

COURSE OVERVIEW IE1022

Dynamic Business Reports & Dashboards Using Excel

Course Title

Dynamic Business Reports & Dashboards Using Excel

Course Date/Venue

September 29 - October 03, 2024/Al Aziziya Hall,
The Proud Hotel Al Khobar, Al Khobar, KSA

Course Reference

IE1022

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description



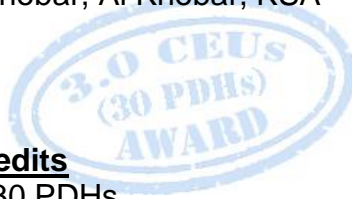
This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using the “Microsoft Excel” application.



This course is designed to provide participants with a detailed and up-to-date overview of Excel dashboard. It covers the insertion of graphics for a dashboard; inserting a simple chart, using sparklines with dashboards, using table to dynamically link charts and lists and linking charts across worksheets; the special functions and formulas covering OFFSET function, nested IF statements using the AND OR operators, VLOOKUPS and the MATCH function; and the dashboard navigation, creating bespoke navigation bars and dashboard links and using named objects.



During this interactive course, participants will learn to prepare workbook's layout and structure; organize data in data tables using ifs; use table formulas to make dynamic charts, conditional formatting, OFFSETs, VLOOKUPS and name range lists; use Excel objects for specialist dashboard views; adding data bar into your dashboards and create a window chart, advanced comparison chart and timeline chart; use macros and VBA with dashboards; and configure controls using macros.



Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain an in-depth knowledge on Excel dashboard
- Discuss dashboards and insert graphics for a dashboard though inserting a simple chart, using sparklines with dashboards, using table to dynamically link charts and lists and linking charts across worksheets
- Identify the special functions and formulas covering OFFSET function, nested IF statements using the AND OR operators, VLOOKUPS and the MATCH function
- Recognize dashboard navigation as well as create bespoke navigation bars, create dashboard links and use named objects
- Prepare workbook's layout and structure, organize data in data tables using Ifs, use table formulas to make dynamic charts, conditional formatting, OFFSETs, VLOOKUPS and name range lists
- Use excel objects for specialist dashboard views, add data bar into your dashboards and create a window chart, advanced comparison chart and timeline chart
- Use macros and VBA with dashboards and configure controls using macros

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides a basic overview of all significant aspects and considerations of Excel dashboard for those with an advanced knowledge of Excel who want to learn how to create dashboards which will enhance their spreadsheets with easily understood and interactive data displays.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours: -

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos


In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Dr. Mike Tay, PhD, MSc, BSc, is a **Senior IT, Telecommunications, Control & Electronics Engineer** with over **35 years** of extensive experience. His expertise widely covers in the areas of **E-Communication & Collaboration Skills, Virtual Communication, Social Networking, Business Intelligence Tools, IT Disaster Recovery & Planning, IT Risk Management Concepts, IT Risk Management Standard Approaches, IT Risk Management Planning, IT Risk Identification, IT Risk Monitoring & Control, Information Technology Architectures, Application Architecture, Portfolio Management, Application Security, Application Integration Technologies & Strategies, Solution Architecture Patterns, Web Applications & Services, Mobile & Cloud Applications, Blended Learning Programs, Web Programming, Advanced Database Management Systems, Web Design, HCI, 3D Animation, Multimedia Design, Gamification Techniques, Internal & External Auditing, OS Architectures and Network Security**. Further, he is also well-versed in Mobile Protocols, 4G LTE, GSM/UMTS, CDMA2000, WIMAX Technology, HSPA+, Alarm Management System, Computer Architecture, Logic & Microprocessor Design, Embedded Systems Design plus Computer Networking with CISCO, Network Communication, Industrial Digital Communication, Designing Telecommunications Distribution System, Electrical Engineering, WiMAX Broadband Wireless System, TT Intranet & ADSL Network, TT Web & Voicemail, Off-site ATM Network, IT Maintenance, Say2000i, IP Phone, National Address & ID Automation, Electricity Distribution Network, Customs Network & Maintenance, LAN & WAN Network, UYAP Network, Network Routing Protocols, Multicast Protocols, Network Management Protocols, Mobile & Wireless Networks and Digital Signal Processing. Currently, he is the **Technical Advisor of Izmir Altek**.

During his career life, Dr. Tay worked with various companies such as the **KOC Sistem, Meteksan Sistem, Altek BT, Yasar University, Dokuz Eylul University, METU** and occupied significant positions like the **Aegean Region Manager, Group Leader, Technical Services Manager, Field Engineer, Research Assistant, Instructor, Technical Advisor** and the **Dr. Instructor**.

Dr. Tay has **PhD, Master** and **Bachelor** degrees in **Electrical & Electronic Engineering** from the **Dokuz Eylul University** and the **Middle East Technical University (METU)** respectively. Further, he is a **Certified Instructor/Trainer, Technical Trainer (Australia), Trainer for Data-Communication System (England & Canada), a Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**, a **Certified CISCO (CCSP, CCDA, CCNP, CCNA, CCNP) Specialist**, a **Certified CISCO IP Telephony Design Specialist, CISCO Rich Media Communications Specialist, CISCO Security Solutions & Design Specialist** and **Information Systems Security (INFOSEC) Professional**. He has delivered and presented innumerable training courses and workshops worldwide.

Course Fee

US\$ 7,000 per Delegate + **VAT** This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1 Sunday 29th of September 2024

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Introduction to Dashboards Overview of How Dashboards are so Useful
0930 -0945	Break
0945 – 1230	Inserting Graphics for a Dashboard Inserting a Simple Chart • Using Sparklines with Dashboards
1230 - 1245	Break
1245 – 1420	Inserting Graphics for a Dashboard (Cont'd) Using Tables to Dynamically Link Charts & Lists • Linking Charts Across Worksheets
1420 - 1430	Recap
1430	Lunch & End of Day One

Day 2 Monday 30th of September 2024

0730 - 0930	Specialist Functions & Formulas The OFFSET Functions
0930 – 0945	Break
0945 – 1230	Specialist Functions & Formulas (Cont'd) Nested IF Statements Using the AND & OR Operators
1230 – 1245	Break
1245 – 1420	Specialist Functions & Formulas (Cont'd) VLOOKUPS • The MATCH Function
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 3 Tuesday 01st of October 2024

0730 - 0930	Dashboard Navigation Creating Bespoke Navigation Bars
0930 – 0945	Break
0945 – 1230	Dashboard Navigation (Cont'd) Creating Dashboard Links • Using Named Objects
1230 – 1245	Break
13245 – 1420	Preparing your Workbook's Layout & Structure Organizing Data in Data Tables Using IFs • Using Table Formulas to Make Charts
1420 – 1430	Recap
1430	Lunch & End of Day Three

Day 4 **Wednesday, 02nd of October 2024**

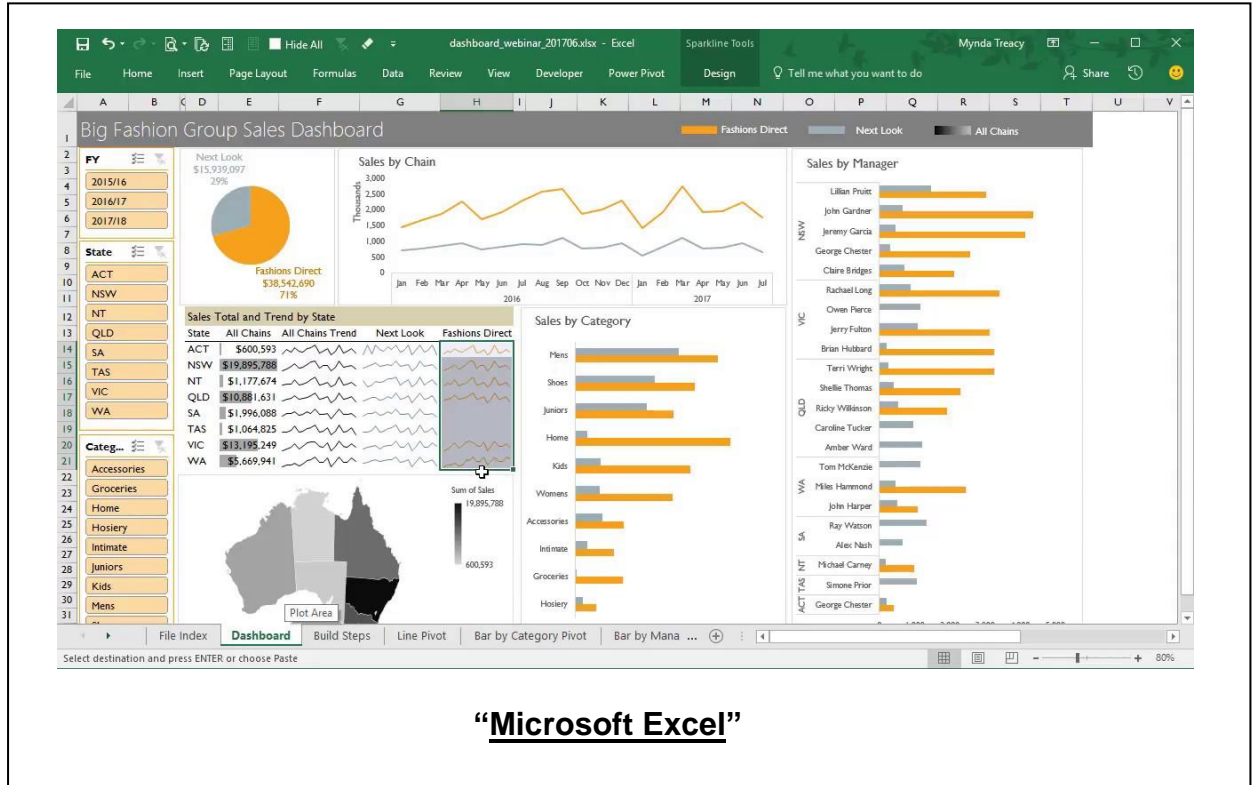
0730 - 0930	Preparing your Workbook's Layout & Structure (Cont'd) Using More Table Formulas with Conditional Formatting • Using OFFSETs, VLOOKUPs & Name Range Lists
0930 - 0945	Break
0945 - 1230	Using Excel Objects for Specialist Dashboard Views Adding a Data Bar into your Dashboards • Creating a Window Chart
1230 - 1245	Break
1245 - 1420	Using Excel Objects for Specialist Dashboard Views (Cont'd) Creating an Advanced Comparison Chart
1420 - 1430	Recap
1430	Lunch & End of Day Four

Day 5 **Thursday, 03rd of October 2024**

0730 - 0930	Using Excel Objects for Specialist Dashboard Views (Cont'd) Creating a Timeline Chart
0930 - 0945	Break
0945 - 1230	Using Macros & VBA with Dashboards Looking at Macros and the Visual Basic Interface • Configuring Controls Using Macros
1230 - 1245	Break
1245 - 1345	Using Macros & VBA with Dashboards (cont'd) Ironing Out Minor Issues in your Dashboard with VBA • The Select Case
1345 - 1400	Course Conclusion
1400 - 1415	POST-TEST
1415 - 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Hands-on Practical Sessions

Practical session will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “Microsoft Excel” application.



“Microsoft Excel”

Course Coordinator

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