



VISUALLY EFFECTIVE EXCEL DASHBOARDS

December 11, 2019 | Marriott Hotel, Karachi
9:30 AM – 5:00 PM

What is an Excel Dashboard?

An Excel Dashboard provides insight, analysis and alerts. They're fully interactive and dynamic and can help with project management, customer service, retail management, financial forecasting and much more.

Key Features of an Excel Dashboard:

- Usually fits on one page
- Displays key trends, comparisons and data graphically or in small tables
- Provides the reader with conclusions to their objective
- Is often interactive allowing the user to filter data and switch views themselves
- Employs best practices that enable the report to be updated quickly and easily (often at the click of just one button)

Learning Outcomes:

After attending the workshop participants will be able to:

- **CREATE** Interactive Excel Dashboards that will wow your boss and colleagues
- **KNOW** which chart to choose for your data
- **BE ABLE** to build Dashboards that are quick and easy to update, in fact they can update themselves

Who Should Attend:

Professionals having knowledge of MS Excel and who wants to learn how to create Dashboards which will enhance their spreadsheets with easily understood and interactive data displays.



Delegates will need to **bring along a laptop** for hands-on activity

Course Facilitator

IRFAN BAKALY



- Microsoft Most Valuable Professional (MVP)
- Microsoft Certified Professional
- Microsoft Certified Analyzing And Visualizing Data With Power Bi
- Microsoft Certified Office Specialist Of Excel 2013/2016
- Microsoft Certified in Managing Projects With Microsoft Project
- 20+ Years of Hands-on Experience

What Past Participants have said about Irfan Bakaly's Training?

“ A great session with great content, taught in an understandable and cheerful manner. It was really good to have such a knowledgeable trainer who could advise on different scenario and problems. I really enjoyed the two days - thanks! ”

- Ayyaz Ahmed, B.Braun

“ The training was very inspirational, energizing, bringing lots of ideas, with both substantial and in-depth knowledge together with case studies, learning from experience and being fully practice-oriented. ”

- Aftab Ahmed, Fauji Fertilizer Bin Qasim (FFBL)

“ This was an extremely informative course. The tools are very helpful. I'm glad to have been a part of it! Superb program! ”

- Josselyn Dsouza, United Bank Ltd.

For Details:

Karachi: 021-34547141, 34520093, 34536306

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Course Agenda

Training Highlights:

- **Complex Function makes life easy**
- **Advanced techniques of Data Extracting using Lookup Family**
- **Advanced Techniques of Conditional Formatting**
- **Import Data**
 - From Access Database, From Website & From Text File
- **Data with Pivot Table and Pivot Charts for Real Time Data Analysis**
- **Handling Large Datasets with Pivot tables & Microsoft Query**
- **Advanced Dynamic Charts & Dashboard - Real Time Presentations**
- **Relationship between table**
- **Slicers**
- **Introduction to Dashboard Reports**
 - Business Reporting where Dashboard fits in it
 - Understanding Different Types of Dashboard Reports
 - Typical Business Dashboard Components
- **Creating your first Dashboard**
 - Importing External Data for Dashboard
 - Understanding Data Model
 - Different Approaches for Creating Calculation Worksheet
 - Representing your data on Dashboard
- **Dashboard Design Techniques**
 - Introduction to Information Design
 - Placement of KPIs and using appropriate widgets
 - Top 5 Dos and Don'ts for Creating Professional Dashboards
- **Creating Widgets for the Following Dashboard**
 - Sales Dashboard
 - HR Dashboard
- **Data Security Techniques**

FACILITATOR'S PROFILE

Irfan Bakaly, who got



Pakistan's first Microsoft Most Valuable Professional (MVP) award in Excel category, is also having 20+ years of experience in technology training field and served many

institutions & organizations of repute. He is motivated and enthusiastic by new challenges and tasks and takes excellent approach to achieve success in all projects. He also likes to work in complex projects which have scope for learning and challenge. Apart from holding a Bachelor's Degree in Computer Science, Microsoft Analyzing and Visualizing Data with Power BI, Microsoft Certificated Professional & Microsoft Certified for Excel 2013. His courses contain both content & delivery methodologies which enables participants to learn more in less time.

His signature courses include Power BI including PowerPivot & Power Query, Excel for Business Users, Excel Basic, Intermediate & Advanced, Excel Data Analysis, Microsoft Access for Creating Database Applications, Dashboard Reporting using Excel, Excel Macros using VBA & Presentation Skills in Business using Microsoft PowerPoint.

He has given trainings to over 3000+ professionals from various local organizations encompassing various industries, such as: Banking and Finance, Manufacturing, Hospitals, FMCGS IT and Education. His video tutorials have been widely shared on his YouTube Channel named as "Irfan Wazir Ali" and other video tutorial websites by other users.

Workshop Investment
PKR **18,000** +SST
per participant



Fee Includes:

5 Star Hotel Venue for Training,
Course Material, Certificate of Attendance,
Lunch, Refreshments & Business Networking

Send your cheque in favor of Octara Private Limited
To: **Umair Tariq, Admin & Accounts Executive**
Octara Private Limited - 1/E-37, Block-6, P.E.C.H.S., Karachi.
Tel: 021-34520708, Cell: 0343 5940485

Bring this program In-house at attractive discount

This workshop can be customized to suit specific needs of your organization which may lead to significant savings.
Please contact Sarim Atique at sarim.atique@octara.com or call at 0345-8949470

For Registration & Details:

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