External Training Course

Certificate in Business Report Using Excel

From 12 May To 16 May 2024
From 23 Jun. To 27 Jun. 2024
From 26 Aug. To 30 Aug. 2024

Carlton Down Town Hotel, Dubai, UAE

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External Training Course:

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From 12 May To 16 May 2024   **Fees: 1450 KD**

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INTRODUCTION

Technology and the data that it both collects and makes accessible is now interwoven with businesses and lives. The era of "big data" has exploded due to the rise of cloud computing, which provides an abundance of computational power and storage, enabling organizations of all sorts to capture and store data. Leveraging that data effectively can provide timely insights and competitive advantage. Analyzing data to find issues, insights, and opportunities is now a critical part of many job roles. Beyond the analysis, data analysts in all job roles must be able to effectively present and communicate their findings in visually compelling ways. Microsoft® Excel® is designed for this purpose. Excel can connect to a wide range of data sources, perform robust data analysis, and create diverse and robust data-driven visualizations to show insights and trends, as well as create reports. These capabilities enable people who use Excel for data analysis to turn data into thoughtful action. This course is designed for students who already have foundational knowledge and skills in Excel and who wish to perform robust and advanced data and statistical analysis with Microsoft Excel using Pivot Tables, use tools such as Power Pivot and the Data Analysis ToolPak to analyze data, and visualize data and insights using advanced visualizations in charts and dashboards in Excel.

This Training Course will highlight:

- Perform data analysis fundamentals.
- Visualize data with Excel.
- Analyze data with formulas and functions.
- Analyze data with Pivot Tables.
- Present visual insights with dashboards in Excel.
- Create geospatial visualizations with Excel.
- Perform statistical analysis.
- Get and transform data.
- Model and analyze data with Power Pivot.
- Present insights with reports.

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OBJECTIVES

By completely attending this training course, participants will be able to:

- Massaging and normalizing unstructured data.
- Performing reporting and analysis using Pivot Tables. Also, creating customized scorecards and management reports.
- Design dynamic reporting models using different modelling techniques. Perform What-If-Analysis.
- Integrate Excel with many different file types such as access, web, text, SQL, and other databases. Reports will update automatically.
- Perform repetitive tasks and generate reports efficiently by recording, running and editing Macros.

TRAINING METHODOLOGY

This is a hands-on training course with about 20% on design and structure and 80% uses MS Excel as a commanding tool to perform routine and periodic tasks. Individuals will be required to complete exercises, case studies, and projects. This course requires the use of laptops with Excel 2016/2019/365. Delegates must bring their own laptops with Windows-based Excel fully installed

ORGANISATIONAL IMPACT

The rich variety of data that enterprises generate contains valuable insights, and data analytics is the way to unlock them. Data analytics can help an organization with everything from personalizing a marketing pitch for an individual customer to identifying and mitigating risks to its business. Some of the benefits of this training course to organization.

- Personalize the customer experience.
- Inform business decision-making.
- Streamline operations.

PERSONAL IMPACT

This training course is a phenomenal for companies looking to launch, organize, and/or grow their business efforts. Professional will gain very useful benefits like:

- This course will improve the skills for professionals in a variety of job roles
- Let team perform numerical or general data analysis.
- Let professionals shaping and combining data for the purpose of analysis.
- provide them with alternative ways to analyze business data, visualize insights, and share those insights with peers across the enterprise. This includes capturing and reporting on data to peers, executives, and clients.

COURSE OUTLINE:

DAY 1: Data Massaging Tools And Techniques

- 3D formulas

- Merge and consolidate data

- Data validation using Custom, numbers, lists, dates, text length

- Text Functions: left, right, mid, concatenate, value

- Name Ranges: Naming, editing, and managing cells and ranges

- Statistical Functions: Subtotal, sum-if, sum-ifs, sum-product, Count and sisters: count, count-if, count-ifs

- Search other sheets and files: Looking-up data, texts, and values using v-lookup

DAY 2: Pivot Tables

- THE 20 RULES

- Creating pivot tables

- Editing pivot tables

- Updating information in a pivot table

- Adding fields to a pivot table

- Changing the layout of a pivot table

- Grouping pivot table data

- Understanding calculated fields

DAY 3: Data Modeling

- Data modeling best practices

- Creating a basic dynamic label

- Formula-driven visualizations

- Introducing form controls

- Using the button control

- Using the check box control

- Using option button controls

- Using the combo box control

- Using the list box control

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DAY 4: Data Integration

- Linking Excel with text files

- Using get and transform data

- Perform data transformation

- Linking Excel with multiple Excel files

- Append data

- Merge tables

- Grouping data

- Add custom columns

DAY 5: Introduction To Learning The Ultimate Tool In Excel: Macros

- Macro basics

- Planning a macro

- Designing your control board

- Recording macro

- Testing macro

- Editing macro

- Macro workshops

- Advanced filter with macro

- Visual Basic for Applications

COURSE AGENDA:

(1st Day) Agenda

8.30	9.00	Opening Remarks (30 Min.). Dr. Esam Elwan (International Trainer).
9.00	11.30	DISCUSS COURSE OBJECTIVES: • Massaging and normalizing unstructured data. • Performing reporting and analysis using Pivot Tables. Also, creating customized scorecards and management reports. • Design dynamic reporting models using different modelling techniques. Perform What-If-Analysis. • Integrate Excel with many different file types such as access, web, text, SQL, and other databases. Reports will update automatically. • Perform repetitive tasks and generate reports efficiently by recording, running and editing Macros.
11.30	12.00	Coffee Break
12.00	14.00	Data Massaging Tools And Techniques: • 3D formulas. • Merge and consolidate data. • Data validation using Custom, numbers, lists, dates, text length. • Text Functions: left, right, mid, concatenate, value. • Name Ranges: Naming, editing, and managing cells and ranges. • Statistical Functions: Subtotal, sum-if, sum-ifs, sum-product, Count and sisters: count, count-if, count-ifs. • Search other sheets and files: Looking-up data, texts, and values using v-lookup.
14.00	14.30	Questions and Discussion
14.30		Buffet Lunch

(2nd Day) Agenda

9.00	11.30	Pivot Tables: • THE 20 RULES. • Creating pivot tables. • Editing pivot tables. • Updating information in a pivot table.
11.30	12.00	Coffee Break
12.00	15.00	Pivot Tables: • Adding fields to a pivot table. • Changing the layout of a pivot table. • Grouping pivot table data. • Understanding calculated fields.
15.00	15.30	Questions and Discussion
15.30		Buffet Lunch

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(3rd Day) Agenda

9.00	11.30	Data Modeling: • Data modeling best practices. • Creating a basic dynamic label. • Formula-driven visualizations. • Introducing form controls.
11.30	12.00	Coffee Break
12.00	15.00	Data Modeling: • Using the button control. • Using the check box control. • Using option button controls. • Using the combo box control. • Using the list box control.
15.00	15.30	Questions and Discussion
15.30		Buffet Lunch

(4th Day) Agenda

9.00	11.30	Data Integration: • Linking Excel with text files. • Using get and transform data. • Perform data transformation.
11.30	12.00	Coffee Break
12.00	15.00	Data Integration: • Linking Excel with multiple Excel files. • Append data. • Merge tables. • Grouping data. • Add custom columns.
15.00	15.30	Questions and Discussion
15.30		Buffet Lunch

(5th Day) Agenda

9.00	11.30	Introduction To Learning The Ultimate Tool In Excel: Macros • Macro basics. • Planning a macro. • Designing your control board. • Recording macro.
11.30	12.00	Coffee Break
12.00	15.00	Introduction To Learning The Ultimate Tool In Excel: Macros • Testing macro. • Editing macro. • Macro workshops. • Advanced filter with macro. • Visual Basic for Applications.
15.00	15.30	Questions, Discussion & Conclusion Training Course.
15.30		Buffet Lunch