DATA ANALYSIS AND INTERACTIVE DASHBOARD REPORTING IN EXCEL

HOW TO JOIN?

Please login to web2 and click Intranet > Staff Portal > E-Training System > Application Form.

- Please submit the online application for HoD/Dean/Director's recommendation.
- Please apply early to avoid disappointment as places are limited.

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CENTRE FOR CORPORATE & COMMUNITY DEVELOPMENT UTAR

COURSE OBJECTIVES

- To apply various Excel functions in daily tasks
- To summarize and analyse the data with simple statistical measurements
- To present the data in a meaningful format likes reports and charts
- To develop an interactive dashboard

COURSE CONTENT

Day 1

1. Working with Data
   - Import Data
   - Various type of Data Formatting
   - Creating Custom Format
   - Concatenating columns to new output
   - Understanding Relative and Absolute Cell Referencing
   - Data validation for data input

2. Analysing Data using Features of Excel
   - Using the Filter
   - Performing calculations using Filter
   - Using Advance Filter to obtain unique records
   - Using Tables to perform calculations of data
   - Consolidating data from different sources

3. Analysing Data using Excel Functions
   - Basic Excel functions
   - Summing a data range based on various conditions
   - Naming a range for references
   - Finding specific values from within a table

4. Descriptive Analytics
    - Fundamental of descriptive analytics
    - Describing data with measure of central tendency
    - Describing data with measure of dispersion
    - Analysing data with Data Analysis ToolPak

Day 2

1. Presenting & Reporting of Data using Charts
    - Various types of Charts
    - Combination of different Charts
    - Exploring Other Charts
    - Format Charts for presentation and reporting
    - Changing to a Custom Layout

2. Analysing Data using Pivot Table
    - Use of Pivot Table
    - Updating and modifying Pivot Table
    - Changing calculated fields in Pivot Table
    - Using the Report Filters Feature
    - Sorting a Pivot Table

3. Analysing Data using Pivot Chart
    - Getting Started with Pivot Chart
    - Components for measurements
    - Filtering with Slicer
    - Working with Timeline
    - Connecting Pivot Charts with Report Connection

4. Creating Excel Dashboard
    - Why visualizes data
    - Introduction to Dashboards
    - Dashboard Design Principles
    - Case Study: The Scenario
    - Case Study: Hands-on

TRAINER

Mr Chew Chun Yong is a lecturer in the Department of Mathematical and Actuarial Sciences, Lee Kong Chian Faculty of Engineering and Science. Prior to joining UTAR, he worked in the actuarial industry and helped to develop financial models with Microsoft Excel and VBA. He has conducted several Microsoft Excel workshops and the applications in various areas.

Mr Looi Sing Yan is a lecturer in the Department of Physical and Mathematics Science, Faculty of Science, Universiti Tunku Abdul Rahman.