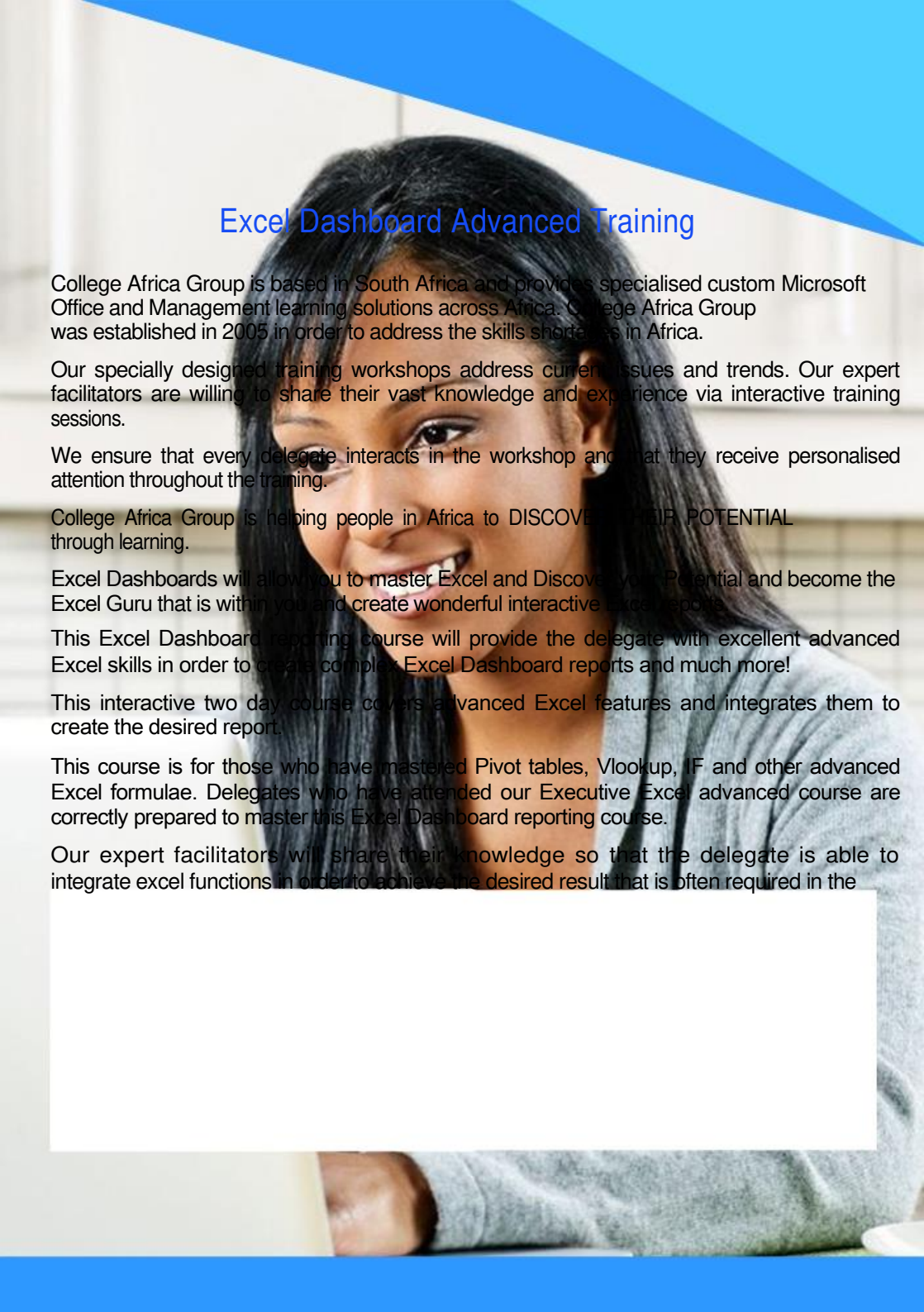




**COLLEGE AFRICA GROUP**

Discover your Potential



## Excel Dashboard Advanced Training

College Africa Group is based in South Africa and provides specialised custom Microsoft Office and Management learning solutions across Africa. College Africa Group was established in 2005 in order to address the skills shortages in Africa.

Our specially designed training workshops address current issues and trends. Our expert facilitators are willing to share their vast knowledge and experience via interactive training sessions.

We ensure that every delegate interacts in the workshop and that they receive personalised attention throughout the training.

College Africa Group is helping people in Africa to DISCOVER THEIR POTENTIAL through learning.

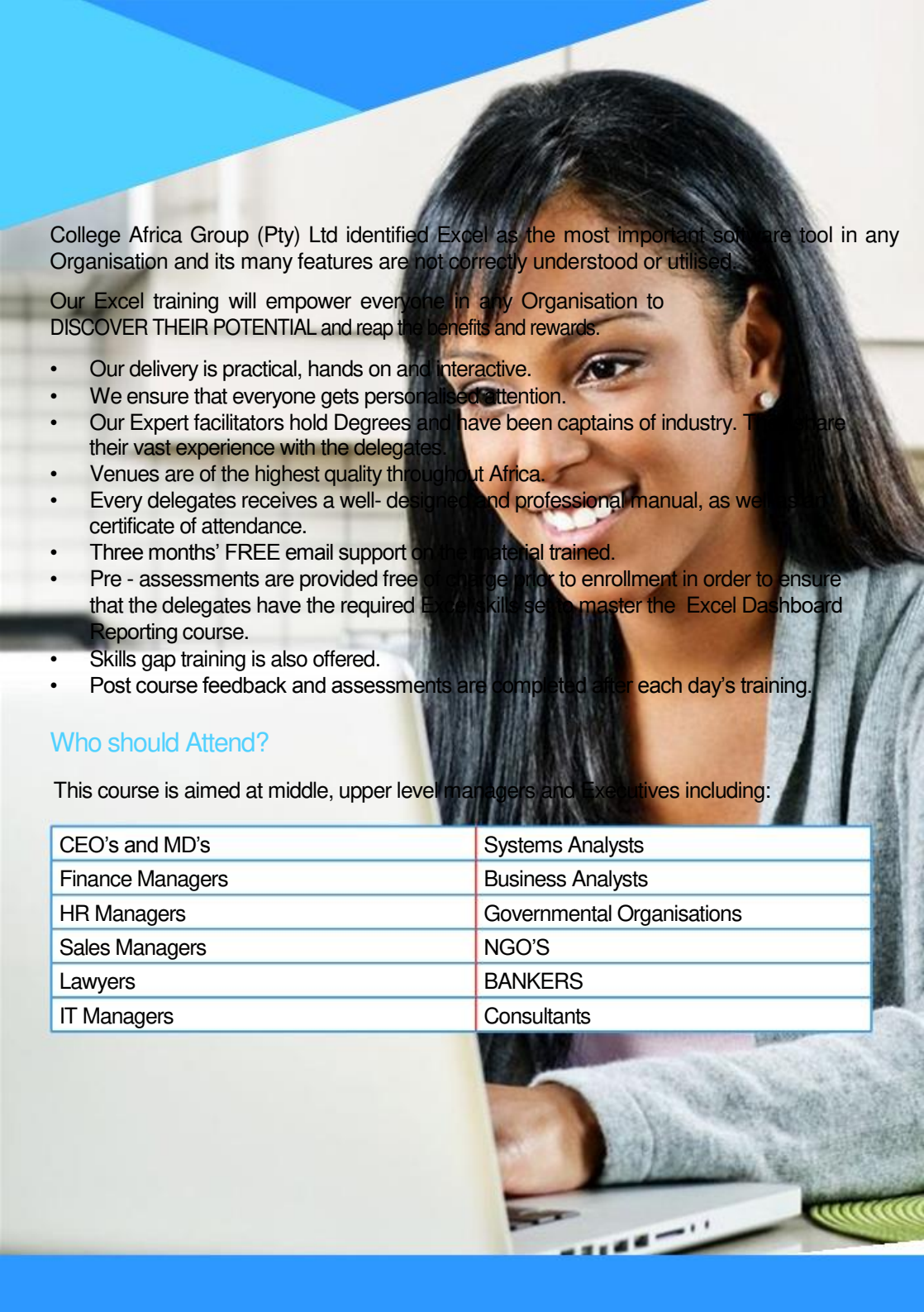
Excel Dashboards will allow you to master Excel and Discover your Potential and become the Excel Guru that is within you and create wonderful interactive Excel reports.

This Excel Dashboard reporting course will provide the delegate with excellent advanced Excel skills in order to create complex Excel Dashboard reports and much more!

This interactive two day course covers advanced Excel features and integrates them to create the desired report.

This course is for those who have mastered Pivot tables, Vlookup, IF and other advanced Excel formulae. Delegates who have attended our Executive Excel advanced course are correctly prepared to master this Excel Dashboard reporting course.

Our expert facilitators will share their knowledge so that the delegate is able to integrate excel functions in order to achieve the desired result that is often required in the



College Africa Group (Pty) Ltd identified Excel as the most important software tool in any Organisation and its many features are not correctly understood or utilised.

Our Excel training will empower everyone in any Organisation to DISCOVER THEIR POTENTIAL and reap the benefits and rewards.

- Our delivery is practical, hands on and interactive.
- We ensure that everyone gets personalised attention.
- Our Expert facilitators hold Degrees and have been captains of industry. They share their vast experience with the delegates.
- Venues are of the highest quality throughout Africa.
- Every delegates receives a well- designed and professional manual, as well as a certificate of attendance.
- Three months' FREE email support on the material trained.
- Pre - assessments are provided free of charge prior to enrollment in order to ensure that the delegates have the required Excel skills to master the Excel Dashboard Reporting course.
- Skills gap training is also offered.
- Post course feedback and assessments are completed after each day's training.

## Who should Attend?

This course is aimed at middle, upper level managers and Executives including:

CEO's and MD's	Systems Analysts
Finance Managers	Business Analysts
HR Managers	Governmental Organisations
Sales Managers	NGO'S
Lawyers	BANKERS
IT Managers	Consultants

# LEADERS IN PUBLIC & IN HOUSE FACILITATION THROUGHOUT AFRICA

## Open public courses

This course is hosted at high quality hotels and/or four star+ conference venues throughout Africa.

We specialise in small class sizes which facilitates group discussion and ensures that everyone receives personalised attention.

Our expert facilitators deliver international trends with regional best practices to ensure the most appropriate solutions and strategies are presented.

The enrolment price includes arrival, mid-morning teas and a three course lunch. Delegates are to bring their own laptops for the training.

## In house training

Why you should consider in house training?

Your Organisation will be the recipient of bespoke training. We will determine the training program after consultation with the training coordinator. The course can be especially designed to meet your unique needs and requirements.

Our Internationally recognised expert facilitators will share their vast knowledge. They are authors of many Excel and Microsoft Office eBooks and publications.

Some of the benefits are: Cost savings

- Exclusivity
- Cost savings
- College Africa Group can incorporate your work documents into the training
- The course can be customised to meet your specific needs and requirements.
- Consultancy services are offered. For more information, contact Arnold at [sales@collegeafricagroup.com](mailto:sales@collegeafricagroup.com).

Early booking discounts

- Register 6 weeks before the course and save 10% for group bookings of 4+ participants.
- In house group bookings of a minimum of eight participants can benefit from a massive 15% off the full investment.

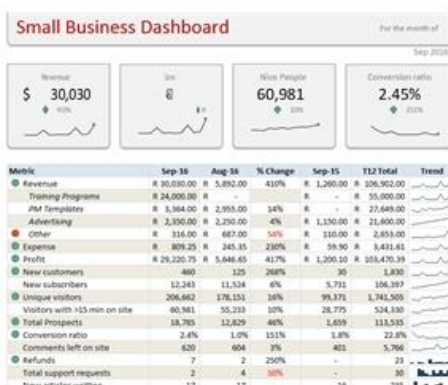
# Excel Dashboard Reporting Table of Contents

- SUMPRODUCT
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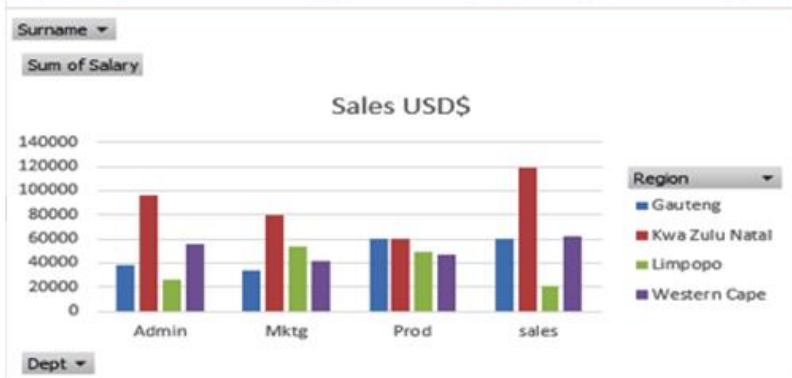
Turn this data into a fantastic Excel Interactive report as in the picture below

Month	Revenue	Training Programs	PM Templates	Advertising	Other	Expense	Profit	New customers	New subscribers	Unique visitors	Visitors with +15 min on site	Total Prospects	Conversion ratio	Comments left on site	Refunds	Total support requests	New articles written
Jan-15	350			350		28.05	321.95		2859	47,663	12,781	0				237	19
Feb-15	540			450	90	39.95	500.05	40	2246	61,772	16,163	1,049	4%	298			21
Mar-15	649			550	99	43.685	605.315	9	2693	65,676	17,624	1,301	1%	284			19
Apr-15	710			650	60	45.295	664.705	3	2968	58,969	15,390	1,315	0%	228			9
May-15	762			750	10	47.28	712.75		3310	63,265	18,156	657	0%	274			21
Jun-15	1055			850	205	54.15	1000.85	20	3905	94,721	27,551	2,036	1%	345			22
Jul-15	1090			950	140	54.15	1093.85	30	4638	96,947	29,546	2,712	3%	313			15
Aug-15	1200			1050	150	57.6	1142.4	30	5406	91,241	27,590	1,562	2%	381			19
Sep-15	1260			1150	110	59.9	1200.1	30	5791	99,373	28,775	1,659	2%	401			16
Oct-15	3488.75		2118.75	1250	120	110.9	3377.85	90	6235	111,219	32,423	1,678	5%	292	1		18
Nov-15	3117.5		1627.5	1350	140	108.6	3008.9	75	6663	109,172	33,124	2,491	3%	368			25
Dec-15	2975		1395	1450	130	116.65	2858.35	90	6898	100,140	29,133	5,757	2%	268	2	5	19
Jan-16	18233.75	12000	2523.75	1550	150	452.02	15771.73	225	7408	147,735	43,351	8,727	3%	425	1	4	20
Feb-16	3690		1860	1650	180	175.85	3514.15	85	8005	141,657	40,952	8,137	1%	444			22
Mar-16	4485		2565	1750	170	174.76	4330.24	95	8650	159,514	46,293	10,829	1%	467	4	1	17
Apr-16	4125		2115	1850	160	182.52	3942.48	90	9139	129,648	39,834	9,366	1%	443	1	4	20
May-16	4370		2220	1950	200	180.91	4189.09	95	9197	144,349	45,509	9,816	1%	850	2	2	21
Jun-16	23532.5	19000	2272.5	2050	210	654.75	22877.75	295	9794	158,144	49,607	13,976	2%	505	2	4	23
Jul-16	4972.5		2632.5	2150	190	220.05	4752.45	105	10646	155,514	46,910	11,354	1%	480	1	2	16
Aug-16	5852		2952	2250	487	245.35	5646.65	125	11526	178,131	53,233	12,829	1%	604	2	4	17
Sep-16	30030	24000	3364	2350	316	809.25	29220.75	460	12243	206,662	60,981	18,785	2%	630	7	2	17
Oct-16	10943.47	6500	1876.47	2450	119	375.47	10570	150	12973					360	1	4	10
Nov-16	0						0										
Dec-16	0						0										

AN AMAZING INTERACTIVE EXCEL REPORT



Sum of Salary	Column Labels				
Row Labels	Gauteng	Kwa Zulu Natal	Limpopo	Western Cape	Grand Total
Admin	38000	96000	26000	56000	216000
Mktg	34000	80000	54000	42000	210000
Prod	60000	60000	49500	47500	217000
sales	60000	119000	21000	62000	262000
<b>Grand Total</b>	<b>192000</b>	<b>355000</b>	<b>150500</b>	<b>207500</b>	<b>905000</b>



On completion the delegates will be sufficiently prepared to attend the Excel DashBoarding Essentials course.



For more information, contact Arnold at [sales@collegeafricagroup.com](mailto:sales@collegeafricagroup.com)

## Our Expert Facilitators



### ARNOLD MUSCAT

Obtained a Bachelor of Commerce degree majoring in Business Management and Economics (UNISA). He also obtained a First Class pass with IMM. He has worked in the financial, sales, marketing, manufacturing, production and retail industries attaining positions of General Manager, Finance Director and MD.

Arnold began using spreadsheets in the 1980's before Microsoft Office was introduced and has been a continuous and progressive user of MS office and related programmes for the past 20 years. He has been involved with training since 2003 and is the Managing Director and co-owner of College Africa Group, a national training company in South Africa.



### JENNY MUSCAT

Obtained a Bachelor of Commerce degree majoring in Business Management and Industrial Psychology. She also obtained a Diploma in PR and in Real Estate. She has worked in banking and foreign exchange, marketing, public relations, logistics planning, project management, operations in the transport industry and real estate attaining positions of General Manager and Director.

Jenny has been involved with project management for more than 20 years which included Rugby World Cup 1995 and World Cup Soccer 2010 held in South Africa. She joined the training industry in 2008 and is currently a Director and co-owner of College Africa Group, a national training company in South Africa

Arnold and Jenny are the co-authors of many Microsoft Office eBooks and publications.