

## DURATION

8 hours

## COURSE OBJECTIVES

This course aims to equip learners with the necessary skills and knowledge to create insightful and impressive management reports using the various tools in Microsoft Excel.

## TARGET AUDIENCE

This course is aimed at participants who have attended the basic Microsoft Excel course or have some working knowledge of Microsoft Excel.

## ASSUMED SKILLS

- Learners must be able to read, write, speak and listen to English at secondary school level
- Learner should have working knowledge of Microsoft Excel

## COURSE OUTLINE

### DASHBOARD FUNDAMENTALS

- What is a dashboard
- Key characteristics of a dashboard

### PLANNING CONSIDERATIONS

- Define information needs
- Acquire and arrange data

### DASHBOARD DESIGN CONSIDERATION

- Dashboard Dos and Don'ts
- Selecting appropriate tools
- Determine chart elements and colour selection
- Histogram

### REPORTING WITH PIVOTTABLE AND PIVOTCHART

- Insert and populate a PivotTable and PivotChart
- Update PivotTable data
- Using Slicer

### ADVANCED EXCEL TOOLS

- Conditional formatting

- Using Range Names

- Create Drop-down list with data validation

### OBTAIN DATA WITH EXCEL FUNCTIONS

- Use Lookup and Reference functions
- Use INDEX and MATCH functions
- Database functions

### CREATE EXCEL CHART

- Create standard charts
- Combination chart
- Sparkline

### CUSTOMISING CHART ELEMENTS

- Format axis
- Display/format Data Labels

### ADVANCED CHART TYPES

- Pareto chart
- Box & whisker chart
- Gauge or Speedometer chart