

PUBLIC TRAINING DATA ANALYTICS – DASHBOARD REPORTING WITH EXCEL



10 FEBRUARY 2026



IBIS HOTEL, PJCC, PETALING JAYA

OVERVIEW

This intensive one-day training program is designed to equip participants with the practical skills needed to create professional and interactive dashboards using Microsoft Excel. Dashboards are powerful tools that consolidate data into clear and actionable insights, helping users make informed business decisions quickly. The course will guide participants through the complete process of dashboard development from preparing and cleaning raw data, to designing charts and tables, and finally integrating them into an interactive and visually appealing dashboard. Emphasis will be placed on best practices for visualization, interactivity, and usability to ensure dashboards are not only functional but also effective in communicating the right message. By the end of the training, participants will have built a working dashboard in Excel and gained the confidence to apply these techniques to real-world datasets in their professional roles.

OBJECTIVE

- Understand the fundamentals of dashboards and their purpose in decision-making.
- Prepare, clean, and organize data for dashboard use.
- Use Excel's advanced features such as PivotTables, PivotCharts, and formulas to create dynamic dashboards.
- Apply visualization best practices for clear and impactful dashboards.
- Build an interactive dashboard from raw data.



METHOD

Hands-on & step-by-step exercises. An interactive Excel dashboard and Q&A to lock in the skills.



FOR WHOM

Executives, managers, analysts, finance & HR teams, operations staff, and anyone who works with data or reports in Excel



DURATION

1-day Training

REGISTRATION FEE

RM1,300 NET/
PAX

HRDC CLAIMABLE



03-2382 0800 / 012-565 3364



enquiry@q3solutions.com.my



www.q3solutions.com.my

COURSE OUTLINES

Module 1: Introduction to Dashboards

- What is a Dashboard?
- Key principles of effective dashboards (clarity, relevance, interactivity).
- Examples of good vs poor dashboards.
- Understanding Excel's role in dashboarding.

Module 2: Preparing and Structuring Data

- Organizing raw data for analysis.
- Data cleaning techniques (Remove Duplicates, Text-to-Columns, Flash Fill).
- Using Excel Tables for structured references.
- Introduction to Power Query for quick transformations.

Module 3: Core Tools for Dashboards

- PivotTables: summarizing and analyzing large datasets.
- PivotCharts: linking visualizations to PivotTables.
- Using Slicers & Timelines for interactivity.
- Conditional Formatting for highlighting key metrics.

Module 4: Building Visualizations

- Choosing the right chart for the right message.
- Advanced charting techniques (Combo Charts, Sparklines, KPI visuals).
- Designing with color, layout, and simplicity in mind.
- Using Named Ranges and Dynamic Ranges for updating charts automatically.

Module 5: Building the Dashboard

- Designing the dashboard layout (storyboarding).
- Linking charts, tables, and slicers into a single sheet.
- Adding interactivity (drop-down lists with Data Validation, form controls).
- Finalizing and formatting for professional presentation.

Module 6: Best Practices & Wrap-Up

- Dashboard do's and don'ts.
- Tips for performance optimization (avoiding heavy formulas).
- Exporting and sharing dashboards (PDF, PowerPoint, OneDrive).
- Q&A and recap of key learnings.

TRAINER PROFILE



Khavindirren Nalarajah

Industry 4.0 Trainer

Khavindirren Nalarajah, an Industry 4.0 Trainer with a Management Degree and 5 years of enriching experience in training and operational management across diverse divisions at Antsbees. With a keen focus on emerging technologies, he's a seasoned expert in Big Data, Data Science, IoT, Artificial Intelligence, and Data Analytics, complemented by proficiency in Excel, Power BI, and Tableau. His journey began with Integrated Soft Skills training, gradually transitioning to cutting-edge domains like Artificial Intelligence and Big Data. Now a Certified Big Data Trainer, he specializes in Data Visualizations, Enterprise Data Analytics, and Data Scientist Certification programs. Passionate about empowering others, Khavindirren is adept in areas ranging from Python programming and Machine Learning to Cyber Security and Strategic Marketing, shaping the future of digital innovation.

**Questions &
Queries met with
Quality Solutions**

Contact Information



+603-2382 0800 (Office)



www.q3solutions.com.my



19-2, Jalan PJU 5/9, Dataran Sunway, Kota Damansara, 47810 Petaling Jaya, Selangor



REGISTRATION FORM

TRAINING : Data Analytics – Dashboard Reporting With Excel

COMPANY DETAILS & CONTACT PERSON

Organization :

Date :

Type of Business :

Office No. :

Address :

Contact Person :

Designation :

Contact No. :

E-Mail :

HRD Corp Registered Employer

:

☐

Yes

☐

No

REGISTRATION

Name :

Designation :

Email :

Mobile No. :

(Please provide separate list for more than 3 persons)*** NOTE :** Please email this form to enquiry@q3solutions.com.my or you can WhatsApp the registration form to us at **+012-565 3364**

PAYMENT / TERMS & CONDITION

1. Kindly make payment to our account number as stated, payable to **Q3 Management Solutions Sdn Bhd.**
2. Please email or WhatsApp us the payment proof and complete registration form.
3. In the event of cancellation less than 14 days before the training, the client shall pay 30% of the total programme fee to Q3 Management Solutions Sdn. Bhd. as a penalty. Written notice of cancellation must be provided.
4. If there are insufficient in the client's HRDC account, the client shall remit the full programme fee directly to Q3 Management Solutions Sdn. Bhd.
5. In the event of a no show on the training date:
 - The client shall remit the full programme fee to Q3 Management Solutions Sdn. Bhd OR
 - For the Certified Sustainability Professional (CSP) Programme only, the client may nominate a replacement participant for the next available session.

Maybank Acc. Number: 5627-6841-5995**Payable to:****Q3 MANAGEMENT SOLUTIONS SDN BHD** **+603- 2382 0800 (Office)** **www.q3solutions.com.my** **19-2, Jalan PJU 5/9, Dataran Sunway,
Kota Damansara, 47810 Petaling Jaya,
Selangor****SBL KHAS SCHEME
(HRD CORP REGISTERED EMPLOYERS)**

1. Please apply HRD CORP grant through e-TRIS portal under SBL-KHAS scheme
2. Please find our MyCoID 1203344U at e-TRIS portal.
3. Kindly email or WhatsApp us the grant approval at least 5 days prior to the training.