



N. SELVAM CONSULT

EXTENDED REPORTING WITH PIVOT TABLES AND CHARTS

09th March 2023, Thursday | 9.00 am – 6.00 pm

[Join us from your home / office and be trained in our Virtual Classroom]

INTRODUCTION

EXTENDED REPORTING WITH PIVOT TABLES AND CHARTS

Reporting is essential to monitor business performance over any period of time. It enables you to make better business decisions, project future results and drive improvements.

Pivot Tables and Charts is an ideal starting point for any handling reporting.

COURSE OBJECTIVES

At the end of this workshop, participants will be able to understand:

- How to create a Pivot Table and Chart
- How to create informational Pivot Tables using existing spreadsheets
- How to identify expanding and collapsing groups of data within a Pivot Table
- How to identify the best approach for formatting numbers within Pivot Tables
- Analyze and interpret outcome of Pivot Tables and calculated fields
- How to handle large quantities of data in a single go.
- How to summarize large data

METHODOLOGY

The training workshop essentially comprises two main sessions with interactive discussion and activities designed to maximize learning.

- 20% training lecture and discussion
- 80 % hands on training

WHO SHOULD ATTEND

- Ideal for all Microsoft Excel Users who are new to Pivot Tables.
- You will be able to use Pivot Tables and Pivot Charts immediately after attending this training.
- Also suitable for marketing, finance and HR executives who are required to generate reports and charts from any data sets
- Finally, learning about Pivot Tables and Charts will add value to your career and it is the starting point for anyone who wants to learn about Data Visualization tools such as Tableau.



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COURSE OUTLINE

- Concepts of Pivot Table
- What are data sets and why you must convert to Tables before building your Pivot Tables
- Creating a Pivot Table
- Creating Multiple Pivot Tables
- Creating Various Reports Using Pivot Tables
- Useful Short cut keys for Pivot Tables
- Creating Pivot Charts
- Inserting Pivot Chart
- Significance of the Design and Analysis Menu
- Components and Limitations of Pivot Table
- The general rules to follow when generating Pivot Tables
- Learn about the recommended Pivot Tables and Charts
- How to refresh your Pivot Tables
- How to generate various Pivot Charts based on the Pivot Tables

COURSE OUTLINE

- Dashboard Reporting
- How to use Dashboards and Slicers with Pivot Tables and Pivot Charts
- 15 hands-on exercises to acquire skills sets to generate different types of Reports from the same data sets. Each Report shows the data from a different perspective

PARTICIPANT REQUIREMENT

- Pax must be using Microsoft Excel 2013 & above (earlier Versions will be an issue)
- Participants will be given the link to download the Data set & material



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TRAINER'S PROFILE: MR. N. SELVAM CA(M), ACMA, CGMA, CHARTERED ACCOUNTANT

Mr. N. Selvam is a member of the Malaysian Institute of Accountants (MIA) and Chartered Institute of Management Accountants (CIMA UK). He has more than 35 years of experience in the corporate world and training industry.

He is a Certified ERP Software Consultant and runs his own software consulting firm. Lectured in University Malaya on computerized accounting.

He is also a trainer for the Malaysian Institute of Accountants on Data Visualization using Tableau and SQL for Extended Reporting and the author for Data Visualization with Tableau for Beginners and SQL for Non-Technical Users (sold in shoppe.com.my)

Over the last 30 years, he has conducted more than 300 hands-on training sessions on various Sage 300 Application Software at customer office, own training facility and via ZOOM. He has also conducted more than 100 hands-on sessions for MIA on the GST Audit

He has vast experience in conducting trainings in the Microsoft Excel, Data Visualization, Data Analysis and Pivot tables which is conducted in training Centre or performed remotely.



36 Years of Excellent Consulting Services
Core Values: Attitude, Believe, Caring, Determination, Engage

TRAINING NEEDS

- Good Internet / Wi-Fi connectivity
- Laptop / Desktop with camera
- Headset with mic

REGISTRATION PROCEDURE

- Please fill up and Email us a copy of your registration form as attached.
- For HRD Corp Registered Employees, please apply via HRDCorp e-TRiS for HRD Corp Claimable Course (SBL KHAS) scheme before training date (subject to approval)
- Upon training completion, please fill up form PSMB/SBL-Khas/JD/14 and return it to us immediately.

COURSE FEE (HRD CORP CLAIMABLE COURSE)

- RM 499 per person for 1 Day (8 Hours)
- **RM399.00 per person (Early bird rate – Register before 10th February 2023)**

(Fee Inclusive of Notes & Digital Certificate of Participation)

ORGANISER

N. SELVAM CONSULT (000739623-V)
1108, Block A, 11th Floor, Damansara
Intan. No. 1, Jalan SS 20/27
47400 Petaling Jaya
Selangor Darul Ehsan.

MARKETING PARTNER

RESOLUTETECH SERVICES (003417418-P)
SL7-05, Indah Villa Condominium,
Jalan PJS 11/12, Bandar Sunway,
47500 Subang Jaya, Selangor.

Contact Person:

Mr. Rishi

Mobile: 011-5419 9621

Email 1: training@resolutetechservices.com