

Advanced Excel with Introduction to Power BI

(Also Includes VBA, Macros & PowerPoint Essential skill)

Hands-on Experience with related Case Studies

Do Two Projects based on Real World Data, add to your CV

Learning Outcome

Perform Calculation using various Functions || Data Organization and Analysis Tools || Financial and Decision Analysis || Statistical Analysis and Forecast Methods || Data Crunching and Reporting || Task Automation through VBA & Macros || Connect and Extract Data from various Sources || Visualization Methods and Interactive Dashboard || Business Intelligence Tool for Visual Analytics || Create and Manage Slide Show Presentation

Course Duration: 30 Hours

Prerequisite: Basic Knowledge of Computer.

Minimum System Requirements: Windows 8.1 and MS Office 2013

Trainer :



Navin Chandra Roy :
15+ Years of Industry Experience
Visiting Faculty SGGSCC, FMS, DSE, Miranda...

Syllabus:

Basic Feature Overview

- Basic Terminology
- Mathematical & Logical Operators
- Alignment Tools, Styles & Cells Format
- Fill Series & Paste Special
- Page Setup (Print Title, Breaks, Print Area, Scale to Fit)
Navigate in Worksheet || Hyperlink & ScreenTip
- Auto Sum, Data Filter, Data Sorting & Remove Duplicates

Working with Cell Reference, Range & Table

- Cell reference Types
- Linking multiple sheets and workbook
- Name Range & Excel Tables

Reviewing and Protecting Workbook

- Locked and Unlocked Cell Status
- Worksheet & Workbook Protection

Manipulating Text

- Text Functions (LEFT, RIGHT, MID, SUBSTITUTE, FIND...)
- Flash Fill
- Text to Column Tool

Dealing with numbers

- Custom Number Format
- Mathematical Functions (ABS, INT, ROUND, FLOOR, CEILING, SUMPRODUCT)

Working with Date & Time

- Date & Time Formats
- Retrieving Date & Time
- Date and Time Calculation Functions

Logical & Information functions

- IF & Nested IF, AND, OR and NOT Functions
- SUMIF, COUNTIF and Wildcards
- ISTEXT, ISBLANK, ISNUMBER

Lookup & Reference Functions

- VLOOKUP & HLOOKUP,
- INDEX, MATCH & OFFSET,
- CHOOSE, XLOOKUP

Data Visualization & Reporting

- Data Visualization Methods
- Charts and Sparklines
- Conditional Formatting

Data Validation

- Setting Various Rules
- Input and error alerts
- Dependent List

Data Crunching with Pivot Table

- Data Fields & Calculation Types
- Grouping Fields
- Reports Layouts
- Pivot Charts & Drill Down
- Calculated Fields & Columns

Financial & Decision Analysis

- Financial Functions
- Data Tables, Scenario Manager and Goal Seek
- Decision Analysis with Solver

Error Handling

- Error types
- Error Handling Functions
- Evaluating Function & Tracing error

Advance Tools

- Advance Filter
- Data Outline & Subtotal
- Find and Select Tool
- Other Tools

Statistical Analysis & Forecast

- Statistical Functions
- Data Analysis ToolPak
- Forecast Tool (Excel 2016)

VBA and Macro

- VBA & VBE introduction
- VBA Sub and Function Procedure
- Macro Recorder
- Storing and running Macro
- Absolute & Relative Recording
- Manage and Edit Recorded Macros
- Msg and Input Box
- Useful Macros

Excel Dashboard

- Dashboard Principles
- Dynamic & Interactive Business Dashboard
- Slicer and Timeline
- Report Connection
- Publish Dashboard

CONNECT AND MANAGE DATA IN POWER BI DESKTOP APPLICATION

- Need of BI Tools
- How BI Tools Works
- Popular BI tools and Market Leadership
- Power BI Component, Workflow and Versions
- Download and Setup

- Understanding features and Interface of the Power BI Desktop Application
- Importing data set into Power BI
- Transform data before Load using Power query
- Editing and cleaning data in Power BI
- View Relationship between multiple Data Sets

REPORTING AND VISUALIZATION

- Drag Fields to Report Canvas
- Asking questions about the data from reporting engine.
- Turn Table to Visualization
- Drill Data in Hierarchy
- View and Export Data associated to Visualization
- Creating different types of charts
- Bringing all together
- Publish to Power BI online

MANAGE PRESENTATION AND SLIDES IN POWERPOINT

- Modify slide master, handout master and note master
- Configure Presentation Option, View and Print Setting
- Configure and Present Slide show
- Insert, Modify and Group Slides
- Insert and Manage Text, Shapes, links, and Images
- Order and Group Objects on Slides
- Insert and format tables, Charts and Media
- Apply and configure slide transitions
- Animate slide content
- Set timing for transitions