



Excel Mastery - Advanced Data Analysis with Pivot Tables and Dynamic Dashboards

HRDC Reg No - 10001392221

HRDC Fully Claimable Training

DESIGNED FOR

Data Analysts, Business Intelligence Professionals, Financial Analysts, Operations Analysts, Business Consultants, Project Managers, Sales Managers, Marketing Analysts, Operations Managers, Business Owners and individuals seeking to elevate their Excel data analysis skills



27, 28 - May 2024



9 AM - 5 PM



AC hotel, Marriott,
Penang, Malaysia

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Master Excel Data Analysis : Transforming Raw Data into Strategic Insights and Dynamic Dashboards

Who is this course for?


This 2-day training is designed for advanced users of Microsoft Excel who want to enhance their data analysis skills and create dynamic dashboards for decision-making purposes. Whether you're a data analyst, business intelligence professional, or a decision-maker within your organization, this course is tailored to help you leverage Excel's capabilities for interactive reporting and gaining deeper insights into your company's performance.


Why you should join?


Unlock the power of Excel's advanced features to dive into your company's large datasets and extract actionable insights. This course empowers you to create interactive dashboards that allow for slicing-and-dicing within the data, enabling you to make informed decisions based on your company's KPIs. If you have basic knowledge of Excel charts, pivot tables, functions, and formulas, this course will take your data analysis skills to the next level, allowing you to transform raw data into meaningful visualizations.

What We Offer:

With our course, we provide:

 **Comprehensive Training:** Dive deep into the principles of dashboard design, pivot table creation, data visualization techniques, advanced charting, and Excel functions.

 **Hands-on Learning:** Gain practical experience through interactive sessions, exercises, and real-world case studies to reinforce your understanding and skills.

 **Practical Tools:** Learn how to apply sparklines, conditional formatting, named ranges, Excel tables, and advanced formulas to enhance your data analysis and reporting capabilities.

Course Outline

MODULE 1: DASHBOARD DESIGN PRINCIPLES

- What is a dashboard?
- Purpose and benefits of dashboards
- Understanding dashboard design principles
- Common mistakes when building dashboards

Module 2: Creating a Pivot Table

- Preparing Data for Pivot Table Reporting
- How to Create a Basic Pivot Table
- Understanding the Recommended Pivot Table Feature
- Using Slicers
- Keeping Up with Changes in the Data Source
- Saving Time with New Pivot Table Tools

Module 3: Grouping, Sorting, and Filtering Pivot Data

- Automatically Grouping Dates
- Using the PivotTable Fields List
- Sorting in a Pivot Table
- Using Filters for Row and Column Fields
- Filtering Using the Filters Area

Module 4: Performing Calculations in Pivot Tables

- Introducing Calculated Fields and Calculated Items
- Creating a Calculated Field
- Creating a Calculated Item
- Understanding the Rules and Shortcomings of Pivot Table Calculations
- Managing and Maintaining Pivot Table Calculations

MODULE 5: DATA VISUALIZATION – PICKING THE RIGHT DISPLAY

- The anatomy of an Excel chart
- Displaying trends with charts
- When to use a secondary axis
- Combining two chart types
- Adding icons and images to dashboards

Course Outline

MODULE 6: USING SPARKLINES & CONDITIONAL FORMATTING

- Creating sparklines – line, column and win/loss
- Sparkline formatting and options
- Sparkline tips and tricks
- Applying conditional formatting
- Data bars, color scales and icon sets
- Conditional formatting options
- Using symbols to enhance reporting

MODULE 7: ADVANCED CHARTING TECHNIQUES

- Step charts
- Actual vs budget (target) charts – Floating Markers
- Band chart – show performance against target range
- Conditional colors in column chart
- Frequency distribution
- Waterfall chart

MODULE 8: NAMED RANGES AND EXCEL TABLE

- Naming cells and ranges
- Creating Excel tables
- Applying table names
- Using structured references in formula
- Refreshing tables with new data

Pre-Requisites:

- This course is designed for current Microsoft Excel users who can build basic workbooks.

Duration : 2 Days

Course Outline

MODULE 9: EXCEL ADVANCE FORMULA & FUNCTION





- Learn to nest functions together to create robust formulas
- Use IF, Nested IFs and IFS for logical test with single or multiple conditions
- Embed AND or OR function in IF for robust logical tests
- Trap and handle errors produced by other formulas or functions with IFERROR
- Use CHOOSE to return a value from an array based on index number
- Aggregate data with single criterion using SUMIF, COUNTIF, AVERAGEIF
- Tabulating information using multiple criteria with SUMIFS, COUNTIFS, AVERAGEIFS
- Lookup and retrieve data from a specific column in table using VLOOKUP
- Use MATCH to find the relative numeric position of an item in a range
- Use INDEX to extract a value from a table (or range)
- INDEX and MATCH – powerful combo that has more flexibility and speed
- Using ROW(S) and COLUMN(S) for indexing
- Using TEXT and CONCATENATE to string numbers

MODULE 10: BUILDING INTERACTIVE CHARTS AND DASHBOARDS CONTROLS






- Using form controls: Button, Combo Box, Check Box, Spin Button, List Box, Option Button, Scroll Bar, Label and Group Box
- Set up dynamic data validation list
- Creating dynamic named range with OFFSET and COUNTA
- Creating dynamic named range with INDEX
- Using the INDIRECT function

By the end of this course!

You will gain:

-  **Mastery of Pivot Tables:** Learn how to create, customize, and analyze pivot tables to summarize and manipulate large datasets effectively.
-  **Data Visualization Skills:** Master the art of creating visually appealing charts and dashboards to communicate insights effectively.
-  **Advanced Excel Techniques:** Acquire advanced skills in data modeling, calculation, and manipulation using functions, formulas, and Excel tables.
-  **Interactive Reporting Abilities:** Develop interactive dashboards with dynamic controls and form elements for enhanced user experience and data exploration.

If you struggle with:

-  Navigating large datasets and extracting meaningful insights.
-  Creating interactive dashboards for decision-making purposes.
-  Understanding advanced Excel features and techniques.
-  Leveraging data visualization best practices.
-  Implementing dynamic reporting solutions.

Implementing our Excel Mastery course will lead to:

- ✓ Enhanced Data Analysis Skills: Develop proficiency in analyzing and visualizing data to uncover trends, patterns, and actionable insights.
- ✓ Improved Decision-Making: Make informed decisions based on comprehensive data analysis and interactive reporting.
- ✓ Increased Productivity: Streamline your data analysis workflows and automate repetitive tasks using advanced Excel techniques.
- ✓ Enhanced Professional Development: Stay ahead in your career by mastering advanced Excel skills that are highly valued in the workplace.
- ✓ Greater Business Impact: Drive business growth and innovation by leveraging Excel's powerful features to unlock the full potential of your data.

Timmins Training Consulting

Timmins Training is a leading provider of training services in Malaysia, offering HRDC Claimable Trainings, Corporate Trainings, Corporate Onboarding Training, and Consulting services.

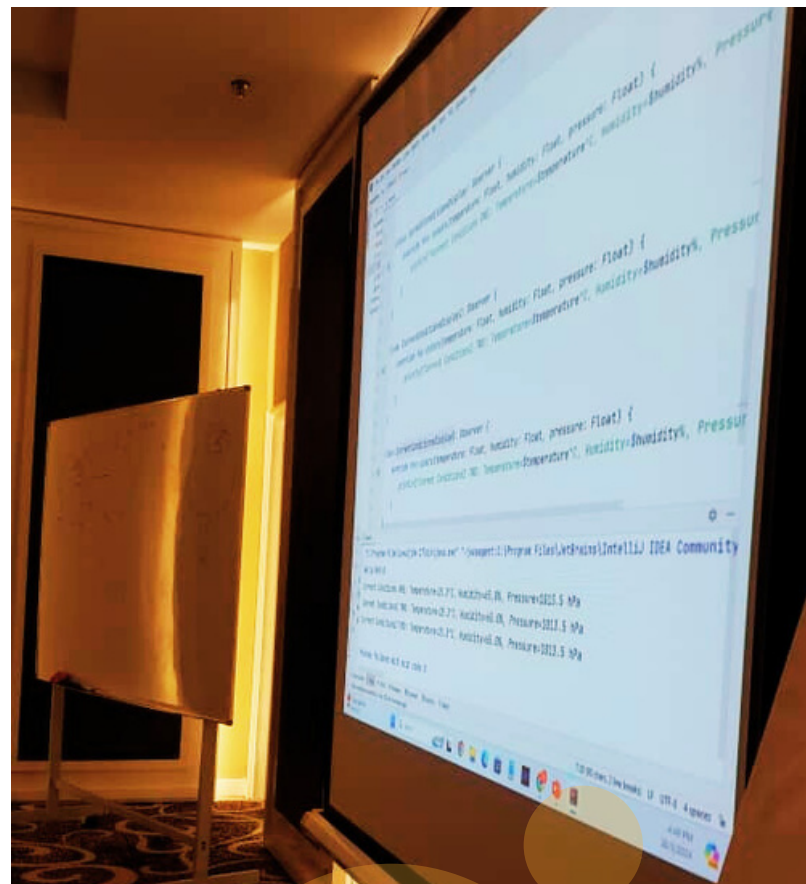
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Empower yourself with Timmins Training Consulting and elevate your Excel skills to new heights!

CONTACT US!

Secure Your Spot!



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