowledge into practice, benefit from privileged access to your trainer, and receive personalized follow-up to ensure we consistently provide the best training.

For the required 30 hours of continuing education required by the Ordre des ingénieurs, we are here to support you. Let us give you the tools to stay up to date with technological and methodological advances. At Doussou, you will certainly find a course that meets your needs. Here are a few examples below.

Our Technology Courses

- JavaScript Training
- C# – C Sharp Training
- MVC ASP.Net Training
- React.JS – Continuing Education
- VUE.JS Training
- 3D Programming (Rhino 3D)
- 3D Max Training
- HTML5 and CSS3 Training
- Java Training
- PHP Courses
- Laravel Framework Courses
- Python and R Language Training
- Cybersecurity Courses

- XML Training

Our Methodology and Office Productivity Courses

- VBA Courses
- Excel Training
- Training: Mastering Macros and Introduction to Programming
- GIT Training: Writing Technical Documentation
- Zoom Training
- Microsoft Teams Training
- Nuance eCopy Training
- Acrobat Pro Training
- PowerPoint Training
- Publisher Training

By email: info@doussou-formation.com