



**Md Shah Alam, MCT**  
**Chief Training Officer**  
**Dikkha: Training & Consultancy**

**Microsoft Certified Trainer**  
**MS Excel Trainer & Consultant**  
**Power BI Trainer & Consultant**

**Empower Your Data To Visualize**  
**Powerfully**

# Training Summary

Course Types	Level	Days Required	Total Assessment	Total Test	Total Project	Audience
Excel Dashboard Reporting	Advance	3 Days/ 18 Hours	2	2	5	Sales, HR, Operations, Admin, Supply Chain, Finance and Accounts etc.

## Training Take-home

Course Types	Summary
Excel Dashboard Reporting	Power Automation and Reshaping of Data, Summarize and Analyze Data, Manage Non-Chart Visualization, Manage Chart Visualization and Many More Hacks

## Learning Summary

Course Types	Summary
Excel Dashboard Reporting	<ol style="list-style-type: none"> <li>1. Excel Advance Table</li> <li>2. Basic to Advance Pivot Table</li> <li>3. Power Query</li> <li>4. Macro &amp; VBA</li> <li>5. Non-Chart Visualization: Advance Conditional and Custom Formatting</li> <li>6. Chart Visualization</li> <li>7. Projects</li> </ol>

## Few Words

**Dikkha: Training & Consultancy** is pleased to provide you with this training proposal on **Dashboard Reporting by Microsoft Excel** for your esteemed organization. We understand that maintaining best services should be attached with paramount importance and we are committed to giving our utmost attention to meet your ultimate expectation so that the reflection of take-away learnings from the training will be visible in your operations.

**We want you to consider this proposal an initial overview of our offerings and some of the details may be adjusted to suit your preferences and priorities.**

### Pricing and Other Terms & Conditions

BDT. 20,000/- (including Tax but excluding Vat) will be charged each day for honorarium only. Break-down:

Particulars	Amount
Training Cost Each Day	20,000.00
Less: Tax 10%	2,000.00
<b>Total Cost After Tax (Each Day)</b>	<b>18,000.00</b>

- The cheque/Pay Order/any other instrument will be issued in the name of **Md. Shah Alam**
- The above price does not include any other cost that may incur for training purpose (e.g. Entertainment, Accommodation, etc.)
- Maximum 20 participants can join for making each training program effective and interactive

# Profile

## Chief Training Officer



### Professional Experiences:

- Four Years of Work Experience in IDLC Finance Ltd.
- Six & Half Years of Work Experience in LankaBangla Finance Ltd.
- Last Position: Head of Department of MIS and Regulatory Reporting, Operations Division, LankaBangla Finance Ltd.

### Training Experiences:

- Provided Individual Training to the Job Holders of Banks, Financial Institutions, Local Companies, Conglomerate Group
- Provided Corporate Training Facilities to Local Financial Institutions, Multinational NGO, Foreign Bank
- Conducted a workshop organized by PrimAsia University, American International University-Bangladesh & Daffodil International University
- Provided training to the Newly Qualified members of ICMAB
- Provided training to students of Dhaka University organized by Skill Hunt
- Instructed Two recorded courses of MS Word for Lead Academy
- Around 1500 individuals have been trained

### Achievement:

- Microsoft Certified Trainer and Microsoft Certified MS Excel Expert
- Received “Individual Aptitude Award” for Designing Different MIS Reports
- Enjoyed Full Scholarship in BBA and Half Scholarship in MBA
- Received Best Student Award in MBA

### Certification:

- Unlock Excel VBA and Excel Macro
- Data Analysis & Business Intelligence- Power Query, Power Pivot & DAX language
- Power BI Tools, including Power BI Desktop, Power BI Pro (Service) and PowerBI Developer
- SQL Boot map for query
- Advance English Writing

# Training Provided To



**UNIVERSITY OF DHAKA**  
ESTABLISHED: 1921



**Skill Hunt**  
Leading Towards Development



# Training Portfolio (1)

Organization Name	Type of Organization	Training Name	No of Training Sessions	Total Participants	Remarks
Médecins Sans Frontières (MSF)	International NGO	Basic – Intermediate MS Excel	10	150	Working with MSF since 2020
Médecins Sans Frontières (MSF)	International NGO	Advance MS Excel	3	50	Working with MSF since 2020
Médecins Sans Frontières (MSF)	International NGO	Workshop on application of MS Excel in Finance & Accounts	1	20	International staff also joined
National Finance Ltd	Local NBF	Basic MS Excel	1	20	-
National Finance Ltd	Local NBF	Advance MS Excel	1	20	-
WOORI BANK	Foreign Bank	Advance MS Excel	1	35	-
LankaBangla Finance Limited	Local NBF	Basic MS Excel	2	40	Conducted In-house training as Staff
LankaBangla Finance Limited	Local NBF	Advance MS Excel	1	12	-

## Training Portfolio (2)

Organization Name	Type of Organization	Training Name	No of Training Sessions	Total Participants	Remarks
ICMAB	Institute of Cost and Management Accountants of Bangladesh	Basic MS Excel	1	15	Participants are Newly Qualified Members
ICMAB	Institute of Cost and Management Accountants of Bangladesh	Intermediate MS Excel	2	45	Participants are Newly Qualified Members
ICMAB	Institute of Cost and Management Accountants of Bangladesh	Advance MS Excel	2	30	Participants are Newly Qualified Members
Primeasia University	Private University	Workshop on Business MS Excel	1	30	Outgoing Students
AIUB	Private University	Workshop on importance of MS Excel in Business	1	25	Outgoing Students
YSSE	NGO	Operational Excellence with Power Point	1	30	-
Dhaka University	Public University	Basic to Advance Excel	1	28	Organized by Skill Hunt

## Training Portfolio (3)

Organization Name	Type of Organization	Training Name	No of Training Sessions	Total Participants	Remarks
Daffodil International University	Private University	Workshop on importance of MS Excel in Business	1	50	Outgoing Students
Daffodil International University	Private University	Workshop on importance of MS Excel in Business	2	100	Students from different discipline
YSSE	NGO	Operational Excellence with MS Excel	1	60	-

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# DIKKHA

TRAINING & CONSULTANCY

Distinct & Dynamic

**Advance Level (II): Excel  
Dashboard Reporting**

**Automation of Task-  
Macro & VBA**

**Large Data Management-  
Power Query**

**Chart and Graph-  
Data Visualization**

## Objective of this Training

The objective of this Training is to help the audiences develop their skills and knowledge on Power Query and Dashboard on the purpose that they can prepare their data more powerfully through transformation and tell the story by visualizing through lucrative dynamic dashboard

## Key Takeaways from This Training

Automation of Tedious Task

Large Data Set Management

Data Visualization for Storytelling

Apply Learning in the Workplace

## What the Participants are going to Learn

Automation of Tedious Task by Macro and VBA

Perform Large Data Management by Exploring Power Query through Transformation of Data

Data Visualization Technique for Storytelling of data

Dashboard Design Technique for Data Visualization

## Specialties of This Training

Pre and Post Assessment will be evaluated

A good number of Assessments and Tests will be taken

Worksheet along with Practice Sheet will be provided

Handouts will also be provided

Various real-life cases will be solved

Projects under Each Main Topic will be conducted

Certificate to be awarded only when he/she qualifies the assessment

## Training Summary

**Audience:**

Service Holder

**Prerequisite:**

Intermediate Level

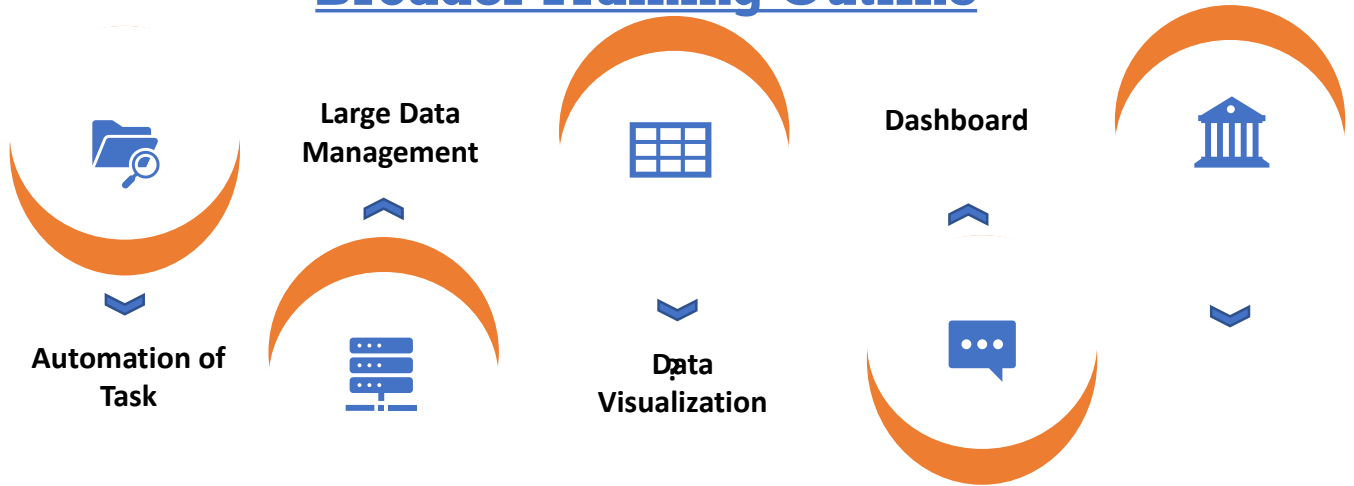
**Total Duration:**

18 Hours/3 Days

**Training Mode:**

Offline

## Broader Training Outline



## Detailed Training Outline

### Pre-Assessment

#### Section 1: Automation of Tedious Task

- a. How to record Macro
- b. How to run Macro
- c. How to assign Macro
- d. Working With Active-X Control
- e. Dynamic Advance Filtering
- f. Call Macro
- g. Protect Coding
- i. Dynamic Data Presentation by scrolling down

### Assessment Test-1

#### Project 1: Transfer Data to Multiple Sheets from Master Worksheet

#### Section 2: Large Data Management

- a. Meet Power Query
- b. Connect Data: Excel, Text, Online, PC Folder
- c. Get and Transform: Query Editor
- d. Data Loading Option
- e. Data Transformation
- f. Adding Column
- g. Merging Queries & Appending Queries
- h. Query Editor Tool: Home, Transform, Add Column

### Assessment Test-2

#### Project 2: Clean data from Text Document, Connect Workbook to Web Page, Connect to a Local Folder

## Section 3: Data Visualization by Lucrative Dashboard

- a. Broad Discussion on Excel Table
- b. Getting Started with Pivot Table and Charts
- c. Applying Slicer for Dynamic Filtering
- d. Different Types of Charts
- e. Using Shapes For Dashboard Design
- f. Application of Form Control and Active-X Control in Making Dashboard Dynamic
- g. Making Dashboard Dynamic by Connecting Different Excel File in a Local Folder by PowerQuery
- h. Application of Name Manager in Dashboard
- i. Application of Formula and Functions in Dashboard

Project 1: Sales Dashboard

Project 2: Business KPI

Project 3: NPL Dashboard