# Secret to Impressive Microsoft Excel Charts





#### About us

### Who we are

The Centre for Continuing and Professional Education (CPE Centre) 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 Centre is entrusted with designing, developing and delivering various activities, workshops and programmes to meet the diverse learning needs of multiple parties.

#### **About This Training**

How do you present your data and report using Microsoft Excel Chart concisely, effectively, and appealingly? As your audience struggles to grapple with lots of numbers and loads of information, you must choose the most relevant visual techniques and get the message across. This course lets you quickly discover options and styles for your audience to grasp your presentation efficiently and effectively.



#### Date and Time

22 - 23 March 2023 Wednesday to Thursday 9 AM to 5 PM



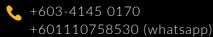
#### **Training Venue**

TAR UMT Jalan Genting Kelang, Setapak 53300 Kuala Lumpur



Trainer

Ms Wong Wai Ling





# **COURSE CONTENTS**



INTRODUCING THE MICROSOFT EXCEL CHARTING

CHART SPARKLINES TO SPOT DATA TRENDS



KEY DATA
VISUALISATION OPTIONS

APPLYING INTERACTIVE CHARTS



INTEGRATION OF EXCEL AND POWERPOINT

## Introduce our Trainer

# Wong Wai Ling

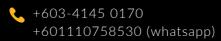
Ms Wong Wai Ling started her professional career as Consultant at Arthur Andersen & Co. She has over 12 years of working experience in the areas of Business Analyst before moving into the training industry. She has experience providing analytics and research to enhance an organisation's performance management, 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.





# **Contact Us**





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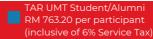
Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur

Date: 22 - 23 March 2023 (9.00 am - 5.00 pm)

# **REGISTRATION FORM**

Fees:

Public
RM 954.00 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)

Name :	IC No. :	Nationality :
Email:	Mobile No. :	Designation :
Name :	IC No.:	Nationality :
Email:	Mobile No. :	Designation:
f space is insufficient, please attach a separate list)		
University of Management and Tecricumstances.  We will NOT BE CLAIMING from HE	event of non-attendance of any registered particle ement(s) can be accepted at no additional cost bodul Rahman University of Management and orkshop and all efforts will be taken to inform particle):  The Claimable Course and full payment would be echnology in the event that no disbursement and Corp. Payment will be made to account paging 181564113. Kindly submit your payment rereserved.	cipant(s) or the overall attendance of if notified 24 hours prior to the Technology reserves the right to ticipants of the changes.  The made to Tunku Abdul Rahman and from HRD Corp under any of the the change or bank the change of the chan
bmitted by		
Names		
Name:	Designation :	Department:
Email:	Designation :  Telephone No. :	Department:  Mobile No.:
Email:	Telephone No. :	
Email :  Company Name:	Telephone No.:  Company Registration No.:	Mobile No.: