

Data Analytics with Excel

From Data to Insight

Instructor: Encik Muhammad Shahriel Hanifah
CPD Course

📅 26th April 2026 (Sunday)

🕒 8.30 a.m. – 5.30 p.m.

📍 Mode: Physical

💰 Fee:

RM395.00
(Early Bird - First 5)

RM950.00
(Normal Price)

🗣️ Course Conducted in English

🍽️ Refreshments and Lunch Included



About This Course

An introductory course for business users to conduct basic data analysis using descriptive methods and visualisation using charts, sparklines and conditional formatting. Concepts of data normalisation, pivot tables and dashboards are introduced.

Course Contents

Spreadsheet Fundamentals

Explore the basics of MS Excel

- The toolbar
- The file menu
- Data types
- Comparison operators
- Absolute and relative references
- Circular references

Visualisation with Excel

Effectively use the correct charts to maximise the visualisation

- Charts
- Pivot Charts
- Conditional Formatting
- Sparklines
- Slicers

Dashboards

Learn how to develop dashboards for interactive analysis

- What is a dashboard?
- Types of dashboard
- Managing text (extract, clean, trim, change case, create index)

Database Normalisation

Learn how to normalise data for analysis

- Why normalise data?
- Database normalisation with Excel

Predefined Functions

Explore the key functions to conduct data analysis

- Conditionals
- Data organisation
- Descriptive statistics
- Date / Time
- Search

Pivot Table

Learn how to develop pivot tables

- Pivot Table



Target Participants

Business users of Microsoft Excel with needs to do basic analysis and visualisations.

Learning Methodology

Presentation and hands-on activities

Learning Outcomes

By the end of the programme, students will:

- Learn spreadsheet fundamentals and basic functions.
- Learn how to normalise data and design Pivot Tables.
- Develop dashboards using visualisation techniques.



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