

MICROSOFT EXCEL PACKAGE SERIES

Power of **5**

Bring your data to life

August 13-November 28, 2018

Every Monday, Wednesday, & Friday

6:30 PM to 8:30 PM

@ IBA City Campus

COURSES

- 1) **Basic of Excel**
(August 13-September 3, 2018)
(includes Eid-ul-Azha holidays)
- 2) **Advanced Excel**
(September 10-28 2018)
(includes Ashura holidays)
- 3) **Dashboard Reporting**
(October 1-17 2018)
- 4) **Power Pivot & Power Query in Excel**
(October 22-November 7, 2018)
- 5) **Power BI (Business Intelligence Software by Microsoft)**
(November 12 - 28 2018)

Packages

Package 1: Choose any 1 course @ PKR. 15,000/- each

Package 2: Choose any 2 courses @ PKR. 14,000/- each

Package 3: Choose any 3 @ PKR. 12,500/- each

Package 4: Choose any 4 courses @ PKR 11,000/- each

Packages 5: Choose **Complete Package** @ PKR. 51,000/-

Training Investment includes best hands-on training, training manual, exercise files, case studies, stationery, & business networking.

BASICS OF EXCEL

- ♦ The Spreadsheet Model
 - ♦ Navigating the Interface
 - ♦ Basic Data Editing
 - ♦ Acquiring and Conforming Data
 - ♦ Excel tables and lists
 - ♦ Worksheet Formatting and Presentation
 - ♦ Leveraging Formulas and Functions
 - ♦ Extending Formulas and Functions
 - ♦ Creating a Visual Presentation of Data
 - ♦ Printing Worksheets
 - ♦ Introducing Advanced Excel Features
 - ♦ Final Worksheet touches
 - ♦ Creating & Managing Macros
- ♦ Summarize data with Excel by incorporating formulas, formatting, and charts and graphs
 - ♦ Efficiently navigate and manipulate multiple spread sheets in a workbook
 - ♦ Optimize your worksheets using templates, graphs and formulas
 - ♦ Import, fine-tune and share Excel data in your work group

MICROSOFT EXCEL ADVANCED

In this course participants will learn some of the selected advanced features of MS Excel in order to make life much simpler and hassle free. The workshop will help participant collate & analyze information effectively that is vital for administration & planning business models. Participants will learn to display and present information in a way that is simple and sensible.

Why should you join this course?

Excel remains one of the most powerful and easy to use tools when it comes to crunching data. Learning Excel in a proper, structured way can not only help you save time, but it will also help you become better at your job and can give you time to focus on things and people that matter.

While we can argue that Excel can be learned by reading help and visiting blogs, it also takes good amount of time if you use that method.

This is a structured program. Each topic contains Excel files for you to learn the concepts in detail. This is an intense, focused and clearly defined program to help you learn Excel in useful and fun way.

Focus Areas of Training

Formulas	Formatting	Conditional Formatting
Basic Charting	Advanced Charting	Excel Tables
Pivot Tables	Data Validation, Filters	Advanced. Formulas
Importing External Data	Shortcuts, Productivity	Basic Form Controls, Macros

Maximize the value of your data!

Dashboard Reporting in Excel

TOPIC # 1: WHAT IS A DASHBOARD?

- 5 Dashboard Examples
- Deriving our own dashboard definition
- Looking at Dashboard definitions around web

TOPIC # 2: DASHBOARD CREATION PROCESS

- Why have a process – Learning from a Failed Dashboard
- Defining the Dashboard Creation Process
- Example Dashboard made with such process

TOPIC # 3: MAKING EXCEL DASHBOARDS – PART 1

- Defining the purpose of the dashboard
- Finding appropriate metrics for the dashboard
- Making a mockup of the dashboard

TOPIC # 4: MAKING EXCEL DASHBOARDS – PART 2

- Understanding the data
- Writing Formulas
- Making Charts
- Adding Conditional Formats

TOPIC # 5: DASHBOARD DESIGN TIPS & TRICKS

- Dashboard Design Principles
- MVC Rule
- 4 Important Design Principles
- 3 Examples of Well Designed Dashboards
- 6 Dashboard Layout Ideas Hyperlinks

TOPIC # 6: CREATE DYNAMIC AND INTERACTIVE CHARTS

- Introduction to Charts
- Chart formatting Tips
- Actual vs Forecast Charts
- 10 Tips & Tricks on Excel Charts
- Dynamic Chart with Check boxes · Expand & Collapse Charts · Analytical Charts

TOPIC # 7: CREATE KPI DASHBOARD

- Philosophy of Simplified KPI dashboard · Structure of input data sheet · Dashboard explained & closing thoughts

Power Pivot

Bringing the self-service business intelligence to your desktop

Power Pivot for Excel enables you to transform enormous quantities of data with incredible speed into meaningful information to get the answers you need in seconds, all with the comfort of familiar Excel tools and features.

- Import big data from virtually any source
- Create relationships
- Build interactive reports
- Data Analysis Expressions (DAX)
- _Speed up Power Pivot calculations

MODULES

- Installation of PowerPivot
- Get your data in Power Pivot Workbook
- Calculated columns
- Relationships
- Creating Pivot Tables
- Measures
- Must know DAX Functions
- Time Intelligence Functions
- PowerPivot Tools

Power Query

Course Outline

Introduction

- ♣ What is Power Query
- ♣ Installing Power Query
- ♣ Interface

Data Sources

- ♣ From Web
- ♣ From Excel File
- ♣ From Current workbook
- ♣ From CSV or Text File
- ♣ From Folder
- ♣ From Database (SQL)
- ♣ From Other Sources

Combining Multiple Sources

- ♣ Multiple Excel Tables or Named Ranges
- ♣ Worksheets not Correctly Formatted
- ♣ Appending Queries
- ♣ Merging Queries

Transforming & cleaning data

- ♣ Editing queries
- ♣ Data Types
- ♣ Fixing dates with locale setting
- ♣ Columns – Move, Remove, Rename & Duplicate
- ♣ Splitting columns
- ♣ Merging columns
- ♣ Filtering rows
- ♣ Removing Duplicates and Errors
- ♣ Sorting

- ♣ Replace and Fill
- ♣ Transforming Text and Numbers
- ♣ Transforming dates
- ♣ Adding Custom & Index Columns
- ♣ Adding Custom Calculated Columns
- ♣ Adding Custom Date and Time Columns
- ♣ Grouping
- ♣ UnPivot
- ♣ Transpose
- ♣ Duplicating and referencing another query

Data Destinations & Refreshing Queries

- ♣ Loading to the workbook options
- ♣ Loading to the data model or power pivot
- ♣ Load settings & Automatic Refresh
- ♣ Load directly into PowerPivot

Power BI

Power BI transforms your company's data into rich visuals for you to collect and organize so you can focus on what matters to you.

Power BI is a suite of business analytics tools to analyze data and share insights.

Power BI dashboards provide a 360-degree view for business users with their most important metrics in one place, updated in real time, and available on all of their devices.

With one click, users can explore the data behind their dashboard using intuitive tools that make finding answers easy.

Course Outline

Get Started

- Understanding Power BI
- What are Power BI Desktop and Desktop Pro
- Installing Power BI Desktop
- Launching Power BI Desktop

Get Data

- Understanding Power BI data sources
- Connecting to a file Excel
- Connecting to a file CSV
- Connecting to a database Access
- Connecting to a web data source
- Connecting to Facebook
- Importing Excel data models

Model Data Shaping, Combining, and Merging Data

- Reducing data with the Query Editor

- Transforming data
- Inserting custom columns
- Appending data to a query
- Adding an index column
- Cleaning up data
- Creating relationships between tables
- Merging data
- Using lookup tables in a dataset

Create Visualizations and Reports

- Creating and arranging visualizations
- Creating text visuals Cards, table, matrix
- Creating and formatting chart visuals
- Using a slicer to filter visuals
- Creating a map visualization

Share Your Work

- Publishing to the Power BI service
- Refreshing and removing datasets and reports
- Sharing and un-sharing reports

TRAINER: TAHIR ALI

Tahir Ali have been involved in corporate training since 2010 and delivered training sessions on MS Office, Advanced Excel & Dashboard reporting on MS Office versions 2003/2007/2010/2013 & hundreds of individuals, professionals and corporate executive have gone through trainings sessions from all areas of life including multinationals, local companies, financials institutions & educational institutions in Pakistan.

Tahir Ali is associated with IBA Center for Executive Education imparting training related to MS Excel i.e. Dashboard reporting, Power Pivot & Power Query, etc.. He has conducted customized training on “Data Analysis through MS Excel” for school heads of AKESP in IBA, tailor-made training on Computer Applications for Sindh Engro Coal Mining Company (SECMC) for their Thari Trainee Engineers, and also Basic & Advanced Excel for Oxford University Press (OUP) Pakistan.

Certifications:

Microsoft Office Specialist Master

Microsoft Office Specialist Expert (Excel 2013)

Microsoft Office Specialist (Word 2013)

Microsoft Office Specialist (PowerPoint 2013)

For Queries & information

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Registration form & Fee Voucher are available at our website: <http://sdp.iba.edu.pk/>

Fee is to be deposited in cash / pay order in any branch of FAYSAL BANK Ltd., A/C No. 110-2162113-006.

No fee will be accepted in cash/cheque at our office.

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For Registrations