

# MICROSOFT

# EXCEL

## PACKAGE SERIES

*Bring your data to life*

**March 20-June 9, 2017**

**Every Wednesday, Thursday &  
Friday**

**6:30 PM to 8:30 PM**

### Courses

- 1) Microsoft Excel Advanced  
(March 20-April 7, 2017)**
- 2) Dashboard Reporting in  
Excel  
April 12-28, 2017)**
- 3) Power Pivot & Power  
Query in Excel  
(May 3-19, 2017)**
- 4) Power BI (Business  
Intelligence Software by  
Microsoft)  
(May 24-June 9, 2017)**

### Packages

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

**Package2:** Choose any **2**  
**or 3 courses @ PKR.**  
**13,000/- each**

**Package 3:** Choose  
**Complete Package @**  
**PKR. 40,000/-**

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

# 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	Shortcuts,	Basic Form Controls,

# 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

## 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's Profile:**

**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, financial 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 also conducting training on Data Analysis through MS Excel for school heads of AKESP in IBA.

## **Certifications:**

Microsoft Office Specialist Master

Microsoft Office Specialist Expert (Excel 2013)

Microsoft Office Specialist (Word 2013)

Microsoft Office Specialist (PowerPoint 2013)



Institute of  
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*Leadership and Ideas for Tomorrow*

## 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

IBA CEE

Center for Executive Education  
Institute of Business Administration

Skills Development Program

Adding Skills to Experience