MALAYSIAN INSTITUTE
OF ACCOUNTANTS

NEW · LATEST PROGRAMME ·

CPE HOURS GAINED
16

HRDCORP CLAIMABLE

DIGITAL BADGE PROGRAMME

Visually Creative Infographics via Advanced Excel Charts

19 & 20 June 2023 (Monday & Tuesday)
Pullman Kuala Lumpur Bangsar

Image source: Freepik.com

OBJECTIVES

This programme seeks to help you:

- Save significant time in creating and managing presentations
- Master Excel's user-defined custom charts and types
- Modify any existing chart to create a more dynamic chart and infographic
- Manipulate and present your data visually to better serve your audience
- Enhance a chart by adding external objects to it
- Apply dozens of shortcuts and techniques in your everyday work and more

WHO SHOULD ATTEND

Anyone wanting to understand the know-hows of handling raw data and mapping it against the right type of advanced chart for presentation purposes utilising Microsoft Excel tools and converting it into elements of Infographics.

METHODOLOGY

Lectures accompanied by practical examples and mini cases.

Pre-requisite: Basic understanding of Excel data formatting and use of simple functions.

REQUIREMENTS FOR DIGITAL BADGE

DIGITAL BADGE PROGRAMME

Digital badge will be awarded after completion of the programme and fulfillment of the criteria set such as submission of assignments, projects, and assessments.

Participants are required to bring their own laptop installed with Microsoft Excel and PowerPoint 2010/2013/2016.

A well-designed infographic can help simplify a complicated subject or turn a subject into captivating experience. An infographic is visual representation of information or data, e.g. as a chart or diagram. Adding an interactive content like infographics can be a good strategy in any reports and marketing campaigns. Ideally, an infographic is visually engaging, contains subject matter that is appealing to your target audience, and supported by other engaging content across various channels. This is what this programme caters for in a highly descriptive and visually impacting manner.

The programme utilises Microsoft Excel charts to create simple to advanced, and complex charts, and tweaking it to elements of meaningful infographics for creating the "wow" effects in presentations. Some of the bigger challenges is presenting the charts to tell a story to the audience. This is where one needs to master some of the built-in tools, how to enhance the appearances of charts, and create a makeover of it into infographics.

Visually Creative Infographics via Advanced Excel Charts

PROGRAMME OUTLINE

DAY 1

8.30 am Participants Registration

9.00 am
- Understanding Chart Types
  - > Conveying a Message with a Chart
  - > Choosing the right Chart Type
  - > Analysing various types of Charts
  - > Importance of looking good–Telling a story with Charts

10.30 am Morning Refreshments and Networking

11.00 am
- Changing Chart Elements
  - > Selecting chart elements
  - > Modifying chart properties using the following:
    - » Format dialog box
    - » Modifying chart area
    - » Modifying plot area
    - » Working with chart titles
    - » Working with legends
    - » Changing chart gridlines
    - » Modifying axes
    - » Incorporating and understanding challenges with Dates
    - » Reversing the order within Y-axis
    - » Adding colours to negative and positive values within X-axis
    - » Displaying values within chart elements

12.30 pm Networking Lunch

1.30 pm
- Fine Tuning the Chart
  - > Modifying one chart to another within the same chart area
  - > When to add secondary axis
  - > How to handle large numbers against very small numbers
  - > When and how to reverse a data category
  - > Converting horizontal axis values from negative to positive completely
  - > Moving vertical axis from middle to left when dealing with positive and negative values
  - > Highlighting lower values with different colours
  - > Reducing gap width and series overlaps of columns and bars

3.00 pm Afternoon Refreshments and Networking

3.30 pm
- Creating Advanced Aspects of Following Charts:
  - > Bar
  - > Column (images within columns)
  - > Scatter (forecasting future values)
  - > Line with Markers
  - > Doughnut
  - > Bubble (showing market share)
  - > Gantt (for project planning)
  - > Thermometer
  - > Waterfall
  - > Bullet
  - > Actual versus Budget Figures
  - > Speedometer
  - > Step

5.00 pm End of Day 1

DAY 2

8.30 am Participants Registration

9.00 am
- Understanding Basics of Infographics
  - > Identifying target audience
  - > Organising your data
  - > Shapes that can be categorised as rectangles, lines, arrows, etc.
  - > Modifying different layouts
  - > Ability to link data to graphics
- Creating Infographics Within Excel
  - > Displaying complex connection on a relatively small space
  - > Introducing vector objects
  - > Working with cool graphics as infographics within Excel
  - > Modifying charts and replacing with objects
  - > Creating custom infographics using icons

10.30 am Morning Refreshments and Networking

11.00 am
- Seeking Information from Infographic
  - > Informing your message
  - > Comparing similarities or differences among values
  - > Showing changes that are continuous over time
  - > Organising groups, patterns, and order
  - > Seeking for relationship amongst data

12.30 pm Networking Lunch

1.30 pm
- Making a Timeline Infographic
  - > Creating a story based on a Timeline
  - > Updating time periods with objects
  - > Replacing placeholder text and formatting of objects and colours
  - > Narrowing the scope of Timeline
- Creating a Communicative Infographic
  - > Conveying a message with infographic
  - > Modifying structure of chart to accommodate communicative infographic
  - > Adding images and descriptive data
  - > Importance of looking good
  - > The final touch

3.00 pm Afternoon Refreshments and Networking

3.30 pm
- Creating an Annual Report Infographic
  - > Defining the audience
  - > Structuring the story to communicate impact
  - > Aligning with existing design elements
  - > Tabulating the data
  - > Presenting the findings
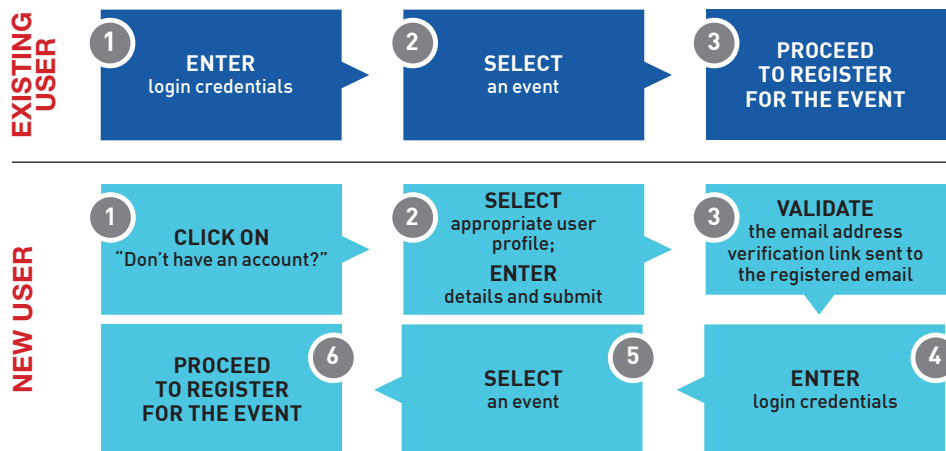
5.00 pm End of Programme

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With immediate effect, enrolment for all CPE programmes will be **STRICTLY VIA ONLINE REGISTRATION ONLY**

REGISTRATION PROCESS
- To view more events and download the full brochure, please visit: *pd.mia.org.my*
- Search and select the event
- Click 'Register' to experience the new system by continuing with the respective steps below:

EXISTING USER

1. **ENTER** login credentials
2. **SELECT** an event
3. **PROCEED TO REGISTER FOR THE EVENT**

NEW USER

1. **CLICK ON** "Don't have an account?"
2. **SELECT** appropriate user profile; **ENTER** details and submit
3. **VALIDATE** the email address verification link sent to the registered email
4. **ENTER** login credentials
5. **SELECT** an event
6. **PROCEED TO REGISTER FOR THE EVENT**

For any assistance, please call (8.45am-5.30pm, Monday-Friday)
MIA Help Desk @ 603-2722 9000

TERMS & CONDITIONS

PROGRAMME FEE
- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- Depending on the event, the fee includes course materials and/or lunch and/or tea breaks.
  - **Individual Registration:** Full payment shall be made at the point of online registration.
  - **Corporate Registration:** Full payment shall be made within thirty (30) days from the date of the Invoice or 1 day before the programme, whichever earlier.
- Admittance to the programme shall be granted only upon full payment as per the above requirement.

PAYMENT MODE
- Payment must be made through the **electronic channels i.e. online payment via the MIA member service portal and electronic fund transfer (EFT)**.
- Payment by **cash and cheque is NOT ACCEPTABLE** effective from 1 January 2022.

HRD CORP (FOR CLAIMABLE EVENTS ONLY)
- MIA is an approved Training Provider registered under 'Institut Akauntan Malaysia' (MyCoID: 631967).
- **Employer's Obligations**
- To ensure grant approval is obtained prior to event registration and to provide the Grant ID notification upon event registration.
- To make full payment to MIA as per the issued Invoice within 14 working days upon receipt of MIA's notification in the event the approved training fee is cancelled by HRDC due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDC.
- To settle the balance payment to MIA within 14 working days upon receipt of MIA's notification in the event only partial claim is approved by HRDC. MIA will provide copy of the original invoice and will not issue a new invoice for the balance amount.
- If employer has made payment prior to grant approval, a refund will be made to employer subject to reimbursement received from HRDC. Refund will be made upon receipt of duly completed employer's EFT Form.
- To provide required information and/or documents after completion of event for the purpose of HRDC Claim within 7 working days upon receipt of MIA's notification.

CANCELLATION
Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:
- For written cancellation received with minimum seven (7) days' notice from the date of the programme, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the programme, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the programme or for participants who failed to join the programme. Unpaid registrations will also be liable for full payment of the registration fee.
- Replacing registered participants is not allowed.
- Paid registration that is cancelled can opt to transfer the paid amount to future event(s) after deducting any applicable administrative charges.
- The transfer request to future event(s) should be confirmed by Corporate/Individual within three (3) days after cancellation otherwise the cancellation will be confirmed with refund action. Transfer request will not be entertained after the refund is processed.

- Corporate/Individual is required to top-up the balance amount if the amount to be transferred to the future event is insufficient.
- Any excess amount after transfer will be refunded to the Corporate/Individual's bank account as provided in the EFT form.
- Corporate/Individual is required to provide the EFT form each time when a refund is requested.

PARTICIPANT'S CLASSIFICATION AND INFORMATION
Category: Corporate/Individual
- Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed upon registration.
- The information on Corporate/Individual provided shall be deemed true and correct. No alteration will be allowed upon registration.

VERIFICATION OF ATTENDANCE
- All participants are required to present photo identification (NRIC, driving licence or company's ID card) at the point of registration prior to signing the registration list when attending the programme. Admittance may be denied upon failure to present photo identification.

CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS
- Upon full attendance of the programme, participants will be issued an e-certificate of attendance. For this purpose, it is COMPULSORY to fill in the email address clearly.
- CPE credit hours will be credited into the MIA Member Services Portal within 14 days of the programme for participants who have complied with all terms and conditions stipulated herein.
- Participants will only be entitled to the CPE hours upon attending the entire duration of the programme. CPE hours will not be accorded for partial attendance.

COPYRIGHT
The materials of the programme shall not be disclosed or used in any manner, either wholly or partially against any other parties and/or used in any manner, either wholly or partially as a defence by you and/or any other parties under any circumstances. The participants are therefore prohibited from reproducing any materials of this programme. All copyright and/or intellectual property rights in any relevant materials produced in this Programme will remain with the party who produced such materials. MIA disclaims responsibility for the materials of this programme. Neither the MIA, its Council or any of its Boards or Committees nor its staff shall be responsible or liable for any claims, losses, damages, costs or expenses arising in any way out of or in connection with any persons relying upon the materials provided during the programme.

DATA PROTECTION
Information given by the participants to MIA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MIA's official website and therefore, allow MIA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

EXCLUSION OF LIABILITY
This programme shall not constitute an endorsement of the speaker(s) by MIA and MIA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the programme's participants.

DISCLAIMER
Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s), time(s) and to cancel the programme should circumstances beyond its control arise. MIA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.

FACILITATOR

PALANI MURUGAPPAN

Palani a.k.a. *The Interpreter* (who helps converge data into information), applies the VERIIFY™ training methodology, i.e. Validate, Encapsulate and Rationalise raw data in Identifying Information for Future Yield. He is a HRD Corp certified trainer who shares his knowledge and experience culled from over 20 years of involvement in the software application training industry.

If you want to make sense of the data surrounding you; how your organisation's data can help you expand or cut down areas of expenses; or simply move up the corporate ladder by being ahead in terms of interpreting raw data, the Interpreter will be able to assist by mapping the data into a spreadsheet format like Microsoft Excel and performing various business process analysis.

Excel is the most common spreadsheet used in an office environment. While most are familiar with Excel, only a handful know the art of extracting data from a database; or converging raw data into information using Excel's built-in tools. This is where the Interpreter excels in showing the many ways of doing this.

PROGRAMME FEES

Member/Member Firm	RM 1,400
Non-member	RM 1,600

Preferred Payment: Pay with MIA-CIMB Affinity Credit Card.

PROGRAMME DETAILS & REGISTRATION

HRDC Training Programme No. : 10001261740

19 & 20 June 2023 (Monday & Tuesday)
Pullman Kuala Lumpur Bangsar

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