MS EXCEL DASHBOARD ADVANCED

5 - 6 SEPTEMBER 2023

DEADLINE TO REGISTER
15 August 2023

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.

This MS Excel Dashboard Advanced level focuses on the dynamic reports/charts and interaction with the data. The Dashboard that we build will be adaptable to changes and user friendly. While it is crucial to ensure the accuracy of the reports and information displayed in the Dashboard, the aesthetic of the Dashboard is also very important.

OBJECTIVES

USE

Power Query to massage and transform data to tabular format;

MAKE

Dashboard complete by applying the analytic tools in Excel/PivotTable as well as the chart dynamic and change according to report requirements; and

GENERATE

an interactive Dashboard by using Macro and Slicer.

PRE-REQUISITE

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

METHODOLOGY

- Lecture
- Skill-practices
- Face-to-face

PROGRAMME OUTLINE

Content	
Module 1: Building Dashboards using more Excel functions	Module 4: Statistical Functions
Module 2: Date Functions	Module 5: Conditional Formatting
Module 3: Reference Functions	Module 6: Role-play

WHO IS THIS PROGRAMME FOR?

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

PROGRAMME DETAILS

Date	Time
5 - 6 September 2023	8:30 am – 12:00 pm 1:30 pm – 5:00 pm

***Subject to change
Please refer to www.bilif.com.bn for the latest updates***

PROGRAMME LEADER

JOSHUA LIM SHENG MING

Joshua has earned the ICDL Advanced Certificate AM4 Spreadsheets and has also conducted the following MS Excel training sessions:

- Mar 2018 – Present: Syllabus creator and trainer for 14 training sessions (a mix of Intermediate and Advanced) under Brunei Institute of Leadership & Islamic Finance (BILIF. Formerly known as Centre for Islamic Banking, Finance and Management, CIBFM)
- Mar 2019: Syllabus creator and trainer for a specially-requested MS Excel training on Macros and Visual Basic for Applications (VBA) by United Overseas Bank (UOB)
- May & Aug 2013: Trainer for ICDL Digital Literacy (including Spreadsheets) under BigBreak Solutions
- Jul 2007 – Dec 2007: Syllabus creator and trainer for 8 sessions of MS Excel 2003 under Cosmopolitan College of Commerce and Technology.

Joshua's training experience extends beyond Microsoft Excel; he has conducted training for other IT applications including:

- MS Powerpoint
- Adobe Photoshop
- Macromedia Dreamweaver
- WordPress

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■ 5 - 6 September 2023

To apply for the programme, please email your completed form to askseed@bilif.com.bn by 15 August 2023.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	☐ **$ 750.00**	☐ **$ 850.00**

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

Full Name: _____ IC Number: _____

Position: _____ Department: _____

E-mail: _____ Phone: _____

Full Name: _____ IC Number: _____

Position: _____ Department: _____

E-mail: _____ Phone: _____

Full Name: _____ IC Number: _____

Position: _____ Department: _____

E-mail: _____ Phone: _____

APPROVING OFFICER

Name: _____ Email: _____

Position: _____ Department: _____

Please email the invoice to: _____

_____

Signature and Company's Stamp

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 up until 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.

ABOUT BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership. Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards especially in the areas of Islamic finance. All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute(CBI), UK; International Compliance Association (ICA) and The Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI), Bahrain.

Over the past 10 years, BILIF has forged strategic partnerships with local and international organisations enabling us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators in the areas of Islamic finance and leadership. More recently, BILIF has also established partnerships with Bahrain Institute of Banking and Finance (BIBF) and The London Institute of Banking & Finance (LIBF), both with the objective of bringing more quality learning opportunities for our participants in the areas of banking and finance. BILIF has been honoured with multiple international awards and accolades: The "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022, "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards®, "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony and GIFA Excellence Award (Islamic Finance Training & Education) in 2022; The GIFA Excellence Award (Islamic Finance Training and Education) 2021 at the 11th Global Islamic Finance Awards (GIFA), the Award for "Contribution to Organisation" at the Asia HRD Awards in 2021; and the GIFA Excellence Award (Islamic Finance Training and Education) in 2019.

74
Events

687
Programmes and Examinations

15,300+
Participants

*Figures as of December 2022

INTERNATIONAL AWARD WINNING INSTITUTE

GIFA GLOBAL ISLAMIC FINANCE AWARDS

GIFA Excellence Award (Islamic Finance Training & Education) 2019

WINNER

GIFA GLOBAL ISLAMIC FINANCE AWARDS

GIFA Excellence Award (Islamic Finance Training & Education) 2021

WINNER

GIFA GLOBAL ISLAMIC FINANCE AWARDS

GIFA Excellence Award (Islamic Finance Training & Education) 2022

WINNER

THE ASIA HRD Awards

Contribution to Organisation Award

WINNER

GLOBAL BANKING & FINANCE AWARDS

Best Islamic Finance Education & Training Brunei 2021

WINNER

INTERNATIONAL FINANCE

Best Emerging Islamic Finance Training Institution - Brunei 2021

WINNER

3G AWARDS

3G Human Resource Development Award 2022

WINNER

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Contact our Sales and Marketing Department for any enquiries

askSEED@bilif.com.bn

Alternatively, you can also whatsApp us at +673 827 1140 to learn more about our offerings