

# MICROSOFT EXCEL PACKAGE SERIES

*Power of* **4**

*Bring your data to life*

January 7-April 3, 2019

Every Monday, Wednesday, & Friday

6:30 PM to 8:30 PM

@ IBA City Campus

## COURSES

- 1) **Data Analysis & Presentation with MS Excel & MS Power Point (Basic to Advanced)**  
(January 7-28, 2019)
- 2) **Dashboard Reporting**  
(February 4-20, 2019)
- 3) **Power Pivot & Power Query**  
(February 25-March 13, 2019)
- 4) **Power BI (Business Intelligence Software by Microsoft)**  
(March 18-April 3, 2019)

## 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. 13,000/- each

**Packages 5:** Choose **Complete Package** @ PKR. 50,000/-

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

# Data Analysis & Presentation with MS Excel & MS PowerPoint

*Basic to Advanced*

## Microsoft Excel

- ◆ Excel User Interface and Navigation.
- ◆ Basic formulas and functions. (SUM, AVERAGE, MIN, MAX)
- ◆ Defining and using names.
- ◆ Understanding Cell references.
- ◆ Basic Formatting Techniques.
- ◆ Advanced formulas and Functions. (SUMIF, SUMIFS, AVERAGIFS, COUNTIFS)
- ◆ Lookup and reference functions. (VLOOKUP, INDEX, MATCH, OFFSET)
- ◆ Text Functions (CONCATENATE, TRIM, LEFT, RIGHT, MID, TEXT)
- ◆ Separate data using “Text to Column” and “Flash fill”.
- ◆ Understanding Table tool to manage and analyze data.
- ◆ Advanced Pivot tables and Pivot charts for data analysis and presentation.
- ◆ Introduction to Data Model in Modern Excel.
- ◆ Creating Relationships between data tables.
- ◆ Creating reports and analyzing data from multiple tables using Pivot tables.
- ◆ Data Validation Techniques to maintain data integrity.
- ◆ Conditional Formatting techniques to highlight data anomalies.
- ◆ Data visualization through Charts and Graphs.
- ◆ Record and use Macros to perform recurring and routine

## Microsoft PowerPoint

- ◆ Modifying the PowerPoint Environment.
- ◆ Customizing Design Templates.
- ◆ Adding SmartArt to a Presentation.
- ◆ Modifying Objects in Your Presentation-Creating custom Infographics.
- ◆ Working with Media and Animations.
- ◆ Collaborating on a Presentation.
- ◆ Customizing a Slide Show.
- ◆ Securing and Distributing a Presentation

*It's about making an impact that influences your audience, whether you are an entrepreneur pitching investors, a small business owner pitching a product to a retailer or potential customer, a startup presenting a new initiative, or a manager asking for budget or staffing resources.*

———Forbes Nov 2013

# 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

## 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)



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

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