# 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

19 - 20 September 2023 Tuesday - Wednesday 9 AM to 5 PM



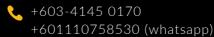
#### **Training Venue**

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**





## Secret to Impressive Microsoft Excel Charts

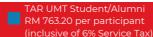
Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur

Date: 19 - 20 September 2023 (9.00 am - 5.00 pm)

# **REGISTRATION FORM**

Fees:

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)

	lame :	<b>I</b>	C No. :	Nationality :
E	mail:	1	Mobile No. :	Designation :
N	lame :	 	IC No. :	Nationality :
E	mail:		Mobile No. :	Designation :
(If:	space is insufficient, please attach a separate list)			
ch	commencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to change the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes.  We hereby confirmed that (please tick accordingly):  We will be claiming under HRD Corp Claimable Course and full payment would be made to Tunku Abdul Rahman University of Management and Technology in the event that no disbursement from HRD Corp under any circumstances.  We will NOT BE CLAIMING from HRD Corp. Payment will be made to account payee TAR UMT by cheque or bank transfer to Public Bank Account No. 3181564113. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.			
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	Name:		Designation:	Department:
			Designation : Telephone No. :	Department:  Mobile No.:
	Name:			
	Name : Email :		Telephone No.:	