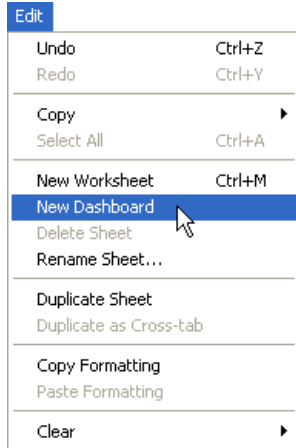


Dashboards

A dashboard is a collection of several views shown on a single sheet where you can compare and monitor a variety of data simultaneously. For example, rather than flip through a set of views that you review every day you can create a dashboard that displays them all at once.

1 Create a new Dashboard.

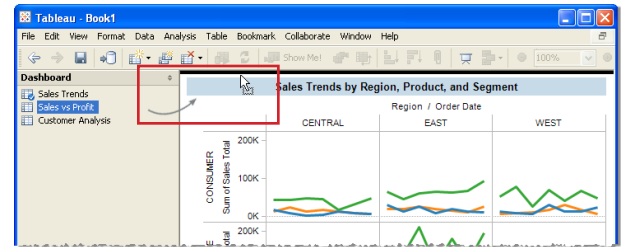
In a workbook that contains several worksheets, select **Edit > New Dashboard**.



You can also right-click on a worksheet tab at the bottom of the workbook and select **New Dashboard**.

2 Add Views.

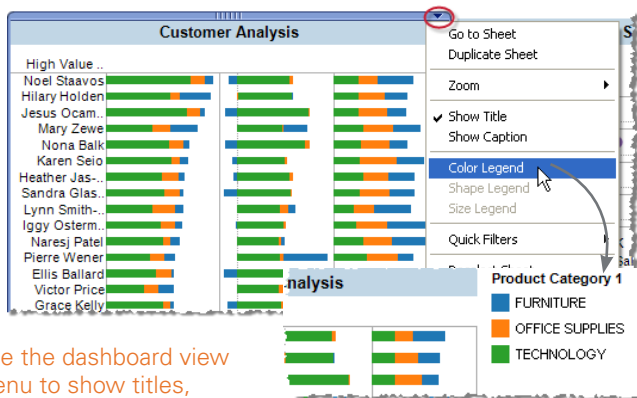
Drag worksheets from the Dashboard window on the left side of the workbook to the dashboard. Continue to drag as many of the worksheets to the dashboard as you like.



As you drag worksheets around over the dashboard a black bar displays, indicating the various places you can drop it.

3 Show Legends and Quick Filters.

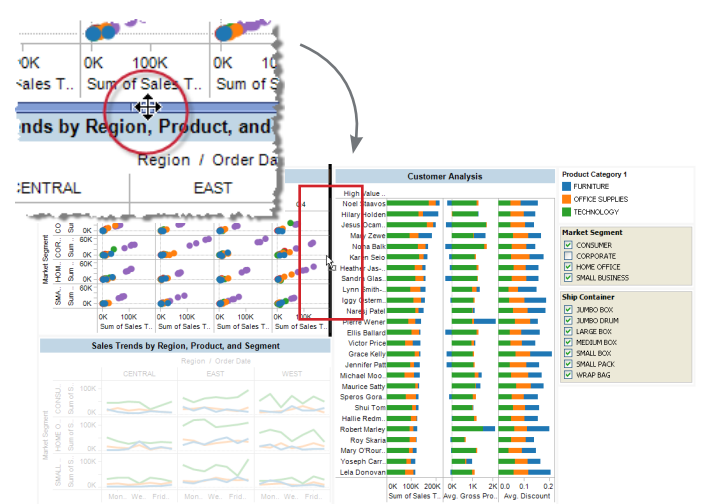
Select a view in the dashboard. On the dashboard view menu select the items you want to show.



Use the dashboard view menu to show titles, captions, legends, and filters.

4 Rearrange Parts of the Dashboard.

Select the view you want to move. Then click and drag the move handle at the top of the view to a new location.



Setting a Dashboard Size

When you create dashboards that will be viewed by others or published to the web, it is important to consider smaller screen sizes. You can specify a fixed or minimum dashboard size in order to ensure everyone gets the same view of the dashboard. Set the size by clicking Edit in the Size area of the Dashboard window.

