

MICROSOFT EXCEL

FANTASTIC 5

PACKAGE SERIES

Bring your data to life

October 3-December 28, 2016

Every Monday, Tuesday, &

Wednesday

6:30 PM to 9:00 PM

IBA Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Courses

- 1) Microsoft Excel Advanced
(3 Oct to 17 Oct 2016)**
- 2) Dashboard Reporting in
Excel
(26 Oct to 16 Nov 2016)**
- 3) Power Pivot & Power Query
in Excel
(21 Nov to 7 Dec 2016)**
- 4) Power BI (Business
Intelligence Software by
Microsoft)
(12 Dec to 28 Dec 2016)**
- 5) Training to Become
Microsoft Office Specialist
(MOS) in Excel 2013
(2 Jan to 18 Jan 2017)**

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 or**
4 courses @ PKR. 12,000/-
each

Packages 4: Choose
Complete Package @ PKR.
50,000/-

Course Material: Exercise files,
Case Studies & Books will be
provided to the participants
for each of the course.

Skills Development Program

Adding Skills to Experience

IBA CEE

Center for Executive Education
Institute of Business Administration

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



**Training to Become
Microsoft Office Specialist in
Excel 2013**





RAHIM ZULFIQAR ALI

Microsoft
Office Specialist
Excel 2013

Microsoft
Office Specialist Expert
Excel 2013

Microsoft
CERTIFIED
Trainer

Trainer's profile / About Trainer:

Rahim Zulfiqar Ali is Microsoft Certified Trainer (MCT), Microsoft Certified Professional (MCP), Microsoft Office Specialist Expert in Excel 2013 (MSOS, MSOE) & Brainbench MASTER Certified for Excel.

Rahim has been actively involved in training & teaching professionals with many organizations and institutions as visiting faculty member, and trained thousands of professionals. He gained the repute of an international level trainer in excel with his knowledge of enabling maximum learning & retention in least possible time.

Positively, training is more of his passion than profession as he empowers others to create value for their enterprises. Rahim is driven by a mission in life which aims to provide better understanding to his participants enabling them to focus better and achieve the results they seek.

- Microsoft Certified Trainer (MCT)
- Microsoft Office Specialist (MSOS) Excel 2013
- Microsoft Office Specialist Expert (MSOE) Excel 2013
- Cleared Microsoft Excel 2013 exams 77-420, 77-427 & 77-428.
- The First Pakistani to complete all Excel 2013 Microsoft Certifications in 2015.
- Founder & Chief Spreadsheet Officer at ExcelBasement.org
- 3rd in Pakistan & Top 20 in World - BrainBench.com Excel Rankings.
- Visiting Faculty at Institute of Business Administration (IBA) for MS Excel
- Microsoft Excel Trainer at ESCRIBIR (College of Advanced Studies)
- Expertise in creating Dashboard Reports, Financial Models, PowerPivot, Advanced & Complex formulas in Microsoft Excel.
- Representing as Community Partner at modeloff.com in yearly competition of World Financial Modeling Championship.
- Supports EXCEL.TV (Team of Excel Experts from USA)
- Successfully completed "Excel 2013 Power BI Fundamentals" course from Microsoft Virtual Academy.
- 5+ years of experience as Finance Officer & Business Analyst at United Bank Limited from 2009 to 2014 in Finance Division.

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