

## PREREQUISITES

- Have at least Intermediate to Advanced level of Excel skills
- Be proficient in using PivotTable and PivotChart
- Able to use Excel functions like IF, OR, AND and able to create nested functions
- Be ( $\geq$  16 years old); or
- Have 1 year working experience

## DURATION

**2 Days**

**9 AM - 5 PM**

## COURSE DATES

<https://asktraining.com.sg/microsoft-office-courses/data-analysis-with-microsoft-excel-dashboard-reporting-for-management/#course-schedule>

Course Code: **ASKDR8**

# Microsoft Office Course: Data Analysis with Microsoft Excel DASHBOARD Reporting for Management

## Course Description

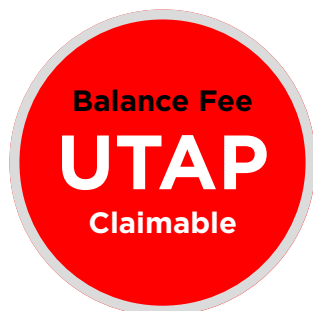
A data dashboard is a tool that visually tracks and displays key performance indicators (KPIs), metrics, and data points to monitor business health. Customisable to meet specific needs, dashboards simplify complex data and provide quick insights into performance.

Excel is an ideal tool for creating interactive dashboards due to its affordability and widespread availability. Learning to build dashboards in Excel is a valuable skill, as Excel is installed on millions of computers worldwide.

The Data Analysis with Microsoft Excel Dashboard Reporting for Management course teaches you to build dynamic, interactive dashboards in Excel from scratch in just two days, using key functions and Form Controls.

## 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



**Full Course Fee:**  
**S\$1090**  
(inclusive of 9% GST)



**@ASK Training**  
Attitude | Skills | Knowledge

# 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)**