

PRIMAX FOUNDATION



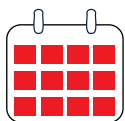
(Registered Under Karnataka Societies Registration Act 1960)
Reg. No. JNR-S211-2015-16, IT Exemption 12A & 80G
MSME Reg. No. : UDYAM-KR-03-0144791, CSR Reg. No. : CSR00038642
NITI AAYOG Reg. No. : KA/2022/0318909
Bengaluru, Karnataka, India



3 DAY – VIRTUAL TRAINING PROGRAM

on

CREATING DASHBOARDS WITH EXCEL



20-07-2023
to
22-07-2023



7.00 PM
to
9.00 PM

Registration
Fee
INR 800

For Registration

[CLICK HERE](#)

Introduction to EXCEL

Excel is a spreadsheet program from Microsoft and a component of its Office product group for business applications. Excel enables users to format, organize and calculate data in a spreadsheet. By organizing data using software like Excel, data analysts and other users can make information easier to view as data is added or changed. Excel contains a large number of boxes called cells that are ordered in rows and columns. Data is placed in these cells. Excel is a part of the Microsoft Office and Office 365 suites and is compatible with other applications in the Office suite.

Workshop Objectives

- Understand the importance and benefits of dashboards in data analysis and visualization
- Explore Excel's capabilities as a dashboard tool
- Learn data preparation techniques for dashboard creation
- Master pivot tables for data analysis and summarization
- Create interactive charts and graphs for data visualization
- Design and build an interactive dashboard using Excel's features
- Enhance the dashboard's appearance and formatting
- Learn techniques for sharing and presenting dashboards



Training Program Outline



Introduction to Dashboards

- Overview of the workshop objectives and agenda
- Importance and benefits of dashboards in data analysis and visualization

Understanding Excel as a Dashboard Tool

- Introduction to Excel's capabilities for creating interactive dashboards
- Overview of relevant Excel features (e.g., pivot tables, charts, slicers)
- Explanation of key terms and concepts related to Excel dashboards

Data Preparation for Dashboards

- Importing data into Excel and data formatting techniques
- Data cleaning and data validation best practices
- Structuring data for optimal dashboard creation

Pivot Tables for Dashboard Analysis

- Introduction to pivot tables and their role in creating dynamic dashboards
- Creating pivot tables to summarize and analyze data
- Applying filters, sorting, and grouping in pivot tables
- Utilizing calculated fields and calculated items in pivot tables

Data Visualization with Excel Charts

- Exploring different chart types suitable for dashboard visualization
- Creating interactive charts and graphs in Excel
- Customizing chart elements (e.g., axes, labels, legends)
- Using advanced charting techniques for effective data representation

Designing an Interactive Dashboard

- Dashboard layout and organization principles
- Linking pivot tables and charts to create a dynamic dashboard
- Adding slicers and filters for interactivity and data exploration
- Incorporating data-driven elements such as sparklines and conditional formatting

Training Program Outline



Dashboard Formatting and Visual Enhancements

- Formatting techniques for a polished and professional look
- Applying themes, styles, and color schemes to the dashboard
- Creating dynamic titles and headers
- Adding interactive buttons and navigation elements



Sharing and Presenting Dashboards

- Saving and protecting the dashboard file
- Printing and exporting dashboards to different formats (e.g., PDF, PowerPoint)
- Tips for effectively presenting and sharing dashboards with stakeholders

Q&A and Wrap-up

- Addressing participant questions and concerns
- Recap of key workshop takeaways
- Workshop evaluation and feedback

Resource Person



Mr. Kumaravelan

Ms-Office Certified with Industry experience in HR & OD

- Facilitator & Learning Consultant with 15 years of experience in People Development and setting standards in People & Process (SOP, KRA and Business KPI)
- Expertise in delivering customized Business Data Analytical tool MS Excel for Business Excellence.
- Learning Effectiveness Partner @Aditya Birla Centre of Retail Excellence
- Manager HR- Talent Transformation @ Reliance Retail Ltd
- Asst. Manager HR Zonal Head & Learning and Development @Aditya Birla Retail Ltd

Key Information

Duration: 5 days (20-07-2023 to 22-07-2023)

Timings: 7 PM to 9 PM

Registration fees: Rs.800 for participants from India and 20 US \$ for participants from outside India

Note:

- Only 50 seats are available, therefore registration shall be made on first come first serve basis
- Recorded session link will be provided (Only View Option Max. Five Days)
- All participants will receive 'Certificate of Participation' after successful completion of the program
- Registration fee can be done through NEFT/IMPS Transaction (or) Gpay/Paytm/Phonpe
- Licensed Microsoft Excel 2007, 2010, 2013, 2019 (or) Microsoft 365 Excel Loaded on a Computer is Recommended.

PROGRAM COORDINATORS

Prof. T. Rajeswari

Chairman, Primax Eduacademy
Bengaluru, Karnataka
Phone: +91- 8971725451

Dr. K.V. Ramanathan

Director
Primax Foundation & Primax Eduacademy
Bengaluru, Karnataka
Phone : +91- 9986530012

www.primaxeduacademy.in

Happiness comes from giving happiness...