



Pakistan Society for
Training & Development

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Rethink.
Reimagine.



Become a confident, capable Excel user
with this customized training!

Advance Excel for Dashboards & Business Intelligence

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 PowerPivot, and this will be the best opportunity to get the answers of all your Excel queries, reporting problems & analysis techniques.

KARACHI

24th - 25th Sep 2017
9:00am - 5:00pm
PSTD, Karachi

Course fee: Rs. 25,500/-
(Exclusive of WHT & GST) (Per participant)
Includes Course material, PSTD Certificate, Lunch,
Refreshments & Business Networking

Want to run this program in-house,
Please Contact

Hasan Abbas
Regional Manager Sales - South

FOR REGISTRATION AND DETAILS CONTACT

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YOU WILL LEARN HOW TO

- Leverage features of Microsoft Excel to facilitate business decisions
- Excel database management operations
- Using lookup & references formulas efficiently
- Highlight data anomalies with advance conditional formatting
- Creating sophisticated & dynamic charts for business decision
- Build macro charged reports & invoking macros in reports with form controls
- Data Transforming using **POWER QUERY**
- Process data from multiple worksheets / workbooks for summary reports
- Visualize your data with **POWER VIEW**
- Develop custom solutions, automate tasks and increase performance
- Perform "what-if" analysis for developing budget and project plans

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

TRAINING CONTENTS

Analyzing Data with Excel Power Functions

SUMMARIZING BUSINESS DATA WITH EXCEL POWER FUNCTIONS

- Deciphering and correcting functions for data integrity
- Tabulating information with single & multiple criterion
- Implementing Names to enhance your workbook model

CONTROLLING CALCULATIONS AND NESTED FORMULAS

- Developing nested functions to cope with multiple conditions
- Applying techniques to implement and troubleshoot nested calculations

Summarizing Business Information

CONDENSING AND REFINING DATA WITH PIVOTTABLES AND PIVOT CHARTS FOR REAL-TIME DATA ANALYSIS

- Developing interactive PivotTables for real-time data analysis
- Defining data summaries interactively
- Summarizing datasets with grouping and aggregation
- Macros Integration with PivotReports

HANDLING LARGE DATASETS WITH PIVOTTABLES

- Summarizing datasets with grouping and aggregation
- Comparing related totals dynamically
- Filtering details with Report Filters and Slicers
- Presenting PivotTable reports effectively with charts
- Slicing your report with Excel Slicer
- Integrating Conditional Formatting with Pivot Reports
- Creating Dynamic Dashboard with Pivot Table



Formulating Decisions from Database Information

EXTRACTING INFORMATION WITH LOOKUP & REFERENCE- ADVANCE TECHNIQUES

- Extracting Information with Look Up & Reference- Advance Techniques
- Calling different data ranges in your formula to make your report dynamic

Data Connectivity, Transformation, & Cleaning Using POWER QUERY

- Extracting, Transforming and Loading data
- Converting data formats with Power Query steps
- Parsing columns to aid analysis
- Removing duplicates from a data set
- Constructing a single data set from multiple sources with the same field headings
- Append data using append query
- UnPivoting columns to convert reports into tabular form
- Merge queries to combine multiple data sets
- Extracting all files from folders to create single data set



POWERPIVOT FOR EXCEL

- Understanding PowerPivot
- Basics of data modeling
- Different modeling options in a PowerPivot database concepts, like normalization and de-normalization
- Importing Data from any database into PowerPivot
- Creating Relationships between tables
- Create Dynamic BI report & Dashboard with PivotTables and PivotChart \
- Shows how to create and manage hierarchies. It covers basic hierarchy handling, how to compute values over hierarchies
- Adding Slicers for Filtering Data
- Adding Time Line to group dates in Year, Qtr, Months & Days
- Using DAX (Data Analysis eXpressions) in calculated column & calculated field

MICROSOFT POWER VIEW FOR 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

Creating BI Solutions using Power BI Desktop (Introduction)

Learn how to create a complete solution based on Power BI. Starting from scratch, import data, create a data model, design and publish your report.

Microsoft Power BI is a cloud service that provides a complete self-service analytics solution, including tools for data extraction, transformation, modeling and visualization.

Data modeling is possible by using both Excel and Power BI Desktop. The Power BI Service enables you to create reports and dashboards, sharing them with other users. Mobile apps for several platforms also improve access on any device.

Data Optimization & Business Modeling (WHAT – IF Analysis)

- Managing variables in worksheets with Scenarios
- Comparing and contrasting different datasets with scenario reports
- Determining the magnitude of a variable with Goal Seek to achieve an end value
- Create multiple scenarios with Single Data Table
- Complex Calculation with Excel Solver

Macro Charged Reporting | Enhancing Excel Usage with Macros

INTRODUCTION

- The advantages of VBA
- An easy-to-use and versatile language

MACROS: THE FIRST STEP

- Recording and executing macros
- Limitations of recording
- Enhancing with VBA code
- Absolute v/s relative recording
- Editing your recorded code
- Macro Security

Keyboard Short Cuts to Learn

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

Trainer's profile:

AASIM ALEE

is Microsoft Certified Professional and MBA - Finance, he has more than 8 years diversified industry exposure, specialized on Data analysis, Excel dashboard reporting, charts & graphs, advanced reports development & excel customization. He has trained 1000s of professionals on following trainings during his in – house sessions, workshops & regular classes.

Following are the trainings which he offers to the professionals who are passionate and aggressive in achieving timely goals, who want to enhance their analysis & presentation skills & who need to drive their solutions in a very professional way.

- Working with Excel – Basic To Intermediate
- Excel Dashboard Reporting with Excel 2010 & PowerPivot
- Advanced Excel Spreadsheet Techniques & Skills for Advanced Report Development & Analysis
- Data Visualization with Excel Tools & Charts
- Excel for Finance Professionals
- Excel for Sales Professionals
- Creating Self BI (Business Intelligence Reports) with Excel 2010 & 2013
- Excel Beyond Spreadsheet – Playing with Macros

Few of his in-house trainings & workshops attendees are from State Bank Of Pakistan, Faysal Bank, Bank Al-falah, EBM, Lotte Chemical, Shell Pakistan, PSO, DHL, Pakistan Petroleum Limited, Zulfiqar Industries, Rafhan Maize Products, Deewanfarooq group, National Foods, MAERSK, DAMCO, AeroLube, ChannelTek, GroupM, JS Bank, BBraun, Sanofi Aventis, Stylo Shoes, Shangrila, Darson Industries, Pak Suzuki, HBFC, Zahid Shafique (Pvt.) Ltd, Wi-Tribe, NADRA, National Bank, UBL Fund Managers, Crown Group Of Companies, Marine Group Of Companies, Gulistan Group, Lendi Renzo, Metro Cash & Carry, Ericsson, & Pakistan Refineries Limited.