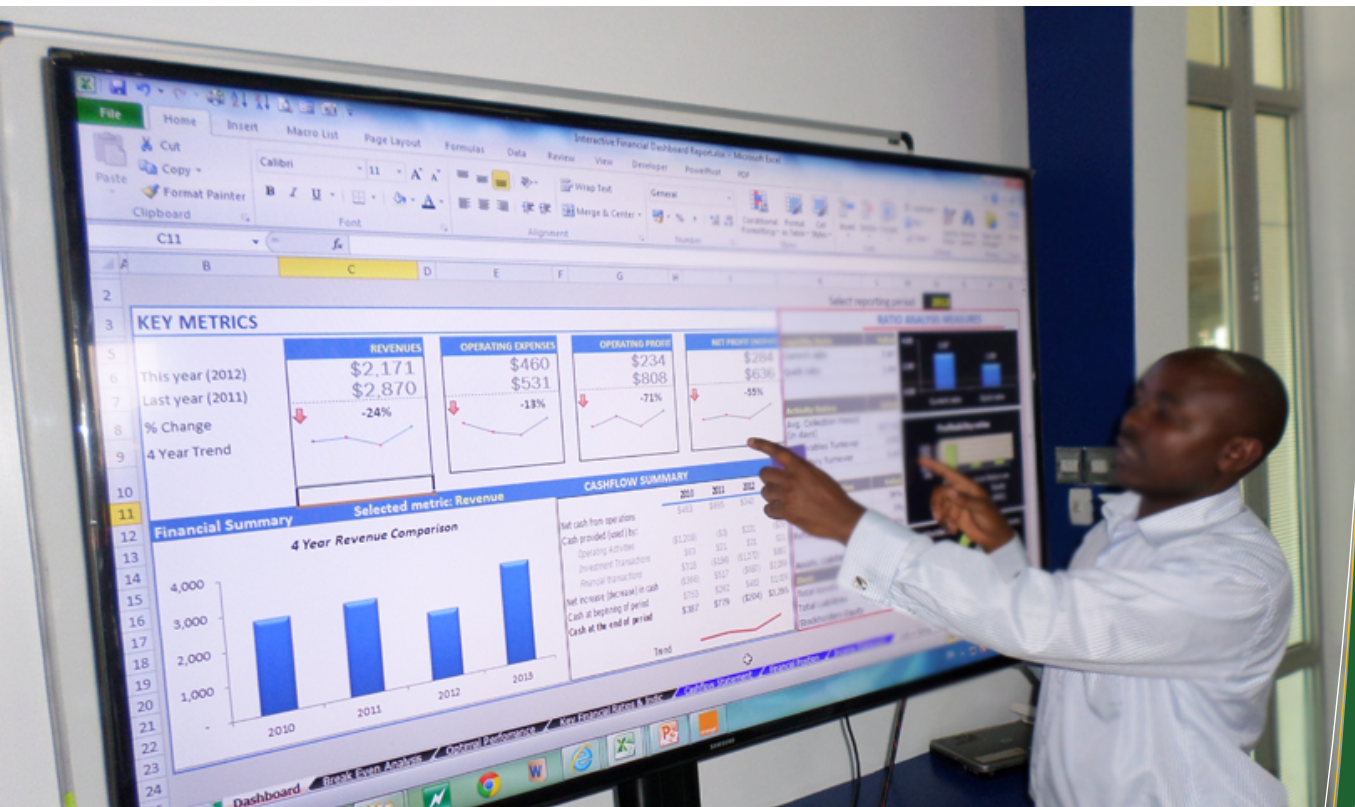


# Microsoft<sup>®</sup> Excel<sup>®</sup>



## EXCEL AS A BUSINESS INTELLIGENCE TOOL

The Power of Dashboard Reporting in Excel



**Date: 17th & 18th July, 2014**  
**Venue: @iLabAfrica**  
**Time: 9:00am – 4:00pm**

**Charges:**  
**KSHS 35,000**



## Introduction

This training provides you with the technical know-how to create and present key information through the use of high-impact, meaningful and appealing reporting solutions (dashboards) to facilitate data-driven insights for quick decision making.

## Couse Objectives

On completion of this seminar, delegates will among other things 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
- Design and assemble an interactive dashboard

## Pre-requisites

Delegates must have on the minimum intermediate level Excel skills. At minimum, it is assumed that participants will know how to navigate confidently in Excel, create and use advanced formulas/features as well as 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.**

## Topics

The broad areas of focus are as follows:

- Overview of Excel dashboards
- Advanced charting techniques
- Must-Know Excel Tools & Techniques for Data Analysis
- Advanced Pivot Table Features
- Assembling a complete dashboard

## Methodology

This instructor-led programme is taught using practical and interactive case studies and exercises to reinforce the concepts covered in each teaching session. Emphasis is placed on participants gaining practical, hands-on experience on the various capabilities in Excel.

## Who should attend?

This course is aimed at middle-level managers among them:

- Finance Managers,
- HR Managers,
- Business Analysts,
- Data Analysts,
- Sales Managers,
- Accountants,
- IT Managers,
- Business Intelligence Professionals and other professionals willing to learn advanced techniques to convert data into actionable information.

## The Facilitators

- **Patrick N. Kamau**

Information System Consultant at Sunesis Consulting Ltd

- **Mr William N. Kiarie**

Trainer / Data Analyst at Sunesis Consulting Ltd

## Cancellation

Cancellations are subject to cancellation policy. Refer to the detailed course description for specific terms.

## Registration

Participants are required to register online to attend this training. The registration form can be accessed at:

<http://bit.ly/1lvGSWu>

If you have any questions, call **Tracy** via **+254 724 23 9020** or send an email to [tweru@strathmore.edu](mailto:tweru@strathmore.edu).

