Seed
TRAINING GROUP

DYNAMIC BUSINESS REPORTS

ONLINE / ON CAMPUS

ABOUT THE COURSE

*The course will be delivered in Mandarin (中文授课）. Dashboards provide visual, at-a-glance display of business key information and help managers make quick decisions. Excel is an excellent tool to make powerful dashboards, but creating a dashboard takes a lot of skills & practices. In this course, students will learn all the tools and techniques needed for a dashboard, and students will also learn how to apply advanced modelling skills to build complex, robust and user-friendly dynamic business & management reports.

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Module 1 Principles of Dynamic Reporting

Introduce ETL methodology

Design the blueprint for dynamic dashboard

Introduce dashboard design tips & tricks

Discover the critical issues of dynamic charts

Standardise business report through best practice procedures

Case: Common errors in business reports

Separated input, calculation, and output in a business report model

Case: Use Name and Array for area calculation

Case: Dynamic report shows sales/costs/profits/new customers based on selection

Module 2 Use Dynamic Elements in Business Reports

Use form control for user interaction: spin button, scrollbar, checkbox, combo box, etc

Build an in-cell drop-down list

Learn to use Filter in dynamic reports

Learn to use the Camera tool for report display

Case – Dynamic chart: show different cost center KPI

Use the advanced formula for dynamic reports

Case: Index and Match for a dynamic data range

Case: Choose the formula for data areas selection

Case: Offset formula for a dynamic data range

Case: Sumif formula for data consolidation

Case: An indirect formula for data input manipulation

Case: Interactive sales report: product/month/city perspective

Apply fixed and dynamic range names with lookup and reference function

Understand the pros and cons of using array functions in financial modelling

Use other Excel tools in the dashboard

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Module 3 Comprehensive Case: Build a Complex, Robust and User-Friendly Dynamic Dashboard

Design a professional report layout

Understand three seconds rule & ten seconds rule

Access and track your learning history anytime, anywhere

Learning is delivered as a mix of e-learning courses, course handbooks, expert videos and more

Including key SAP solution areas such as HANA, Mobility, SAP Netweaver etc

A key element is the Learning Rooms, which are SAP expert-led spaces that cover particular topics and are

Prepare for SAP certification exams

World-wide recognised certificates available to download upon completion

SAP Live Access is available to purchase in Learning Hub

UPON COMPLETION

This course is eligible for CPD hours. Upon successful completion of all the required units of this course, students will receive a certificate of completion.

CAREER OPPORTUNITIES

- Accounting
- Business Analysis
- Business Administration
- Reporting

PRICE

$499

DURATION

12 months

ASSESSMENTS

Case studies

ENTRY REQUIREMENT

There are no formal education entry requirements.

EQUIPMENT NEEDED

- PDF reader
- A computer (Windows recommended) with internet and web browser access
- Word/text processing, spreadsheet, and presentation software installed (e.g. Microsoft Office)

RELATED COURSES

- Microsoft Excel 3 levels
- Microsoft Word 3 levels
- Internship Placement
- Microsoft PowerPoint 3 levels
- Business English

FINANCE OPTIONS

- Fees must be paid within 5 working days of receiving the confirmation of enrolment and invoice for the enrolment fee.
- Seed Training Group may cancel an enrolment or discontinue training if fees are not paid as required.
- Both direct deposit and credit card are accepted.

  *Please refer to the Student Information Handbook for further details regarding Fees & Refund Policy and Procedure.