

# Interactive Dashboard Reporting with Excel 2007/10

*Creating impressive and easy to maintain reports*

Do you prepare your reports using Microsoft Excel using data downloaded from ERP systems like SAP, ACCPAC? How would you like to eliminate the following key problems in your report preparation?

How to use only one single worksheet or source for all your tables and charts?

How to avoid having to calculate the performance indicators every time the data changes?

How to have your reports updated instantly when the source is updated?

## Who Should Attend

Managers and Executives who have to prepare monthly, weekly or daily dashboards, balance scorecards, KPI reports using data downloaded from systems. They must know how to **format cells, auto-filter, sort, create a simple template and enter simple formulas (e.g. SUM) into the worksheet.**

## Learning Objectives

Upon completion of the course, participants will be able to:

- ✓ Apply useful built-in functions in Excel to pick up and compute the results automatically
- ✓ Advanced skills and techniques to create charts and tables in Excel
- ✓ Making use of the special features in Excel to enhance users interactivity with the report
- ✓ Prepare impressive reports that get noticed

## Course Outline

- Create Charts with 2 x-axis
- Using customized format for the axes, e.g. S\$50K
- Summarize and sorting the results with Pivot Charts
- Changing the alignment of the y-axis description
- Creating a 3 dimensions charts using 2 axis
- Presenting the TOP 10 selling products using Pivot Table
- Making comments change with users selection in a dropdown list
- Display comment for each charting point

### Functions and formulas used

- ✓ OFFSET formula
- ✓ MATCH formula
- ✓ SUMPRODUCT
- ✓ SUMIF
- ✓ VLOOKUP
- ✓ CHOOSE
- ✓ Dropdown list, etc.

### Dates:

Excel 2007 / 2010

- 15 & 16 Mar 2012
- 31 May & 1 Jun 2012
- 27 & 28 Aug 2012
- 19 & 20 Nov 2012

Time : 9am – 5pm

Duration : 14 hours (2 days)

Venue : International Plaza,  
10 Anson Road  
#26-02A

Course Fee : S\$600

Our trainers are practitioners of spreadsheets and databases and have extensive knowledge in applying the different functions and formulas in Excel to real business needs and scenarios. They are specially hand-picked and trained by our Chief Trainer, Jason Khoo, based on their experiences in training and the business knowledge they possess.

## Interactive Dashboard Reporting with Excel 2007

Course Location : 10 Anson Road #26-02A  
International Plaza  
Singapore 079903

Time : 9 am to 5 pm

Course Date : \_\_\_\_\_

Salute	Participant Name	Designation	Email Address

Company Name:	
Company Address:	
Tel/Fax:	

**Contact Person (if different from above)**

Name:	
Designation:	
Tel/Fax:	
Email Address:	

Amount Payable :		Pax X S\$600	
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We would like to register the personnel listed above for the course. We can withdraw any of them from the course after registration with no obligation if it is done **2 weeks from the course.**

If it is less than 2 weeks, we can either substitute another person for the course or pay 50% of the course;

If it is less than 1 week, we can either substitute another person for the course or pay 100% of the course.

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**Name:**

**Designation**

Please email your registration form to **enquiry@everydayexcel.com** or fax it to **3150 8248 (fax no starts with the number 3)**