



## Microsoft Excel Data Analysis and Dashboard Reporting [Intermediate]

January 14 - 15, 2021

RM 1,000.00 (inclusive SST 6%) • Online Training via "ZOOM"

Microsoft Excel is one of the most powerful and popular data analysis desktop application on the market today. By participating in this Microsoft Excel Data Analysis and Dashboard Reporting course you'll gain the widely sought after skills necessary to effectively analyze large sets of data. Once the data has been analyzed, clean and prepared for presentation, you will learn how to present the data in an interactive dashboard report.

**The Excel Analysis and Dashboard Reporting course covers some of the most popular data analysis Excel functions and Dashboard tools, including;**

- VLOOKUP() Function for Looking up Information
- INDEX()/MATCH() Functions a Powerful Alternative to VLOOKUP
- TEXT() Function for Formatting
- CHOOSE() for Ultimate Flexibility in Presenting Data
- Advanced Filtering
- Summarizing Data with PivotTables and Pivot Charts



### CONTENTS

- 1. Managing Raw Data**
  - a. Excel Versions and features
  - b. Working with Raw Data
  - c. Data Housekeeping
- 2. Working with a Single Dataset**
  - a. Transform Manual Database to Smart Datasets
  - b. Smart Table Magics
  - c. Smart Table Conditions
  - d. Working with Data Sources
- 3. Working with Data Analysis**
  - a. Preparing Functions
  - b. Quick Report with Pivot Tables
  - c. Pivot Table Conditions
  - d. Pivot Table Connection
  - e. Working with Simplified Reports
- 4. Working with Multiple Datasets**
  - a. Advance Sort & Filter
  - b. Consolidating Data from same and multiple worksheets and workbooks.
  - c. Linking Workbooks
  - d. Lookup Functions
- 5. Working with Data Reporting – Pivot Table**
- 6. Preparing Dashboard**
  - a. Pivot Tables Queries
  - b. Pivot Chart Queries
  - c. Slicers and timelines
  - d. Sparklines and Databars
  - e. Working with images and presentation tricks in Excel
  - f. Preparing Interactive Dashboard
  - g. Adding Other Objects
  - h. Working with 1-screen Excel Dashboard View
  - i. Link and Add Slicers and Timeline
  - j. Working With Sparklines
  - k. Working with Conditional Formatting
- 7. Creating Interactive Dashboard**
  - a. Sample of Dashboards
  - b. Creating Templates
  - c. Preparing Protections
  - d. Working with multiple sources
  - e. Live Data Dashboards
- 8. Prepare and Distribute Reports using Macro**
  - a. Sharing files
  - b. Emailing Dashboard
  - c. Cloud Storage

### WHAT YOU'LL LEARN

1. Understand and identify the principles of data analysis
2. Effectively summarize and present data clearly
3. Use effective design principles when creating and presenting data
4. Take full advantage of the built in tools Microsoft Excel offers in order to analyse and build dashboard reports
5. Build interactive dashboard reports
6. Analyze Excel data using Excel's Text based Functions

### REQUIREMENTS

- \* Experience working with Microsoft Excel on a Window system

### ADMINISTRATIVE DETAILS

**Date** : January 14 - 15, 2021 (Thursday – Friday)

**Time** : 9:00am - 5:00pm

**Venue** : Remote Online Learning via Zoom

**Fees** : RM 1,000.00 (Per-Person)

The fee inclusive Service Tax at 6% (SST Number : W10-1901-32000105)

(Fees include Certificate of Attendance)

**Medium of Instruction** : English

**PSMB Scheme** : 0268 (FMM Headquarter Kuala Lumpur)

Kindly note the following:

- This training is HRDF Claimable
- Total **7 hours** training excluding Lunch hour.
- Kindly **download ZOOM apps** on your **own** laptop/desktop/ mobile phone before the training
- To log in with own laptop/ desktop - **15 min before** class & enable FMM to keep track the participants attendance records for PSMB audit purposes
- Stay **FOCUS** & away from distraction
- **Username and Password** would be provided upon confirmation of the training

Registration deadline: **January 11, 2021**

**FMM Institute**

Centre for Professional Development

Claimable  
Under  
SBL SCHEME**Online Training****Microsoft Excel Data Analysis and  
Dashboard Reporting [Intermediate]****January 14 - 15, 2021****RM 1,000.00 (inclusive SST 6%) • Online Training via "ZOOM"****TARGET AUDIENCE**

Experienced Microsoft Excel users who are looking to efficiently analyse large data sets and create dynamic dashboard reports

**FACILITATOR- Pn. Shabenah Bee Bte Mohd (Ic No. 780107-01-5756)** - a diligent and dedicated Computer Science educationist with 15 years' Of experience in ICT training especially for private and government agencies around Malaysia and Singapore. Track record of consistently building the participants' caliber and knowledge in Information Technology, Business Communication and Self-development skills. Committed to provide high quality corporate training at all levels. Profound ability to develop productive and effectual lesson plans based on the curriculum and executing the same. She has solid experience in supervising ICT related practical projects as client's requirement. Specialize in Computer Courses –Microsoft Office Application Ver. 2013 / 2010 / 2007 / 2003, Adobe Photoshop , Adobe InDesign, Adobe Flash, Adobe Premier, Adobe Illustrator, Web Designing Web Programming Internet Appreciation Courses Window 8 / 7 / XP /2000 JavaScript, Movie Maker HTML, Lotus Notes, ITIL Foundation Macromedia Dreamweaver

**Administrative Details**Date : **January 14 - 15, 2021 (Thu - Fri)**Time : **9.00am - 5.00pm**Venue : **Remote Online Training**Platform: **Zoom****Fees**Per-person : **RM 1,000.00**

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Medium of Instruction : English/ Malay

Closing Date : **January 11, 2021**Training fees or cheques made in favour of the "**FMM Institute**" should be forwarded a week before the commencement of each programme.

- There will be no refund for cancellation within 2 days prior to the programme.
- 50% refund for cancellation between 3 – 6 days.
- Full refund for cancellation 7 days prior to the programmed. However replacement can be accepted at no additional cost Cancellation must be in writing.
- The FMM reserves the right to cancel or reschedule the above programme and all efforts will be taken to inform participants of the changes.
- Upon sending the registration form, you are deemed to have read and accepted the terms and conditions.

For further enquiries, please contact

**FMM Institute Johor Branch****Pn. Astri / En. Omar / Ms. Jessica****Tel: 07-357 7613 / Fax: 07-357 7618****Email : astri@fmm.org.my / omar@fmm.org.my / jessica@fmm.org.my****REGISTRATION FORM**

Dear Sir,

Please register the following participant(s) for the above programme

1 \*Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 \*Email : \_\_\_\_\_

2 \*Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 \*Email : \_\_\_\_\_

**\* Required information**

Submitted by:

Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 : \_\_\_\_\_  
 : \_\_\_\_\_  
 : \_\_\_\_\_  
 Tel & Fax No. : (T) \_\_\_\_\_ (F) \_\_\_\_\_  
 Email : \_\_\_\_\_

Enclosed cheque No. \_\_\_\_\_ for RM \_\_\_\_\_  
 being payment for \_\_\_\_\_ participant(s) made in favour of  
 the "**FMM Institute**" should be forwarded to the Secretariat  
 before **January 14, 2021**.