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Mastering Data Visualization Using PPT & Excel

Microsoft Office Mastery Series

Online Training

Date: 27-28 March, 2023

Duration, Time: 2 days, 13 hours, 8:30AM – 4:30PM

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.

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Description:

In recent years, the term infographic has typically come to mean an easily shareable information visual with multiple illustrations in one graphic. These seem to have a way of going viral because they give the viewer that exciting feeling of understanding complexity in just a single image file. Many learners describe themselves as "visual learners." This means that they would rather get a simple, concise image or chart that conveys information. Data means to the most to this crowd when there are charts and graphs that drive the message home. All this can be done within Microsoft PowerPoint, the most used Presentation Application.

Learning Objectives:

The aim of the course "Mastering Data Visualization Using PPT & Excel" is to provide participants with the knowledge and skills needed to effectively use Microsoft PowerPoint and Excel to create data visualizations that effectively communicate complex information. The course will cover topics such as creating charts, graphs, and diagrams in Excel, and incorporating those visualizations into PowerPoint presentations. It will also cover advanced data visualization techniques such as creating interactive charts, dashboards, and infographics. Additionally, the course will provide an understanding of best practices for designing and formatting data visualizations for maximum impact and understanding. The ultimate goal of the course is to empower participants with the skills they need to effectively communicate data-driven insights and make data-driven decisions through the use of effective data visualization.

Learning Outcome and Goals:

By the end of the Training, the participants would be able to:

1. Describe the type of Design Principles when designing Slide Deck
2. Use the Drawing and Image tools effective
3. Build Infographic for Slides Deck
4. Present Data using Charts
5. Build Dashboard using PivotTable
6. Apply the concept of Data Storytelling effectively with PowerPoint

Target Group:

HR Managers, Sales Representative, Business Owners, Directors, HR 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:

Design Principles

- Design Fundamental
- Layout and Composition
- Typography
- Color
- Images
- Branding

PowerPoint as Graphic Design Application

- Explore Drawing capabilities in PowerPoint.
- Photo Editing Features
- Preparing your Graphic Library

Build your own Infographic

- Discover the Power of Drawing Tools
- Be amazed with the Merge Shapes
- Check out the shape effects
- Put Drawing together and build Infographic

Presenting Data using Chart

- Convert Reports to Charts
- Generate a Pictograph
- Design a Speedometer Chart

Building an Excel Dashboard with PivotTable

- Prepare a Data List
- Generate PivotTable Reports
- Add PivotChart
- Polishing PivotTable and PivotChart

What is Storytelling?

- Discover the Challenges in a Presentation
- Using the POWER Model
- The Aim of a Presentation

The 4Ps Structure of Storytelling

- Place/Location
- People/Character
- Plot/Message
- Powerful WOW Factor

Speak with Visuals

- The 6 modes of Thinking
- Information Visuals

Course Schedule:

Day One – 27 March, 2023

Time	Topic
8:10AM – 8:30AM	Getting ready to start (attendance & logistic briefing)
8:30AM – 10:30 AM	Design Principles
10:30AM – 10:45AM	Morning Tea Break
10:45AM – 12:15PM	PowerPoint as Graphic Design Application
12:15PM – 1:15PM	Lunch Break
1:15PM – 3;00PM	Build your own Infographic
3:00PM – 3:15PM	Afternoon Tea Break
3:30PM – 4:30PM	Presenting Data using Chart

Course Schedule:

Day Two – 28 March, 2023

Time	Topic
8:30AM – 10:00AM	Debrief Day 1
10:00AM – 10:30AM	Building an Excel Dashboard with PivotTable
10:30AM – 10:45AM	Morning Tea Break
10:45AM – 12:15PM	What is Storytelling?
12:15PM – 1:15PM	Lunch Break
1:15PM – 3:15PM	The 4Ps Structure of Storytelling
3:15PM – 3:30PM	Afternoon Tea Break
3:30PM – 4:30PM	Speak with Visuals

Trainer Profile: Kelvin Ng Choo Kent



Kelvin Ng is a Corporate Trainer who is passionate in people development. His main interest is in developing people to be more efficient and effective in using Microsoft Office Applications. He focuses on the right techniques that will improve the people's productivity at THE workplace.

He is a highly experienced Master Trainer with more than 20 years of experience in Virtual Learning Space, Office Automation Consultation, and Graphic Design. He holds the Distinctions of being certified as an Adobe Certified Expert (ACE), Microsoft Office 2019/O365 Expert, Microsoft Office 2016 Master Specialist, Microsoft Certified Trainer, Virtual LearnCaster Certified Facilitator, GTF Certified Online Trainer, and eSpeaker Certified Virtual Presenter.

He has conducted trainings and Webinars in Malaysia, Brunei, Singapore, New Zealand, India and USA for Companies such as Petronas, Maybank, Standard Chartered, Antah Schindler, AUO SunPower, Celcom Axiata, Recron, Huawei, KL SOGO, Prudential, SANOFI, Hawley & Hazel, Bank of Tokyo and Schenker Logistic.

Kelvin Ng has also conducted Youth Programmes sponsored by the Microsoft Youth Spark Initiative. The programmes 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 customises formulas, formats to help upscale the productivity and performance of SMEs and Multinationals globally. Customisation 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 under the Microsoft Office Mastery Series

On Demand

1. 9 Features to become MS Excel Expert
2. Analysing data using PivotTable
3. Building Interactive Reports and Dashboard using Microsoft Excel
4. Data Analysis using Microsoft Excel
5. Excel Advanced
6. Excel Foundation
7. Excel Intermediate
8. Excel for Human Resource Professionals
9. Excel PowerQuery and PivotTable
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
14. Mastering Data Visualisation using PPT and Excel
15. PowerPoint Basic Intermediate
16. PowerPoint Presentation Slide Design & Animation
17. Word Foundation
18. Word Intermediate
19. Word Advanced
20. Unleash Your Inner Potential with Microsoft Word
21. Crafting Impactful Professional Writing with MS Word

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