

DASHBOARD REPORTING USING MS EXCEL

Transform Complex Data into
Stunning dashboards for
Decision Making

22-23 August 2021

10:00 am - 03:00 pm

Online Instructor-Led

Learn From **THE EXCEL GURU !!!**
Who Do Wonders With Excel

- Inspired more than 5000 Professionals in GCC
- Trained people from more than 500 Companies
- Believe in creating a WOW Experience
- Expert in Data Reporting Using Excel Advance Features



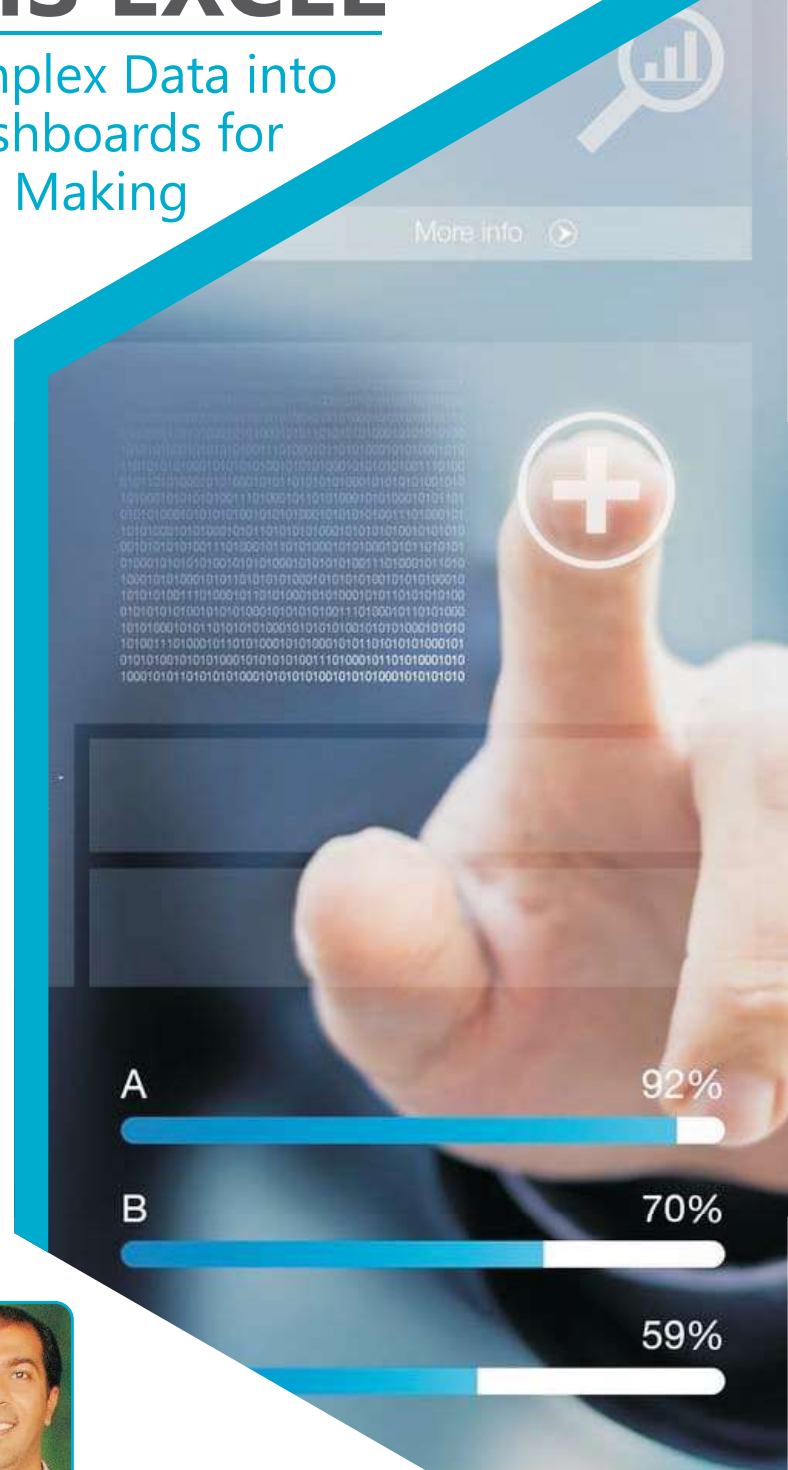
Microsoft
CERTIFIED
Trainer



Course Facilitator

Ramzan Rajani

Microsoft Certified Trainer
Microsoft Office Specialist & ITIL Foundation



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OVERVIEW

In today's knowledge age, information is the lifeblood of any organization. Right information at the right time will enable decision makers to make decisions both timely & effectively. You can present information like a newspaper and dump all the available data into your spreadsheets, but the definite way to do the same is presenting information which leads to correct decision making. This unique two-day workshop is designed to provide you with the knowledge and tools enabling you to create Dashboard Reports to present Operational, Strategic & Financial Data in an effective way. This interactive, participative and practical workshop will equip you with valuable tools readily applicable at your organization.

TOP 6 LEARNING OUTCOMES:

- How to connect all of your data to a dashboard— no matter where it lives
- Understand Visual Design Principle to be applied to business Dashboards
- Discover how to shape up your existing data to be Dashboard compatible
- Explore how to summarize, present and communicate data clearly and precisely
- Uncover the secret of making your Excel Dashboard dynamic

GLIMPSE OF SIMILAR SUCCESSFUL EVENTS



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COURSE OUTLINE

Understanding Management Dashboards

- What is a Dashboard ?
- Sample Data & Dashboard
- Principles of Great Dashboard Design

Using Advanced Formulas & Functions For Reporting

- Understanding Absolute & Relative Referencing
- SumIF & SumIFS
- Count, CountA, CountIF & CountIFS
- Concatenate
- Understanding IF Condition & Nested IFs
- Calculation in IF - Using AND & OR in IFs
- Adding Symbol in IF
- Advance Vlookup
- Using IFError in Vlookup

Practical Exercise: Using your own data or examples provided, clean the data and create robust formulas including working with text formulas

Charts Creating Technique

- Creating and customizing Charts
- Using specialist charts for your Excel Dashboards
- Creating Column, Line, Pie & Bar Charts
- Creating two axis charts
- Creating a Thermometer Chart
- Creating waterfall Chart

Practical Exercise: Using your own data or examples provided, create charts and graphs using best practice methods

Introduction to Form Control

- Radio Button
- Check Box
- Combo Box
- Scrollbars
- Data Validation as a Tool

Building the Dynamic Data Model

- Understanding the Data Structure
- Working using Dynamic Charts
- Adding Form Controls in Dashboard
- Form Controls & Function together
- Completing the Dynamic Dashboard
- Working with Data using Formulas & Functions

Excel Pivot Tables

- Creating summary reports & calculating, Sum, Count & Percentages
- Creating Weekly, Monthly, Quarterly & Yearly reports
- Creating dynamic Pivot tables
- Auto refreshing pivot when opening
- Using Slicers for creating Dashboards

Practical Exercise: Using your own data or examples provided, create and manipulate data using pivot tables

Creating Interactive Components for Dashboard

- Adding a scroll bar to a data window
- Adding option buttons to a chart
- Using a combo box drop-down
- Using a list box control
- Using the Check Box Control

Working with your Data & Dynamic Table

- Creating validation in cell (Drop downs in cell)
- Creating drop down menus with dependent list
- Dynamic table
- Converting your raw data into dynamic table
- Benefits of dynamic table

Bullet-proofing your Dashboards

- Protect dashboards by locking cells
- Password Protection
- Restricting incorrect data entry with data validations
- Protecting your data from copying

Open Group Discussion: Delegates to bring up their own challenges or victories with Dashboards or Reporting in relation to the topics covered in today's training. The group will discuss and formulate the best way to handle presentation of the data.

Dashboard Projects - Building real time dashboard system in a group of 2

Final Assessment (2 Hours): Create a dynamic dashboard using your own data or examples provided using all the principles and techniques shown in the session.



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Course Facilitator

RAMZAN RAJANI

Microsoft Certified Trainer

Microsoft Office Specialist & ITIL Foundation

Mr. Ramzan Rajani Carries more than 8 years of experience in the field of IT Training & Project Management. After getting a Diploma in Information Technology he did his MBA with Dual specialization in IT Project Management. He has experience of designing, managing & implementing large databases bearing Very good understanding and extensive experience in Advance Excel, VBA – Macros, advance PowerPoint, Excel Dashboard, Access & MSP (Microsoft Project 2010).

Participants from large number of companies in GCC Region attended his programs as public and inhouse sessions from:

The Executive Council of Dubai, Emirates Islamic Bank, ADNEC, ADCB, Ferrari World, General Civil Aviation Authority, Etisalat, National Bank of Fujairah, Roche Diagnostics, Abu Dhabi Finance, Thuraya, DEWA, Emirates Post, Dubai World, Majid Al Futtaim Group, RAK Cement, Tamkeen, Tawam Hospital, Imdaad Group, Wild Wadi, Al Etihad Credit Bureau, Emirates NBD, Sharjah Islamic Bank, Johnson & Johnson, Manipal University, Dulsco... etc.



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REGISTRATION DETAILS

Regular Fee USD 500 Per Participant:

Team Discount: Register 2 Get 1 Free

Includes Courseware, Certificates &
Business Networking Opportunities

Simfotix Cancellation Policy: For cancellations made in the 7 working days to the workshop, no refunds will be given. Cancellations must be confirmed by email. Substitutions may be made at any time.

For registration(s), send us your

Name, Designation, Organization, Mobile
E-Mail and Postal Address
to register@simfotix.com

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