# Data Analysis with Excel DASHBOARD Reporting for Management

**Course Code:**
ASKDR8

**Course Duration:**
2 days (16 hours), 9:00am – 5:00pm

**Course Fee:**
$1000 ($1090 Inc. 9% GST) per participant

UTAP Claimable ; sign up https://ntuc.co/ask-edm

**Course Dates:**
https://asktraining.com.sg/course-schedule/

## Course Synopsis

A data dashboard is an information management tool that visually tracks, analyzes and displays key performance indicators (KPI), metrics and key data points to monitor the health of a business, department or specific process.

They are customizable to meet the specific needs of a department and company. Through the use of data visualizations, dashboards simplify complex data sets to provide users with at a glance awareness of current performance.

Excel is a great tool for creating interactive Dashboards. It is relatively cheap with high availability compared to other more expensive tools, so learning how to build dashboards will be a great addition to your skills, and you can showcase these skills almost anywhere because Excel is installed on millions of computers around the globe.

In Data Analysis with Excel DASHBOARD for Management, participants will learn the concept of Dashboard and how to build them from scratch.

You will be taught some powerful Excel functions to create dynamic data (KPIs) from the source data to prepare for the Dashboard. You will learn how to create interactivity for the Dashboard by using Form Controls, then put all these together to build a dynamic and interactive Dashboard.

# Course Objectives

- Learn the concept of Dashboard
- Design and prepare for the Dashboard
- Learn powerful Excel functions to create dynamic data
- Learn Form Controls to interact with the Dashboard
- Building the Dashboard
- Maintaining the Dashboard

# Course Outline

- The Concept of Dashboard
- Excel Functions for generating Dynamic Data
- Excel Form Controls for Interacting with the Dashboard
- Defining the KPIs
- Preparation – Create all Dynamic Data (KPIs) for the Dashboard
- Designing the Dashboard – The Interface
- Building a Sales Dashboard (using Formulas)
- Building a HR Dashboard (using Pivot Table)

# Pre-requisite & Methodology

**The learners must:**
1) have at least Intermediate to Advanced Level of Excel skills.
2) be proficient in using PivotTable and PivotChart.
3) able to use Excel functions like IF, OR, AND and able to create nested functions.

This is a two-days hands-on course. The trainer will walk through the topic step-by-step. You will be provided with exercise files on every topic to effectively apply what have been taught.

**Things to bring during the course:**

- A laptop (preferable your personal laptop)
- Laptop power adaptor
- A USB mouse
- A USB thumb drive or hard-disk
- Software requirement: Microsoft Excel version 2010-2019