

## EXCEL AS A BUSINESS INTELLIGENCE TOOL: Data Visualization (Dashboard Reporting) in Excel

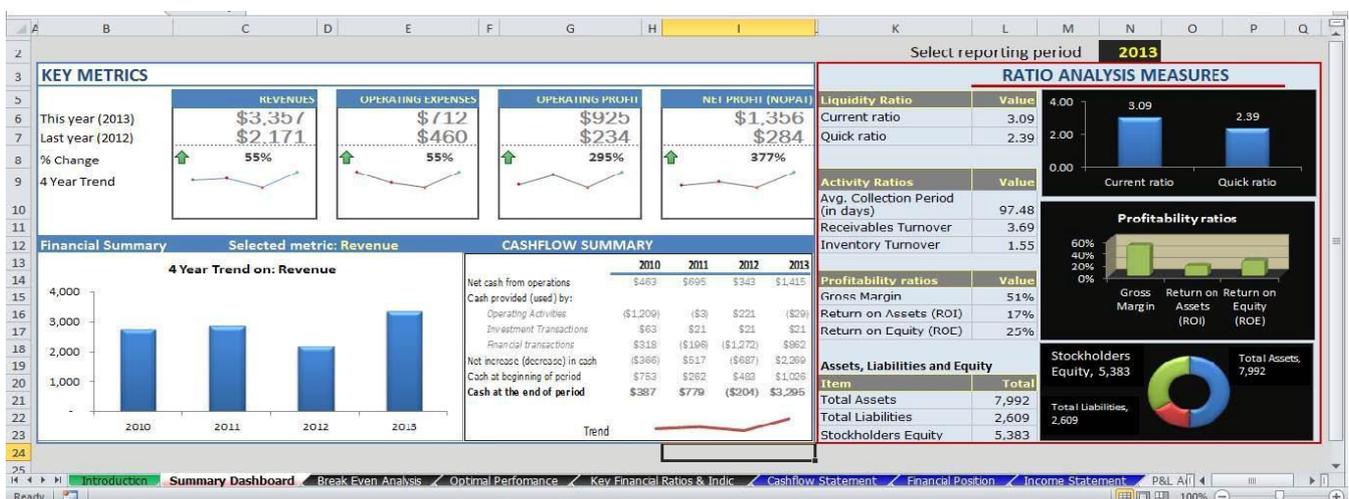
### Course Description:

Organizations are hungry for **data-driven insights**, and the need to turn large amounts of data into meaningful information has made building *effective dashboards* more important than ever. The value of data that we collect depends upon our ability to **access it, analyse it, interpret it, and communicate results.**

This training is about **making the process of "Data to Decisions" efficient and cost effective.** Business systems churn out large amounts of data continually, but management decisions can only be made easier when status of business KPIs is extracted from this pool of data in the business operational systems and displayed in a manner that is easy to interpret. This is possible using various reporting tools.

The most basic, easily available and affordable reporting tool is **MS Excel**. There are of course many other advanced tools but the challenge in implementing a particular reporting tool is not only *affordability*, but *maximizing the utilization* of the tool within the business. For example it is interesting to note that although ALL organizations have MS Excel and use it in more than 50% of their reporting/analysis processes, only about 10% of the features available in Excel are used in most of the organizations. In terms of **ROI**, MS Excel is among the worst performing reporting tools in most organizations.

### Sample Dashboard in Excel



This training provides you with the technical know-how to move from reporting your data with simple tables full of dull numbers to creating and presenting key information through the use of high-impact, meaningful and appealing reporting solutions (***dashboards***).

### Key Features:

On completion of this seminar, delegates will be able to:

- *Structure data efficiently in order to create Dashboards*
- *Effectively analyze and present large volumes of data*
- *Create eye-catching visualizations using advanced charting techniques*
- *Add interactivity to slice data into various views on the fly*
- *Connect to external data sources*
- *Design and assemble an interactive dashboard*

### Pre-requisites

Delegates must have on the minimum **Intermediate level Excel** skills. This course is designed for users who do use Excel on a regular basis, and are comfortable with using its tools and functions. At minimum, it is assumed that participants will know how to:

- Navigate confidently in Excel
- Create and use common formulas/features, e.g. IF, VLOOKUP, PIVOTs, etc.
- Create a basic chart and customize its elements

***This course is not suitable for Absolute Beginners in Microsoft Excel. Apple Mac is not supported for this training.***

### Program structure (content)

The broad areas of focus are as follows:

- i) Overview of Excel Dashboards
- ii) Excel Tools for Dashboard

iii) Practical Dashboard Assembly

### Who should attend?

This course is aimed at **middle-level managers** among them Finance Managers, HR Managers, Business Analysts, Data Analysts, Business Intelligence Professionals, Sales Managers, Management Accountants, IT Managers, Commercial Managers and other professionals willing to learn advanced techniques to convert data into actionable information.

### Duration

This is a **3 Days** course from **9:00am – 4:00pm**.

The suggested course duration is a guideline. Course topics may be modified by the instructor based upon the knowledge and skill level of the course participants.

### Logistics & Delivery Method

This 3 Days **Data Visualization in Excel Training** will be held @ Inspire Africa Initiatives International (IAII), on the 1<sup>st</sup> Floor, of the Current Barclays Bank Building Offices, Busia Branch, Along Kisumu - Busia Road, Busia - Kenya. Delegates are expected to organize for their movement. This hands-on experience and highly practical course is run in a computer laboratory with workstations provided, and installed with latest version of Excel. **Participants may bring their own laptops if they prefer installed with MS Office suit, 2010 and higher.**

### Benefits & Inclusions

Among other give-aways you will benefit with the following:

- A comprehensive manual of content covered
- Certificate of participation
- On-going help: you can always e-mail the facilitator
- Networking: meet industry peers and hear how they approach this subject

**Lunch and refreshments will also be provided.**



### Facilitation fee

**Kshs 66,500** per participant. This covers the training fee and lunch & refreshments for the three days, as well as the certificate.

### Cancellation policy

Cancellations made at least 10 working days prior to the course will be refunded in full. If a booking is cancelled 10 to 7 working days before a course, a Cancellation Fee of 25% of the course fee is payable. For cancellations made within 7 working days, no refunds can be given. Cancellations must be confirmed by email. Substitutions may be made at any time. Notwithstanding the above, delegates may transfer to another course to be run within 6 months. Variance in the course fee will be invoiced or adjusted accordingly. [dbheny@strathmore.edu](mailto:dbheny@strathmore.edu)

### Registration

Participants are required to **register online** to attend this training. For any questions and inquiries, call **Esau** via **+254 790 32 9929** (Inspire Africa Initiatives) or **Delphine** via **+254 725945630** (Strathmore University) or send email to [dbheny@strathmore.edu](mailto:dbheny@strathmore.edu) or [joy.mugenya@iaii.co.ke](mailto:joy.mugenya@iaii.co.ke)

**Registration link: <https://goo.gl/E1aUDR>**

### Payment Details

**Payments for the training which is Ksh 66,500** can be done by depositing the amount in:

**Standard Chartered Bank  
Account Number: 010 204 484 4000  
Account Name: Strathmore Uiveristy.**

Alternatively,

**Make the cash payments at the Strathmore University Cash Office - Administration block**

The payment will be made to the **Excel Dashboard Training Account**.

Participants can make payment though a **Banker's cheque, Bank transfer**, or the **cash payment** mentioned above.



We want to assure you that we will provide you with machines, access to internet and educational resources. At the end of the 3 days you will receive a Strathmore branded Certificate.

For any enquirers you may have do not hesitate to contact the Course Administrators

**Delphine** on **0725945630** or **CPA Esau Wesa** on **0790 32 9929**.

**Note: Participants need to report with the bank deposit slip or proof of payment.**