BILIF

INTRODUCTION TO MS EXCEL DASHBOARD

24 - 25 OCTOBER 2022

Programme Overview

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.

Programme Objectives

By the end of this programme, participants will be able to:
- Understand the Dashboard and its specifications;
- Use data and formatting to present data accurately so that the report is easily understood;
- Show the advanced formula to make the report interactive; and
- Create sophisticated chart such as Speedometer chart & Thermometer Chart

Who Should Attend

Any personnel that uses Microsoft Excel to analyse and prepare management reports, especially administrative, operational and middle management staff.

Methodology

- Lecture
- Skill-practices
- Hybrid learning mode

Pre-requisite

- Basic knowledge and functionality of Microsoft Excel
- Participants are required to bring their own laptop with MS Excel 2016 software installed

Programme Delivery

Day	Time
24 October 2022	8:30 AM – 12:15 PM
25 October 2022	1:30 PM – 5:00 PM

***Time/date is subject to change.
Please refer to www.bilif.com.bn for the latest updates***

Programme Outline

Modules	Content
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	- What is Data Type? - Identify Date format - How does Data Type affect our formulas or calculations?
Effective Presentation with Cell Number Format	- Number Formatting - Excel Date Format - Excel Number Custom Format - Enhance Reports with Conditional Formatting
Conditional Formatting	- Top/Bottom - Actual versus Target - Dealing with Icon
Basic PivotTable	- Insert Pivot Table - Pivot Table Interface - Pivot Table Layout Options - Basic Value Field Settings

Basic Charts	• Convert Data to basic Charts • Clustered Column Chart • Filter Chart Data • Add Basic Chart Elements • Basic Format Chart Elements
Excel Camera Tool	• Add Camera tool to QAT • Using Excel's Camera Tool • Where Is the CAMERA TOOL? • Use Camera Tool as easy as 1,2 3… Smiles
Present Calculated Data in a Dashboard	• Design a Dashboard CARD • Typography techniques • Present Data using Simple Charts
Final Touches	• Arrange Dashboard elements • Building Interaction with Report

Programme Leader

KELVIN NG

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 the distinction of being certified as Adobe Certified Expert (ACE), Microsoft Office 2016 Master Specialist MCP & MCT, Certified Practitioner of Neuro-Semantics, Certified Practitioner of Neuro-Linguistic Programming & Certified Practitioner of Hypnosis & Time-Lines.

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CATEGORIES	STAKEHOLDER	NON STAKEHOLDER
NORMAL PRICE	☐ $ 550.00 [SBS 20%]	☐ $650.00

TERMS AND CONDITIONS:

Cancellation policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants a day before the training commences.

Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

By completing and signing this form, you hereby agree to the above terms and conditions:

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APPROVING OFFICER

Name:		Email:	
Position:		Department:	

Signature and Company's Stamp

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