ADVANCED MICROSOFT EXCEL
DATA ANALYSIS & DASHBOARD REPORTING

Resource Person
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Excel Automation Expert & Professional Trainer

March 21 - April 01, 2020

BATCH : 04

Overview of this Training:

Microsoft Excel is widely used to prepare various types of analytical interactive reports for the top management who are at the planning stage. The latest buzzword in the world of Excel is Dashboard Reporting. A dashboard report is a management tool that measures and presents critical data on the key business performance areas in a summarized easy-to-read format. To prepare a smart dashboard report, you have to use various form controls, appropriate charts, functions to fetch summary data, various formatting and few tricks.

This project-based professional workshop will help you through various functions, tools, tips and tricks to boost up your Excel productivity and you will learn how to map and handle big data in Excel that will work for you and generate the interactive reports describing the core information within seconds professionally.

Learning Methodologies

· 100% PRACTICAL with trainer's predesigned working files
· Completely interactive and participative
· Project based examples and workings
· Training lecture sheet that will be interactively connected with working data
· Problem solving and Brainstorming
· Open discussion (Q & A session)

Who Should Attend?

Spreadsheet authors, Excel developers, regular Excel users and all kinds of analysts who want to gain skills in designing visual reports. Those who want to start getting creative with an interest in learning about dynamic charts and visually appealing data will benefit from this course

Training Contents

· Ice Breaking and Discussion for Dashboard Reporting
· Data Matching & Lookups for Preparing Dashboard's Raw Data
· Logical Function & Formula Nesting
· Naming in Excel
· Data Summarization from Large Data
· Techniques to Validate Raw Data
· PivotTable, PivotChart and Slicers
· Make Protected Your Dashboard
· PowerPivot – Use Excel's Built-in Self Service BI Tool
· Using Objects & Form Controls to Control Your Dashboard
· Using Charts & Graphs in Dashboard
· Applying Advanced Conditional Formatting on Dashboard
· Macro & VBA: Automate Your Excel Action or Report
· Exclusive Project Session
· Open Discussion Session

General Fees: BDT 5,500/- +VAT

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