Building Interactive Reports and Dashboard using Microsoft Excel

Microsoft Office Mastery Series

Online Training

Date: **29 – 30 June, 2022**

Duration, Time: **2 days, 13 hours, 9AM – 5 PM**

Instructor: **Kelvin Ng Choo Kent**

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MQA APPROVED
HRDC REFUNDABLE*

*Terms and conditions apply

About Mind Initiatives:

Established in 2008 in Mauritius, Mind Initiatives provides support to companies in implementing their strategies through virtual and in-person led content.

With a large pool of local and internationally recognised instructors, speakers and trainers, we tailor-make events, programmes and workshops. As a 14-year-old enterprise, we have cultivated a reputation for devising relevant content addressing and identifying the challenges faced by companies. We are a MQA (Mauritius Qualifications Authority) Registered Training Institute.

Building Interactive Reports and Dashboard using Microsoft Excel

Microsoft Excel Mastery Series

Description:

Excel Dashboard is a page that allows managers and business leaders to track key KPIs or indicators and to decide appropriately. It includes diagrams / tables / views supported by facts. Nevertheless, not all reports are dashboards. Dashboard reports provide administrators with a high-level company summary. Excel is an excellent tool for producing powerful dashboards which allow managers to evaluate, inspect and alert on time.

Learning Outcome and Goals:

1. Understanding the Dashboard and its specifications
2. Use data and formatting to present data accurately so that the report is easily understood
3. Show the advanced formula to make the report interactive
4. Create sophisticated chart such as Speedometer chart and Thermometer Chart

Course Requirement:

- Participants should be able to use a PC at the beginner level
- Basic knowledge and functionality of Microsoft Excel
- Microsoft Office 2013 and above

Target Group:

Managers, Sales Representative, Business Owners, Directors, Executive, Office administrator and everyone who need to present real time data to the immediate superior or the Management

Methodology:

Instructor Led, Virtual LearnCaster Framework, Hands-on Application

Format:

Online (Virtual Training via ZOOM)

Duration:

2 days - Total no. Hours: 6.5 + 6.5 = 13 hours

Cost:

Rs. 14000 per participant

Course Outline:

About DASHBOARD

- Introduction to Dashboard
- Visual interface - at-a-glance
- Consists of 3 key attributes
- Excel Dashboards
- Magazine-Quality Reporting
- Flexibility
- Analytical Power
- Error Handling
- What Makes A Good Dashboard?
- Proper Visualizations
- Themes
- Tables
- Charts
- What do you need?
- Data
- Strong Knowledge
- Final Question

Understanding Data and Format

- What is Data Type?
- How does Data Type affect our formulas or calculations?
- Number Formatting
- Excel Date Format
- Excel Number Custom Format
- Enhance Reports with Conditional Formatting
- Using Excel's Camera Tool
- Where Is the CAMERA TOOL?
- Use Camera Tool as easy as 1,2 3… Smiles

Course Outline contd….:

About Functions

- About Excel References
- Use Name Range as Absolute Reference
- Indirect Function
- Offset Function
- VLOOKUP Functions
- Database Function
- SUMIFS
- SUMPRODUCT Function

Presenting Data using CHART

- Select Data
- Chart Elements
- Type of Charts
- Cluster Column Charts
- Bar Chart
- Thermometer Chart
- Pie Chart
- Speedometer Chart (Background)
- Speedometer Chart (Needle)

Building Dashboard

- Building Dashboard with Formula and Formatting
- Visualizing Dashboard using Chart

Course Schedule:

Day One – 29 June, 2022

Time	Topic
9:00 AM – 10:30 AM	Introduction to Excel Dashboard and Requirements Topic 1
10:30 AM – 10:45 AM	Morning Tea Break / Comfort Break
10:45 AM – 12:30 PM	Explore Data and Formatting in Microsoft Excel Topic 2
12:30 PM – 1:30 PM	Lunch Break
1:30 PM – 3:30 PM	Building Interactive Report with Formula Part 1 Topic 2 and Topic 3
3:30 PM – 3:45 PM	Afternoon Tea Break / Comfort Break
3:45 PM – 4:45 PM	Building Interactive Report with Formula Part 2 Building Interactive Dashboard – Assignment 1
4:45 PM – 5:00 PM	Day 1 Closing / Day 1 Class End

Course Schedule:

Day Two – 30 June, 2022

Time	Topic
9:00 AM – 10:30 AM	Building Advanced Chart Part 1 Topic 4
10:30 AM – 10:45 AM	Morning Tea Break / Comfort Break
10:45 AM – 12:30 PM	Building Advanced Chart Part 2 Building Interactive Report and Chart Part 1 Topic 4 and Topic 5
12:30 PM – 1:30 PM	Lunch Break
1:30 PM – 3:30 PM	Building Interactive Report and Chart Part 2 Topic 5
3:30 PM – 3:45 PM	Afternoon Tea Break / Comfort Break
3:45 PM – 4:30 PM	Building Interactive Dashboard – Assignment 1
4:45 PM – 5:00 PM	Closing / Evaluation / Certificates / Group Photos

Schedule/Timing is subject to change according to the Participant's progress and level of knowledge.

Professional Trainer Profile



23 years
Teaching Experience

Kelvin Ng Choo Kent is a highly experienced digital arts instructor and master trainer with more than 17 years of experience in the Office Automation Consultation, Graphic Design, Animation and Print Production arena. He is a graduate of Malaysian Institute of Art (MIA) and holds distinction of being certified as Adobe Certified Expert (ACE), Microsoft Office 2016 master Specialist MCP and MCT, Certified Practitioner of Neuro- Semantics, Certified Practitioner of Neuro-Linguistic Programming & Certified Practitioner of Hypnosis and Time-Lines.

8045
Total Students Taught
2016 - 2018

523
Total Classes Taught
2016-2018

2275
Total Students Taught
Year 2019

165
Total Classes Taught
Year 2019

Kelvin Ng has also conducted Youth Programs sponsored by the Microsoft Youth Spark Initiative. The programs targeted Secondary and Juvenile School students, and underserved Communities in Malaysia by empowering them to present, write Resumes and develop better Financial Literacy through Microsoft Office Applications. He joined 19 other international speakers from around the world in the 2020 Mega Symposium where he talks on The Magical Microsoft Office.

He has also developed easy-to-learn, fun, and engaging modules that have been proven to improve his clients' productivity by at least 30%. They can develop clear business reports, communicate business numbers to make critical decisions, and design impactful business presentations and documents. With the right support and practice, everyone can be a Microsoft Office Hero at the workplace.

With Kelvin Ng's knowledge and experience, he is also known as a Solutions Specialist who customizes formulas, formats to help upscale the productivity and performance of SMEs and Multinationals globally. Customization and Consultancy are his forte and he is the catalyst and backbone to teams who want to be great er and become a higher performing team.

You can be the Hero too!

Visit https://kelvinnck.wixsite.com/cemdisegno now.

Trainings in the Microsoft Office Mastery Series

On Demand

1. 9 Features to become MS Excel Expert - 2D
2. Analyzing data using PivotTable - 1D
3. Building Interactive Reports and Dashboard using Microsoft Excel - 2D
4. Data Analysis using Microsoft Excel - 2D
5. Excel Advanced 2D
6. Excel Foundation 1D
7. Excel Intermediate 2D
8. Excel for Human Resource Professionals – 2D
9. Excel PowerQuery and PivotTable 2D
10. Formula and Functions Course Outline
11. Microsoft Excel - The Excel Secrets You WANTED to Know
12. Building an IMPACTFUL Presentation using PowerPoint
13. Building Infographic Quickly using PowerPoint 2D
14. Mastering Data Visualization using PPT and Excel
15. PowerPoint Basic Intermediate 2D
16. PowerPoint Presentation Slide Design & Animation
17. Word Foundation 1D
18. Word Intermediate 2D
19. Word Advanced 2D
20. Unleash Your Inner Potential with Microsoft Word
21. Crafting Impactful Professional Writing with MS Word

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