



### You Will Learn How To:

- ❑ Leverage features of Microsoft Excel 2013 to facilitate business decisions.
- ❑ Excel database management operations.
- ❑ Data Transforming using POWER QUERY.
- ❑ Working with Excel - 13 BI Tools (POWER PIVOT, POWER VIEW & POWER MAP).
- ❑ Visualize your data with with Power View & Power Map.
- ❑ Using Excel 2013 CLOUD SERVICES.
- ❑ How to download & use APPS in EXCEL 2013.
- ❑ Process data from multiple worksheets / workbooks for summary reports.
- ❑ Using lookup & references formulas efficiently.
- ❑ Highlight data anomalies with advance conditional formatting.
- ❑ Creating sophisticated & dynamic charts for business decision.
- ❑ Summarize huge data with Excel array & aggregate functions.
- ❑ Build macro charged reports & invoking macros in reports with form controls.
- ❑ Develop custom solutions, automate tasks and increase performance.
- ❑ Perform "what-if" analysis for developing budget and project plans.

## Dashboard Reporting & Business Intelligence with **Excel & Power BI**



- o Advance Excel for Advanced Report Development
- o Macros & Automation with VBA
- o Business Intelligence with Excel & Power BI

### Our Offers:

- Customized In – House Sessions (Full Days).
- Customized In – House Small Regular Sessions.
- Online Training in Pakistan & Abroad.
- Online Excel Video Access Subscription.
- Regular Classes (Saturday & Sunday).
- Consultancy - Customized Solutions & Automation.
- Excel 2013 Business Intelligence Tools Implementation and Training .
- Preparation for MS OFFICE online Certifications.



### TRAINING OBJECTIVES:

This training will enable participants to use and explore **Excel** Reporting and Business Intelligence tools in multiple ways to perform their **Excel** routine tasks more quickly and accurately. They will learn sophisticated, advanced & professional tips & tricks to general professional reports, dashboards and visualization, unleash the power of **Excel** hidden & obscure features. Visualize performances, Trends, growth on Maps, creating quickly dashboards with Power View and Power Pivot, and this will be the best opportunity to get the answers of all your **Excel** queries, reporting problems & analysis techniques.

## TRAINING CONTENTS:

### ADVANCE EXCEL TIPS & TRICKS:

#### Analyzing Data with Excel Power Functions:

- Implementing Names to enhance your workbook model.
- Developing nested functions to cope with multiple conditions.
- Conditionally Aggregate values using IFs functions.
- Do the Impossible with Excel Array Formulas.
- Array constant v/s array variables.
- Lookup & references formulas to manage multiple data sets.
- Using Date & time functions.

#### Data management Tools:

- Using Table for dynamic ranges.
- Using Form to input & filter data.
- Advance data sorting techniques.
- Complex filtering using advance filters.
- Data validation to avoid/identify wrong data input.
- Data errors in data using conditional formatting.

#### Reporting Tools:

- Using Subtotal formula and tools.
- Creating nested subtotals reports.
- Data consolidation using 3D formulas, by position & by category.
- What - if analysis tools for data optimization
- Condensing and Refining Data With PivotTables And Pivot Charts For Real-Time Data Analysis.
- Summarizing datasets with grouping and aggregation



## Who Should Attend:

*Professionals who want to increase their knowledge of intermediate to advanced features in Excel.*

## Hands-On Training:

*Hands-on exercises provide you with practical experience using Excel. Exercises include:*

- Assignments (Real World Examples).**
- Queries that have been answered during our previous Trainings & Workshops.**
- Reports which we created for our Clients.**



## DATA VISUALIZATION WITH EXCEL TOOLS & CHARTS:

- Working with Excel Built-In Charts.
- Creating Excel Non -Native Charts.
- Creating Dynamic Charts with Excel FORM Controls.
- Creating in-cell tiny charts with sparklines.
- Conditional Formatting to see trend, growth & variances.
- Power View to do sophisticated visualization.
- Power Map on spatial data for geographical analysis.

## DASHBOARD REPORTING:

*Learn how to create quality Dashboard reports in Excel. Dashboard reports present business information as a clear, concise picture that is easy to read, understand and update. A variety of results can be condensed into a single page for comparison purposes, simplifying and reducing the time taken to report on organizational performance.*

- Analyzing data.
- Figures that use charts and worksheets.
- Formula driven visualizations.
- Showing trends.
- Pivot tables.
- Performance against target.
- Designing an interactive interface.



## **MACRO CHARGED REPORTING / ENHANCING EXCEL USAGE WITH MACROS:**

- **Introduction to VBA.**
- **Recording and executing macros.**
- **Limitations.**
- **Enhancing with VBA code.**
- **The code design tools.**
- **The debugging tools.**
- **Writing VBA Code.**
- **Event-driven programming.**
- **Putting objects to work.**
- **Storing data in variables.**
- **Conditional branching.**
- **Looping through code.**
- **Building procedures.**
- **Understanding object model structures.**
- **Writing application-specific procedures.**
- **Building Intuitive User Interfaces.**
- **Using intrinsic dialogs.**
- **Creating customized dialogs with User Form objects.**
- **Modifying menus and toolbars.**
- **Handling runtime errors.**

## **BUSINESS INTELLIGENCE WITH EXCEL:**

### **Microsoft Power Query – shape your data:**

- **Converting your reports into Tabular Form (Unpivoting data).**
- **Calling data from URLs, internet search, text & EXCEL files.**
- **Data calling from databases.**
- **Uploading data to Power Pivot data model from power query.**
- **Understanding merging queries.**
- **Understanding append queries.**



### **Microsoft PowerPivot for Excel – built your data model:**

- ☐ **Basics of data modeling.**
- ☐ **Different modeling options in a PowerPivot database concepts, like normalization and de-normalization.**
- ☐ **Understanding PowerPivot.**
- ☐ **Importing Data from any database into Power Pivot.**
- ☐ **Creating Relationships between tables.**
- ☐ **Create Dynamic BI report & Dashboard with Pivot Tables and PivotChart.**
- ☐ **Calculating measures – DAX Analysis.**
- ☐ **Adding dimensions.**
- ☐ **Adding hierarchies.**
- ☐ **Adding calculated sets.**
- ☐ **Viewing KPIs.**
- ☐ **Adding and configuring slicers. how to compute values over hierarchies.**
- ☐ **Adding Time Line to group dates in Year, Qtr, Months & Days.**



### **Microsoft Power View– Create Dashboards & Visualization:**

- ☐ **Creating eye catching and sophisticated reports with Power View.**
- ☐ **Cross filtering reports and charts.**
- ☐ **Adding Tables, Cards, Matrix, Slicers, Tiles in reports.**
- ☐ **Creating XY scatter charts for trend analysis with animations.**
- ☐ **Geographical analysis using Maps by inserting spatial data.**

### **Microsoft Power Map – analyzing your business performance on Maps:**

- ☐ **Analysis business performance using Maps.**
- ☐ **Visualize best country/province/city/town/area. with business perspective.**
- ☐ **Creating Tours and videos of Maps.**
- ☐ **Embedding Tours videos in PowerPoint.**

### **Keyboard Short Cuts to Learn during training:**

1. **CTRL + SHIFT** Combination
2. **ALT + SHIFT** Combination
3. **Applying Access Keys with ALT**
4. **Short Cuts with CTRL Key**
5. **Short Cuts with SHIFT Key**
6. **Short Cuts with ALT Key**



## Our Offers:

### E Learning Solution:

One time investment and for ever return by implementing E learning Solution . We will provide you Blended learning solution at your own LMS. We are not only designing and developing Office applications detail trainings but also providing LMS installation and after sales services.

### Online training:

Want to Learn **Excel** at your own work Place? Learn **Excel** Online by Expert Trainers. We have the best value range of high quality online **Excel** course from beginner to expert level.

### Small in-house session:

Are you worry to miss out your office work while attending full day training? Don't worry we have a solution. First Time in corporate Sector we have introduced small in-house sessions as per your need.

### Regular classes:

If you want recognition in your organization. Join our regular Session .This course is designed and developed to those professionals who want to become master or expert excel user.

### Consultancy:

We are not only providing consultancy of customized solution but also implement BI(Business Intelligence) Tools.

## Timing & Training Detail

**Tuesday: 7:00pm to 9:00pm**  
**Macros & Automation with VBA**

**Saturday: 7:00pm to 9:00pm**  
**Advance Excel for Advanced Report Development**

**Sunday: 10:00am to 1:00pm**  
**Business Intelligence with Excel & Power BI**

**Charges: Rs 25,000/-**  
**Excluding All Taxes**

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**Block 13-A, Gulshan-e-Iqbal,**  
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