INTERACTIVE VISUAL DASHBOARD REPORTING AND ANALYSIS WITH MICROSOFT EXCEL

15-16 JAN 2026 | 9-10 Feb 2026 | 5-6 MAR 2026
9.00AM - 5.00PM
ONLINE VIA MICROSOFT TEAMS

Course Overview

Data Visualization is crucial in enhancing decision making and addressing critical corporate issues. With Excel Dashboard, it brings users to the forefront on the technology of data visual display to enhance reporting, analysis and performance management. Visual analytics will enable users to spot business issues, crucial data and problems needing attention at a glance. Microsoft Excel Dashboard is an ideal tool in putting all these data together, making meaning out of it and displaying the analysis easily in an interactive dashboard form.

Who Should Attend

This course is relevant to managers in Human Resources, Sales, Finance and all who needs to analyse, design and present meaningful visual reports. Participants are required to have the knowledge of Excel Functions prior attending.

Learning Outcomes

Using CASE STUDIES as a framework, this course will enable users to create appropriate, informative, easy to understand and interactive visual dashboards.

- Step 1 – Understanding the concepts of creating dashboards and visual displays.
- Step 2 – Identifying the essential techniques and methods of visual reporting.
- Step 3 – Integrating all the critical components in data analysis by using the relevant functions and formulas.
- Step 4 – Applying the creative combinations of dashboard charting techniques and design in analysing data.

Course Registration

https://forms.gle/mm594CJrxs24U8Rv6

RM1400*
(Price Inclusive of 8% SST)
HRDC Claimable*

Course Structure

Time	Agenda
DAY 1	
9.00AM - 12:30PM	**Module 1: What is Visual Reporting** • Outlining steps of creating reports • Identifying what to do and what to avoid in creating reports **Module 2: Identifying the Right Charts in Visual Reporting** • Excel Charts as the key element in visual reporting • Identifying the different charts – Thermo-meter charts, Tornado Charts, Indexed Charts, Funnel Charts, Sparklines and Interactive Chartings
12.30PM - 1:30PM	Lunch Break
1:30PM - 5.00PM	**Module 3: Form Controls** • Leveraging Form Control, an interactivity tool in creating interactive, user friendly and powerful reports. • Uncovering the `big mystery' of Form Controls. • Exploring and mastering the usage of the 5 important Form Controls
DAY 2	
9.00AM - 12.30PM	**Module 4: Conditional Formatting** • Extending functional capabilities of Conditional Formatting in creating Visual Reporting. • Leveraging on the 5 conditional formatting `tips and tricks' in transforming reports into impressive visual • reports.
12.30PM - 1:30PM	Lunch Break
1:30PM - 5:00PM	**Module 5: Applying Functions in Visual Reporting** • Applying the relevant functions in Visual Reporting. • Leveraging the creative combination of Excel Functions and Form Controls in creating a visual report. • Create reports that are fully interactive which enables updating automatically. **Module 6: Evaluating Case Studies** • With the practical approach in using both the KPI (Key Performance Indicators) and Sales Interactive Visual Reports (SIVR) case studies throughout the class, users evaluate and learn the applicability of Visual