

15 April, 13 May, 24 June 2019

How do you present your data and reports using Excel Charts in a concise, effective and appealing way? As your audience struggle to grapple with lots of numbers and loads of information, you have a demanding task to choose the most relevant visual techniques and get the message across.

This course enables you to quickly discover options and techniques for your audience to grasp your presentation easily and effectively. Your charts will get your audience to see what they want to see and what is useful to them.

This course enables you to:

- Deliver your Excel Chart presentation in a focused, comprehensible and convincing manner.
- Identify which charts to use in different scenarios, for different purposes and how best to present your data.
- Leverage on the Excel Functions to create dynamic and interactive Charts. These will enable you to update and filter your data and all information will be reflected in your chart immediately.
- Explore innovative ideas to enhance your chart presentation.

WHO SHOULD ATTEND

This course is relevant to professionals of all levels who present reports and figures using Excel Charts. The audience will be able to get a quick and precise grasp of their presentation.

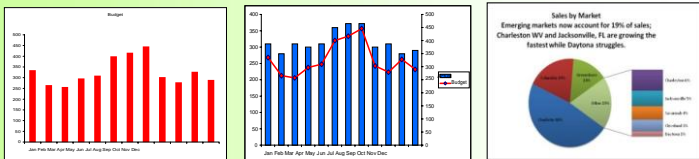
PREREQUISITES

Delegates enrolling in this course should understand the basics of Windows. They should already have experience working with Microsoft Excel.

COURSE OUTLINES

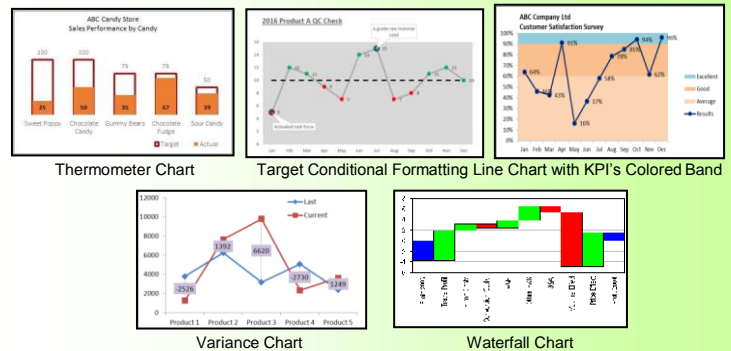
Module 1: Introducing the Microsoft Excel Charting

- Explore various types of Excel Charts
- Identify the relevant chart for different scenarios, presentations and purposes
- Familiarize the distinctive components in creating charts
- Create Essential Charts – Combination Chart, Column Chart and a Bar of Pie Chart



clearer and distinct visualization context

- **Variance Chart** – Indicates the actual performance against expected performance
- **Waterfall Chart** – Understands the cumulative effect of positive and negative values impacting a subtotal or total value



Module 2: Chart Sparklines to Spot Data Trends

- Leverage the feature of Sparklines – enable audience to analyse trends on the spot.
- Discover the Types of Sparklines – Line, Column, Win/Loss
- Apply changes in Sparklines – The Style, The Sparkline Type, Points on the Sparkline and Display Range

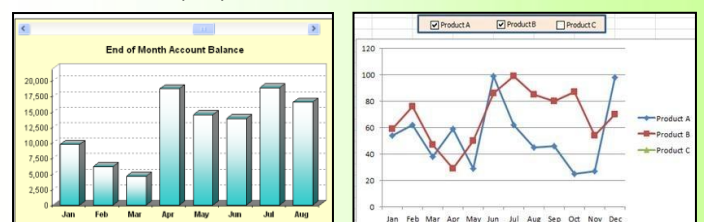
Product	Qtr1	Qtr2	Qtr3	Qtr4
Alice Mutton	2,668	4,013	4,836	6,082
Boston Crab Meat	3,768	1,978	4,412	1,654
Camembert Pierrot	3,182	4,684	9,580	3,060
Ipoh Coffee	1,398	4,497	1,196	3,973
Louisiana Fiery Hot Pepper Sauce	1,347	2,751	1,376	3,900
Louisiana Hot Spiced Okra	1,510	530	68	850
Mozzarella di Giovanni	1,390	4,488	3,028	2,692

Module 4: Applying Interactive Charts

- Apply crucial formulas in setting a framework of a feasible, dynamic and Interactive Chart
 - Create chart that automatically expand as new data is entered
 - Produce Charts that are scalable, feasible which enable users to automatically update, summarize trends, report of a latest 12 month period
 - Incorporate dynamic scroll bar to increase and decrease the data range of the chart
 - Insert checkboxes to allow users to choose what to display

Module 3: Key Data Visualization Options

- Select the most relevant charts for different presentations, scenarios and purposes.
 - **Thermometer Chart** – Tracks attainment on how much on a goal has been achieved
 - **Target Conditional formatting** – Indicates Max and Min points with comments
 - **Line Chart with KPIs Colored band** – presents a





Data Visualisation with Microsoft Excel Interactive Charts (1 Day)

Course Time	9:00am - 5:00pm
Course Date	15 April, 13 May, 24 June 2019
Course Venue	PENTAWISE SDN BHD Suite 37-8, The Boulevard, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur.

Course Fee: RM500per person

** Subject to SST, which will be charged in the invoice*

- Course fee inclusive of 2 daily tea break refreshment; lunch is not provided.
- PC will be provided for each participant.

This course is
HRDF claimable



For more information, please contact:

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Ms Zana
03-7955 7778 ext:144



Yes! Sign Me Up

PARTICIPANT 1; Preferred Date:

Name: _____

Position: _____

Email: _____

PARTICIPANT 2; Preferred Date:

Name: _____

Position: _____

Email: _____

PARTICIPANT 3; Preferred Date:

Name: _____

Position: _____

Email: _____

ORGANIZATION DETAILS

Company: _____

Address: _____

Contact Person: _____

Position: _____

Email: _____

Tel: _____

Fax: _____

HRDF Contributor? Yes No

APPROVED BY:

Signature: _____

Date: _____

Name: _____

Position: _____

**Registration cannot be processed without an authorized signature*

Company Stamp: