



EXCEL DASHBOARD & INTERACTIVE REPORTS

8 – 9 MAY 2017 | SAINS Samarahan. SARAWAK

WHO SHOULD ATTEND

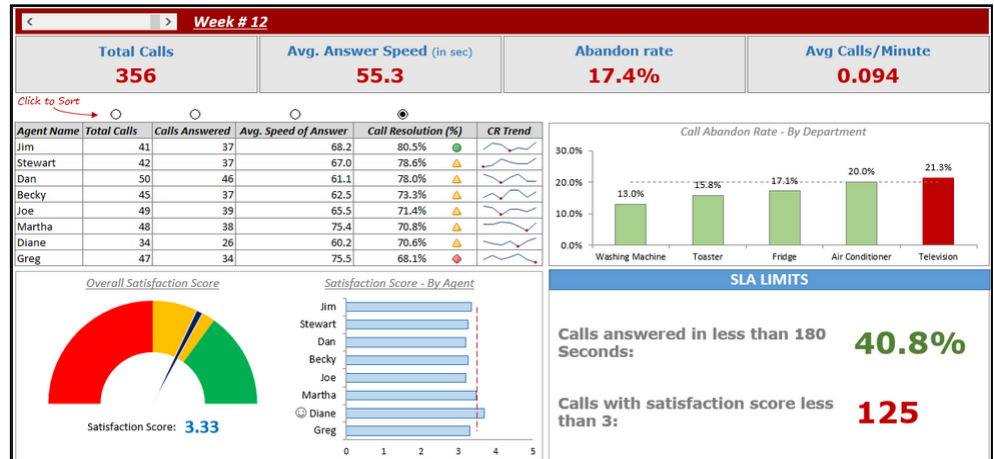
- Excel Power Users
- Executives
- Managers
- IT Professionals

Pre-requisite:
Participants should have basic knowledge for Excel Charts, Pivot Tables and Functions & Formulas

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

SBL Scheme Claimable
(Subject to HRDF approval)



INTRODUCTION

Dashboard popularity is continuing to grow as organizations look for easier ways to access information within large data sets and to analyze that information in hopes of managing performance, making better decisions and lowering overall costs.

Dashboard reports allow managers to get high-level overview of the business. Essentially, a dashboard report is a way to visually present critical data in summary form so that you can make quick and effective decisions. Excel is an excellent tool to make powerful dashboards that can provide analysis, insight and alert managers in timely manner.

A dashboard is a business tool that displays a set of PIs (performance indicators), KPIs (key performance indicators), and any other relevant information to a business user. Dashboard data is often displayed in real-time after retrieval from one or more data sources in a business. Dashboards are interactive, allowing an executive to drill into particular aspects of the display or switch between facets or views of the data.

ABOUT SAINS

Pusat Latihan Teknologi Maklumat Sarawak (SAINS) was established in 1993, in response to the increasing demand for IT training in Malaysia. The Centre is a certified training provider approved by the Ministry of Education as well as Pembangunan Sumber Manusia Berhad (PSMB). Corporates choosing to send their employees to our Centre can use the Human Resource Development Fund (HRDF) to pay for employee training. **SAINS won the Human Resources Development Fund Award 2013** in the Training Provider category.

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Kuching-Kota Samarahan Expressway
Kota Samarahan 93010, Samarahan
Tel: (60) 82-668668 | Fax: (60) 82-668699

Contact Person:
Jean Sim / Johnny Chung
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Website: www.sains.com.my



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COURSE CONTENTS

Chapter 1 – Intro to Dashboards

- Introduction To Excel Dashboards
- Using The Proper Visualizations
- Dashboard Creation Process

Chapter 2 - Data Visualisation Tools

- Selecting the right chart?
- Chart making process
- Formatting tricks

Chapter 3 – Creating Interactive Reports

- An Alternative to the VLOOKUP function
- Calculating Standard Deviation
- Showing Data Dispersion with Error Bars
- Returning a Value Based on User Input
- Incorporating Controls
- Incorporating Hyperlinks

Chapter 4 – Creating Interactive Reports

- Creating a Pivot Report
- Creating a Dynamic Tange for Data Expansion
- Incorporating Visual Analysis
- Slicing & Dicing Data
- Querying Pivot Reports

Chapter 5 – Automating Dashboards with Functions

- Offset Function
- CountA Function
- Structuring your Data
- Linked Textbox
- Named Ranges & Formulas

Chapter 6 – Automating Dashboards with Functions

- Basics of VBA & Macros
- Incorporating macros in Dashboards





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TRAINER PROFILE



Mr Sivanasan also well known as Julian is a Microsoft Certified Trainer & having started the career in auditing and then moving on into Accounts & Finance having a total of about 18 years of working experience in the corporate world. He successfully set up a new accounting system and migrate the old data into the new system. In addition, he also created sub systems with Excel VBA programming.

Having accumulated hands on experience in MS applications over the years and developing a passion to share with others, he began to venture into the IT Training Industry in the year 2000.

A website on Excel Macros (VBA) tips for Beginners was subsequently set up to reach out to those wanting to learn basic VBA. Using simplified sample codes and examples made the website a hit for beginners as other websites on Excel VBA were simply too difficult to understand.

Day 1 & 2	
8:30 AM	Registration
9:00 AM	Course begins
10:30 AM	Morning tea break and networking break
10:45 AM	Course recommences
12:30 PM	Networking lunch
13:50 PM	Course recommences
15:00 PM	Afternoon tea break and networking break
15:15 PM	Course recommences
16.45 PM	Summary & recap
17:00 PM	End of Training

QUESTIONNAIRE

To ensure that you gain maximum benefits from this training, a detailed pre-training questionnaire will be sent to you to establish exactly where your training needs lie. The completed forms will be analysed by the trainer. As a result, we ensure the course is delivered at an appropriate level and that relevant issues will be addressed.



IN-HOUSE TRAINING ADVANTAGE

If you have a number of delegates with similar training needs, then you may wish to consider an In-house Training solution delivered locally onsite.

Course can be tailored to specific requirements.

Please contact

jeansy@sains.com.my or

082-668688 for further discussion



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COURSE FEES

Early Bird: Register by **17 April 2017**
 RM1,050.00 per person | Regular: RM1,200.00 per person
 Register 4 persons at **RM3,600.00**

Group discount is applicable for the same organization only

COURSE DATE

8 - 9 May 2017

SAINS Training Centre. Kota Samarahan.

In-house Training : Please contact us for more information

REGISTRATION FORM

Please send Registration Form via fax or email to : **SARAWAK INFORMATION SYSTEMS SDN BHD**

Attention: Jean Sim (H/P: 019-889 3819) Fallacia Sitam (H/P: 013-880 0718) Johnny Chung (H/P: 013-806 3465)

Tel: 082-668688 / 012-895 2032 (Agnes) Fax: 082-668699 Email: training@sains.com.my

Participant(s) Information

No	Name	Designation	Meal Choice
1.			<input type="checkbox"/> Vegetarian <input type="checkbox"/> Non-Vegetarian
2.			<input type="checkbox"/> Vegetarian <input type="checkbox"/> Non-Vegetarian
3.			<input type="checkbox"/> Vegetarian <input type="checkbox"/> Non-Vegetarian

Company Information

Company Name:	<input type="checkbox"/> Government Agency <input type="checkbox"/> PSMB Registered Employer <input type="checkbox"/> Non-PSMB Registered Employer	Tel:
Address:		Fax :
		Email:
Contact Person:		Designation:

Authorization

Name:	Signature & Company Chop / Stamp
Designation:	
Date:	

Methods of Payment

Cash Cheque Service Order Purchase Order

Payment should be made payable to **Sarawak Information Systems Sdn. Bhd.** to **RHB Account No: 21121250109185**

Terms & Conditions:

- 1.) Course fee is inclusive of GST @ 6%
- 2.) Course fee is inclusive of refreshments, lunch, course materials and Certificate of Attendance
- 3.) Full payment must be made within **FIVE (5)** working days upon issuance of invoice.
- 4.) Admission upon receipt of full payment.
- 5.) **CANCELLATION** must be received in writing. If cancellation occurs less than **FIVE (5)** working days from the course delivery, the **FULL** training fee for the course will be charged. A delegate may be substituted at no extra charge if you are unable to attend. Kindly provide the name and title of the substitute delegate prior to the course.

Disclaimer:

SAINS reserves the right to cancel the event should circumstances beyond its control arise. In the event of such a cancellation, SAINS will refund in full payments received. SAINS also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.