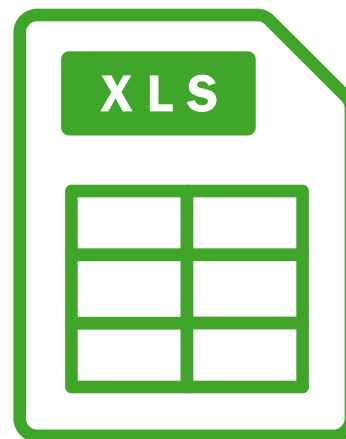


Interactive Visual Reporting and Analysis with Microsoft Excel



About us

Who we are

The Centre for Continuing and Professional Education (CPE) was established in 1999 to provide continuing professional education and lifelong learning opportunities for University's staff, students, alumni and the public. As part of TAR UMT's commitment to continuing education and lifelong learning, CPE is entrusted with designing, developing and delivering various activities, workshops and programmes to meet the diverse learning needs of multiple parties.

About This Training

Data Visualisation is increasingly becoming an essential need in enhancing business decisions. This course brings users to the forefront on the technology of data visual display to enhance reporting, analysis and performance management. With visual analytics, users can spot business issues and problems needing attention at a glance and act on a timely manner. Microsoft Excel is an ideal tool in putting all these data together, making meaning out of it and displaying the analysis easily in an interactive dashboard form.



Date and Time

23 - 24 October 2023
Monday to Tuesday
9 AM to 5 PM



Training Venue

TAR UMT
Jalan Genting Kelang, Setapak
53300 Kuala Lumpur



Trainer

Ms. Wong Wai Ling

COURSE CONTENTS



WHAT IS VISUAL REPORTING

IDENTIFYING THE RIGHT CHARTS IN
VISUAL REPORTING

FORM CONTROLS

CONDITIONAL FORMATTING

APPLYING FUNCTIONS IN VISUAL
REPORTING

EVALUATING CASE STUDIES

Introduce our Trainer

Wong Wai Ling

Ms Wong Wai Ling started her professional career as Consultant at Arthur Andersen & Co. She has over 12 years of working experience in the areas of Business Analyst before moving into the training industry. She has experience providing analytics and research to enhance an organization's performance management, strategic planning, system implementation and business process improvements. As a trainer, she helped participants leverage their knowledge of Microsoft Excel to increase their productivity and effectiveness in using Microsoft Excel to simplify financial reporting dashboard and analysis.



Click/Scan
for enquiry



Contact Us



Centre for Continuing and
Professional Education

+603-4145 0170
+601110758530 (whatsapp)

training@tarc.edu.my
<https://www.tarc.edu.my/cpe/>



CENTRE FOR CONTINUING &
PROFESSIONAL EDUCATION

REGISTRATION FORM

Fees: Public RM 954.00 per participant (inclusive of 6% Service Tax) TAR UMT Student/Alumni RM 763.20 per participant (inclusive of 6% Service Tax)

The Manager
TARC Education Foundation (1033820M)
Tunku Abdul Rahman University of Management and Technology (TAR UMT)
TEL: 03-4145 0170

Email: training@tarc.edu.my

Dear Madam / Sir,

Please register the following participant(s) for the above programme: (To be completed in BLOCK LETTERS)

1	Name : <input type="text"/>	IC No. : <input type="text"/>	Nationality : <input type="text"/>
	Email: <input type="text"/>	Mobile No. : <input type="text"/>	Designation : <input type="text"/>
2	Name : <input type="text"/>	IC No. : <input type="text"/>	Nationality : <input type="text"/>
	Email: <input type="text"/>	Mobile No. : <input type="text"/>	Designation : <input type="text"/>

(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come-first-served basis. All cancellations must be made in writing. Cancellation made 14 days or more in advance of the workshop date will receive full refund. Cancellations made thereafter will be subjected to a cancellation fee of 50% of the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance falls below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the commencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to change the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

- We will be claiming under **HRD Corp Claimable Course** and full payment would be made to Tunku Abdul Rahman University of Management and Technology in the event that no disbursement from **HRD Corp** under any circumstances.
- We will **NOT BE CLAIMING** from **HRD Corp**. Payment will be made to account payee TAR UMT by cheque or bank transfer to Public Bank Account No. 3 1 8 1 5 6 4 1 1 3. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.

Submitted by

Name : <input type="text"/>	Designation : <input type="text"/>	Department: <input type="text"/>
Email : <input type="text"/>	Telephone No. : <input type="text"/>	Mobile No. : <input type="text"/>
Company Name: <input type="text"/>	Company Registration No. : <input type="text"/>	
Company Address : <input type="text"/> <input type="text"/> <input type="text"/>	Company Stamp & Signature : <input type="text"/>	Date : <input type="text"/>