



MS-Excel Analytics and Reporting

Pivoting and Dashboards

Program Overview

The aim of this program is to help organizations derive excellent value from their operational data through application of powerful and dynamic tools provided by building MS Excel Pivot Tables and Dashboards. Knowledge and competence within organizations, gained through regular and practical use of MS Excel can be harnessed to enable these organizations generate useful insights and reports via dynamic data reorganization, summarization and visualization.

Who is This Program For?

Middle level officers in public service from Human Resource, Supply Chain, Accounting and Finance, Project/ Programme Management, Research and staff from other any function who need to learn and apply state-of-the-art techniques to their daily reporting, reconciliations, and analysis. Officers from Ministries, Departments and Agencies (MDAs) in the national government as well as those from relevant county government departments will find this program most enriching to their functions.

Program Objectives

By the end of the program, the participants will be able to:

1. Analyze and summarize data with Pivot Tables
2. Visualize Pivot Analysis and Summaries
3. Synchronize multiple data views with slicers
4. Design a dashboard from Pivot Tables and graphical shapes
5. Express performance with dashboards and Conditional Formatting



Benefits of Attending the Program

This training course will help participants to:

1. Summarize data in a quick and easy manner
2. Use data more efficiently as decision makers
3. Organize their data effectively thereby raising their productivity
4. Analyze data in an interactive and real time manner, hence obtaining useful insights
5. Understand data and information from multiple, engaging dimensions.



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Course Content

Day One

Creating a Pivot Table

- ✓ Planning: Source Data Selection and Establishing Users' Information Needs
- ✓ Sourcing Data & Preparation: Dos and Don'ts
- ✓ Building, Formatting and Modifying a Pivot Table

Day Two

Organizing and Processing Pivot Data

- ✓ Sorting and Grouping Options
- ✓ Using Built-in Summary Functions
- ✓ Fine Tuning Results using Custom Calculations
- ✓ Applying Formulas for Unique Needs

Day Three

Visualizing Pivot Data

- ✓ Using Slicers and Timelines
- ✓ Inserting a Pivot Chart
- ✓ Filtering Data using a Pivot Chart
- ✓ Modifying and Formatting Pivot Charts

Day Four

Dashboard Building Techniques and Tools

- ✓ Sources of Dashboard data
- ✓ Principles of Good Dashboard Design
- ✓ Using Dashboards with Pivot Tables and Charts

Day Five

Management Reporting with Dashboards

- ✓ Power Charts: Speedometer, Thermometer, Pareto
- ✓ Building Management Dashboards (KPI and Project Management Dashboards)
- ✓ Presenting Dashboard Results

Investment Required:

Training charges: Kshs. 75, 000 plus VAT per person for the Five (5) days, which covers conferencing fees, training and certification. It excludes transport and accommodation for the participants.

Technology Requirements:

Every participant will be required to have a laptop with the following software installed

- Microsoft Windows 2010
- Microsoft Office 2016

Booking:

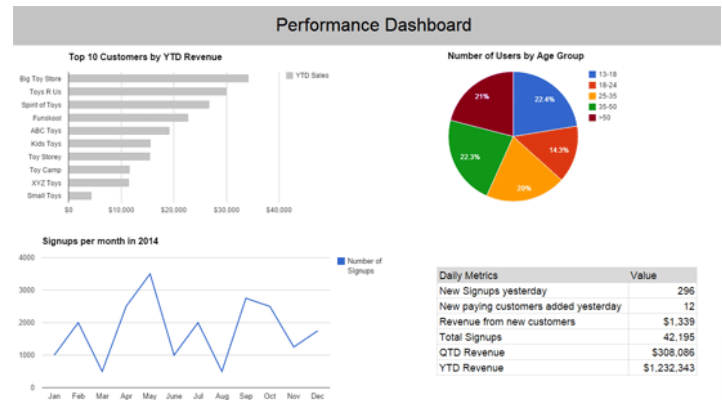
For booking and any further details on training courses, please contact,

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In-house training solutions: If you have staff with a variety of training needs, consider having an In-House Training Solution delivered locally on-site. Courses can be tailored to your specific requirements.



Certification

Certificate of participation will be awarded to all the participants on the last day of the training as; Stan Consulting Group Ltd is an

APPROVED TRAINER by the National Industrial Training Authority (NITA-TRN-805) and **IHRM Certified (C00304) Trainer.**