Excel Dashboard — Student Practice Worksheet

Fifteen original questions and ten extension challenges. Answer using the fictional companion dataset; create actual desktop Excel PivotTables and slicers only on compatible versions.

Fifteen practice questions

1. Identify a trustworthy KPI

Distinguish completed sessions and completion rate.

2. Count source observations

Which sheet retains all source records?

3. Explain exclusions

How many invalid and duplicate records were excluded?

4. Inspect a Table

Find the named Excel Table used for reports.

5. Choose a suitable chart

Why is horizontal bar useful for subjects?

6. Build one PivotTable

Count SessionID grouped by Subject.

7. Explain PivotChart

How does PivotChart differ from ordinary linked chart?

8. Insert subject slicer

Which worksheet/source do you use?

9. Connect a slicer

Where is Report Connections in desktop Excel?

10. Insert a date Timeline

Which field must be a genuine Excel date?

11. Check refresh behavior

What changes when new valid rows are added?

12. Calculate completion

Compute 114 / 172 as percent.

13. Test Biology filter

Record five KPIs using Biology only.

14. Check total consistency

Why should subject counts add to valid sessions?

15. Interpret results responsibly

What can usage not prove?

Ten independent dashboard extension challenges

Challenge 1

Add a Difficulty slicer and test the results against Dashboard_Data.

Challenge 2

Create a top-five resource ranking, counting each accepted usage row once.

Challenge 3

Compare College Prep and Secondary completed-session rates.

Challenge 4

Add a duration coverage indicator measured sessions divided by valid sessions.

Challenge 5

Make a completed-session rate chart by subject, with the denominator for each subject.

Challenge 6

Build the March 2026 monthly trend for North Coast only.

Challenge 7

Improve a deliberately vague chart title and include units.

Challenge 8

Describe a mismatch caused by a chart that filters while a KPI remains fixed.

Challenge 9

Append one valid synthetic session, refresh the six PivotTables and then restore the baseline.

Challenge 10

Write five sentences summarizing verified subject, month and completion findings with limits.