MICROSOFT EXCEL MASTERCLASS

BUSINESS REQUIREMENTS

Microsoft Office Excel is one of the integral, most powerful and valuable tools in the Microsoft Office arsenal. In today's knowledge-oriented society, it is quintessential to make use of Microsoft Excel for analyzing business data.

You can use this product with very little knowledge of its potential, and may perform simple calculations, but its true power comes from the ability to use this software to its fullest. For every individual it will be a valuable resource which will help them in their academic and professional life.

Microsoft Excel has always been a highly recommended application for business users to make simple to complex calculations, data presentation, analysis and work efficiently and productively.

Information is the raw material any organization needs, and the right kind of information at the right time will enable decision makers to act both timely & effectively.

The Excel Power Query gets data from almost anywhere (web sites, databases, Excel files, SharePoint, Salesforce etc.) and enables you to manipulate it in various ways (clean, transform, merge and append) using a straightforward interface. PowerPivot works closely with the Excel Data Model to allow users to create pivot tables from multiple data sources.

Non-technical Excel users can access large corporate databases to conduct analysis and produce reports.

LEARNING OUTCOMES

At the end of this course, participants will be able to:

- Excel tips and tricks to work faster
- Apply advanced formulas with complex examples
- Create effective and professional dashboards
- Gather and transform data from multiple sources
- Discover and combine data in mashups
- Learn about data modelling creation and concept
- Explore, Analyse, and Visualize data

- Use and apply the most advanced features of Excel Business Intelligence to automate your work

DETAIL CONTENT

MODULE 1: BUSINESS EXCEL WITH REAL WORLD EXAMPLES AND PAINFUL AREAS

- Tips and Tricks to Excel-erate the work
- Advanced Formulas & Functions
  - Date functions
  - Text functions
  - Logical function (IF, AND, OR)
  - SumIFs, CountIFs
  - Vlookup, Hlookup, Xlookup
  - Choose
  - Index and match
  - IFError

MODULE 2: ANALYZING AND DESIGNING REPORTS

- Conditional Formatting
- Pivot Table with Slicer
- Using Sparklines
- Dynamic Dashboards with Form Controls

MODULE 3: AUTOMATING TASK USING EXCEL BI

- Power Query (Clean, Transform, Merge and Append)
  - Introduction to Power Query)
  - Import Data from Multiple Sources
  - Combining and Appending Data from Multiple Files
  - Working with Columns (Add Calculated Columns, Un-Pivoting Columns to Rows, Creating Custom Columns)
  - Loading Data (Into Worksheet, Into an Excel Data Model)
- PowerPivot (Dax Language)
  - Understanding PowerPivot
  - Understanding Data Models
  - Importing Data into PowerPivot
  - Creating the Data Model
  - Creating Relationships
  - Working with Dax Formulas

PRE-REQUISITES

Participants must know these functions and features to get maximum benefit from this training:

- File & Folder Management
- Basic Formulas & Functions
- Formatting worksheets
- Data Sort / Filter