



Management Association of Pakistan

# Advanced Dashboard: Data Visualization Secrets in Excel®

*Gain Highly Advanced Excel Skills to Create Impressive Excel Graphs for your Management Reports*

28<sup>th</sup> January 2021  
10:00 am - 4:30 pm  
Royal Rodale Club, Karachi



## Program Overview:

- Without any doubt, with this Advanced Microsoft Excel Chart and Dashboard Course, you will be the Excel data Visualization star in your Department!
- Significantly improve your reports by using Advanced Excel Graph Techniques
- If you use Excel to generate reports and graphs, this hands-on Excel training provides you with an extremely advanced toolkit worth of knowledge that will take the design of your Excel charts, tables and reports to the next level. It will provide you with the best tricks to create dynamic charts, will save your time of manually updating your Excel graphs
- The visualization techniques introduce you to some unusual methods to handle and create charts which will enhance readability of your reports as well as impress your readers

## Who Should Attend?

- Controller or financial analyst responsible for creating monthly, quarterly or yearly reports
- A student planning to work as a business or financial analyst or in any function that will require data visualization
- Finance or department manager looking for new effective visualization methods
- All in all, if you're responsible for presenting your data graphically and you need to do this with Excel, this course is for you

## Facilitator's Profile:



Mr. Irfan Bakaly, who got Pakistan's first Microsoft Most Valuable Professional (MVP) award in Excel category, is also having 18+ years of experience in technology training field. 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 a complex projects which have scope for learning and challenge.

## Learning Outcomes:

- Significantly improve your Excel reports to create more powerful graphs that communicate your information effectively
- Create dynamic Excel charts. Why? To save time!
- Best Practices to improve the design of your Excel charts and tables
- Use effective Chart combinations that are on Pivot Table to create management reports
- Become an Excel Data Visualization star
- Creative & simple techniques that allow you to create your own Excel charts from scratch
- Techniques that highlight chart and table elements to direct the reader attention where it is needed most
- Best methods to compare performance in your Excel graphs: Actual data versus Budgeted, forecasts and previous year
- Advanced Excel lookup methods (matrix lookups) which can be used for larger data files.

## Course Outline:

- Effectively Communicate & Present Data Trends
- Table Design — Best Practices
- Simple Shortcuts to Save Time
- Secrets of Dynamic Charts
- Dashboard Design Techniques
- Creating Widgets for the Following Dashboard
- Never Manually update your Excel Charts again!
- Top Excel Functions that will save your time
- Getting the Interactive Dashboard Effect
- Excel Conditional Format Column colors for Best Impact
- Pivot Table
- Slicers

## Prerequisites:

- Aimed for current intermediate to advanced Excel users
- Demonstration is done using Excel 2013 or 2016.
- Existing experience and knowledge of Excel's basic charting options and formulas

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by Irfan Bakaly, 28<sup>th</sup> January 2021 at 10:00 am - 4:30 pm

Venue: Royal Rodale Club, Karachi



Management Association of Pakistan

## REGISTRATION FORM

Institutional Member

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Name \_\_\_\_\_

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MODE OF PAYMENT

Cash/Cheque No. \_\_\_\_\_

Dated \_\_\_\_\_

Amount \_\_\_\_\_

### ADMINISTRATIVE INFORMATION

Registration Fee*	Early Bird Fee (Register by) 18 <sup>th</sup> Jan 2020	Regular Fee
MAP Institutional Member	Rs. 11,900/-	Rs. 13,500/-**
For two or more Institutional member nominations	Rs. 10,900/-	Rs. 12,500/-
MAP Individual Member	Rs. 9,500/-	Rs. 11,000/-
Student Member	Rs. 5,000/-	Rs. 5,500/-
Non-Member	Rs. 15,000/-	Rs. 16,000/-**

\*Includes: MAP Certificate, Printed Course Material, Lunch & Tea.

\*\* Note: 20% Discount is available on nominations for 5 or more participants

### Registration:

Registration to be confirmed only on receipt of cheque in advance

- Cancellations or substitute nominees acceptable up to 48 hours prior to the event.
- Early bird discount can only be availed if payment is made before the day of event. Otherwise, invoice will be reissued at Standard Fee.
- Please complete the Registration Form attached here to along with a crossed cheque for the applicable fee, in favor of Management Association of Pakistan, to be sent to MAP's address given below:

### For Direct Transfer

- Acct Title : Management Association of Pakistan
- Bank Name : MCB Bank Limited
- Account Number : 0006903010000302
- IBAN : PK62 MUCB 0006 9030 1000 0302
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