



Microsoft®
Excel 2016



Excel 2016 Essential Training for Data Modeling, Analysis & Reporting

► Course Overview

Microsoft's Power Pivot and business intelligence tools allow you to effectively mine large amounts of data. In this advanced Microsoft Excel training course, you will gain the knowledge and skills to import and merge large amounts of data, summarize and aggregate data, present strategic data, provide better business insights, and empower informed decision-making.

In this course, we will share easy-to-use commands, features, and functions for managing large lists of data in Excel using new power suits, enabling you to extract the most important information from your data, in the shortest amount of time.

► Date & Venue:

20 December-2017 Falettis Hotel Lahore
21 December-2017 Movenpick Hotel Karachi

► Timings: 9:00 am - 5:30 pm

► Workshop Investment:

PKR 22,000/- exclusive of GST

10% discount on 6 to 10 nominations

20% on 11 to 15 Nominations



Laptops will be provided by

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► Course Objective:

Generating reports from cross tab reports and unstructured data leads to complexity, large amount of data can become unmanageable fast. With powerful and easy to use features of Excel 2010, 2013 & 2016, you can keep the large set of data under control.

▶ You Will Learn How To

- ▶ Transform and present sophisticated data to provide Business Intelligence (BI)
- ▶ Actualize a data model from multiple sources
- ▶ Shape and filter tables to prepare for analyses by fixing common issues
- ▶ Get basic understanding of Data Analysis expressions
- ▶ Communicate business and data insights with dashboards
- ▶ Leverage features of Microsoft Excel to facilitate business decisions
- ▶ Develop intelligent worksheets to quickly identify KPIs

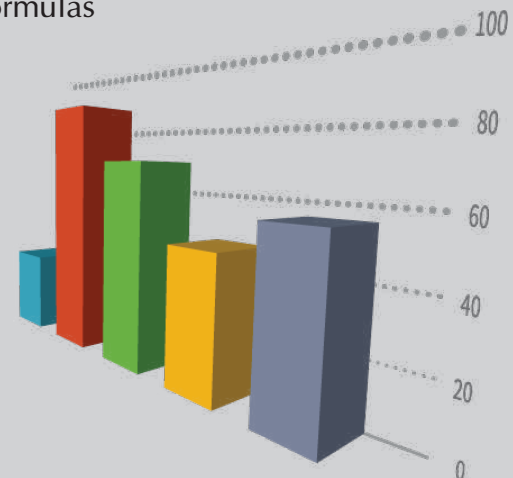
▶ Course Goal

Expand your ability for professionally presenting your results by applying the skills used in this course. You will gain the knowledge and skills to build easy and dynamic reports and dashboards by learning how to Get and transform data, create data model in Power Pivot, managing relationship between data tables, applying Measures, analyzing data and manipulating reports through Pivot table & Pivot Charts, creating dashboard through Power View to aid in making and presenting business decisions.

Course Outline:

This course covers essential components and provides clear and practical examples that you can adapt to your own needs.

- Introduction 09:00–09:30
- Working with Formulas and Functions 09:30-11:30
- Creating Charts and Graphics 11:45-12:15
- Visualizing Data Using Conditional Formatting 12:15-12:30
- Creating Sparkline Graphics 12:30-12-45
- Analyzing Data with Excel 12:45-01:00
 - Performing Spreadsheet What-If Analysis
 - Analyzing Data Using Goal Seeking and Solver
 - Using Regression to Track Trends and Make Forecasts
 - Import, Clean and Transform data, Replace, Flash Fill & TTC Formulas
- Data Modeling 02:00-05:30
 - Excel Table, Sorting and Filtering
 - Slicer and Timeline
 - Analyzing Data with Pivot Tables
 - Get and Transfer data (Power Query)
 - Introduction to Power Pivot
 - Creating relationship and build data model
 - Basic understanding of (DAX) Data Analysis Expressions
 - Defining KPI





Course Facilitator:

Salman Arif Hussain

(Certified Microsoft Office Specialist for Excel 2016)

Working in senior management position in FMCG, having more than 20 years of rich experience in using MS Excel for management reporting. Providing easy to use every day solutions to complex problems involving Big Data to Finance and Accounts, HR, Supply chain, Production, Sales and Marketing etc. Having deep insight of problems faced by professionals. As a corporate trainer, Salman is passionate for helping people to develop and enhance their professional skills so they can become more productive, effective and efficient.

He has trained MS Excel to many professionals from different industries.



For Registration & More details please email / call

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