



MAIRODI MANDIRI SEJAHTERA

TRAINING, CONSULTING & ENGINEERING SERVICES

Alamat: Gedung Dapenpos Lt.2, Jl. PH.H. Mustofa No.35 , Bandung, Indonesia, 40124
Telp/Fax: +62-22-7215668, Homepage: pelatihan-indonesia.id

Training syllabus

DATA ANALYSIS AND DASHBOARD REPORTING IN EXCEL

DESCRIPTION

With the huge amount of data available to us every day, a well-built and designed dashboard reports is one of the best ways to interpret and communicate large quantities of information. Learn how to synthesise information into a logical framework, summarise it into a meaningful format, and then display the summary into easy-to-read tables and graphs.

Many of us struggle to make sense of all the data that is available in this information age. With such a deluge of reports and statistics which don't mean anything or can't be made sense of, it's no wonder that data is often misinterpreted or not communicated at all. Learn how to synthesise information into a logical framework, summarise it into a meaningful format, and then display the summary into easy-to-read tables and graphs. Covering dashboard reporting, balanced scorecards, visual design of charts and tables, we will also discuss the new charting and analysis features of Excel 2013 and 2016.

This course is very hands-on and practical. Each participant will be expected to create their own reports, charts and models utilising the tools and techniques covered during the course.

By the end of the day, participants will:

1. Understand the principles of data analysis
2. Learn to synthesise and summarise information into a logical framework.
3. Consider when to use a chart or a table
4. Know how to use visual effects to improve their reports and presentations
5. Explore how to summarise, present and communicate data clearly and concisely
6. Learn the principles of good dashboard design and presenting data graphically
7. Discover the tools to analyse data & build reports using your existing Excel tools and skills (and perhaps a few you didn't know you had!)

TRAINING MATERIAL OUTLINE:

Using Excel as a Data Analysis Tool

1. **Essential Excel tools & functions**
Overview of must-know tools and functions for data analysis such as LOOKUPS, logical and aggregation functions
2. **Creating a robust formula**
Nest functions together to create succinct and robust formulas



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3. Working with text

Using text and concatenation functions to string numbers and text together to show in a dashboard or chart.

4. Cleaning your data

Tools and tricks to clean data before using it to build a report or dashboard

Charting in Excel

1. Working with charts in Excel 2013/16

Overview of new charting features of Excel

2. Creating a Combo or Bubble chart

Show correlations by charting on different axes and chart types or bubble charts

3. Waterfall charts

Comparison of different methods of waterfall charts, create your own template for future use.

4. Charting with dynamic ranges

Explore various methods for dealing with varying data ranges in chart data sources

Chart and Table Design

1. Tables vs. Charts/Graphs

Deciding the best method for visual display

2. Visual Design

Design principles for effective graphic data presentation

3. Which chart?

Choosing the correct chart to use to display different data and messages from your findings

4. Charting dos and don'ts

Tips and tricks for a quicker chart build and was to making charts more robust and automated

Dashboard Reporting

1. What is a dashboard?

Purpose and benefits of Dashboards

2. Common mistakes when building a Dashboard

Creating a Dashboard in Excel

Dashboard Reporting

1. What is a dashboard?

History and definition of dashboard reports

2. Purpose and benefits of Dashboards

Why dashboards are so popular

3. Common mistakes when building a Dashboard

Critique of poorly built dashboards

4. Creating a Dashboard in Excel

Using provided data, create your own dashboard in Excel



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Dashboard Design

- 1. Principles of dashboard design best practice**
Dashboard layout, colour choice and display principles
- 2. Selecting the correct chart to display data**
Getting your message across most effectively by choosing the correct medium of display
- 3. Adding icons and images to dashboards**
Quick and easy ways to add automated colour and icons to your reports
- 4. Effective use of colour and logos**
Ways to make an impact with colour
- 5. Making dashboards dynamic**
Save time by using clever formulas which automatically update information on the dashboard

Practical exercise: Using your own data, or examples provided, create a dynamic dashboard template incorporating the tools and techniques discussed during the course.

RECOMMENDATION FOR PARTICIPANT: Participant must bring Laptop for practice sessions

INSTRUCTOR : Abdullah Fajar, S.Si.,M.Sc.

VENUE : Kagum Group Hotel Bandung (Golden Flower, Banana Inn, Serela, Gino Feruci), Amaroossa Hotel, Noor Hotel, Grand Setiabudi Hotel, dll

TRAINING DURATION : 4 days

TRAINING TIME :

Januari 2024	Februari 2024	Maret 2024	April 2024
2 - 5 Januari 2024	5 - 8 Februari 2024	4 - 7 Maret 2024	1 - 4 April 2024
8 - 11 Januari 2024	12 - 15 Februari 2024	12 - 15 Maret 2024	22 - 25 April 2024
15 - 18 Januari 2024	19 - 22 Februari 2024	18 - 21 Maret 2024	29 April – 2 Mei 2024
22 - 25 Januari 2024	26 - 29 Februari 2024	25 - 28 Maret 2024	
29 Jan – 1 Feb 2024			
Mei 2024	Juni 2024	Juli 2024	Agustus 2024
6 - 9 Mei 2024	3 - 6 Juni 2024	1 - 4 Juli 2024	5 - 8 Agustus 2024
13 - 16 Mei 2024	10 - 13 Juni 2024	8 - 11 Juli 2024	12 - 15 Agustus 2024
20 - 23 Mei 2024	19 - 22 Juni 2024	15 - 18 Juli 2024	19 - 22 Agustus 2024
27 - 30 Mei 2024	24 - 27 Juni 2024	22 - 25 Juli 2024	26 - 29 Agustus 2024
		29 Juli – 1 Agustus 2024	



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September 2024	Oktober 2024	November 2024	Desember 2024
2 - 5 September 2024	1 - 4 Oktober 2024	4 - 7 November 2024	2 - 5 Desember 2024
9 - 12 September 2024	7 - 10 Oktober 2024	11 - 14 November 2024	9 - 12 Desember 2024
16 - 19 September 2024	14 - 17 Oktober 2024	18 - 21 November 2024	16 - 19 Desember 2024
23 - 26 September 2024	21 - 24 Oktober 2024	25 - 28 November 2024	
	28 - 31 Oktober 2024		

INVESTMENT PRICE/PERSON :

1. Rp. 8.500.000/peserta (bayar penuh) atau
2. Rp. 8.250.000/peserta (early bird, yang membayar 1 minggu sebelum training) atau
3. Rp. 7.950.000/peserta (peserta bergroup yang terdiri dari 3 peserta atau lebih dari 1 perusahaan yang sama)

FACILITIES FOR PARTICIPANTS:

1. Modul Training
2. Flash Disk berisi materi training
3. Sertifikat
4. ATK: NoteBook dan Ballpoint
5. T-Shirt
6. Ransel
7. Foto Training
8. Ruang Training dengan fasilitas Full AC dan multimedia
9. Makan siang dan 2 kali coffeebreak
10. Instruktur yang Qualified