

Microsoft Excel Power Tools & Dashboards

This course is designed to introduce Excel Power Users to Analysis and Visualization tools in Excel. The first part of the course focuses on Pivot Tables and Pivots Charts, Functions to assist with Analysis and the use of Conditional Formatting to Highlight and Measure Data. The course then covers Get and Transform from other Data Sources using Power Query. Understanding and Using Power Pivot. An introduction to Powerview and helps those entering the world of Business Intelligence to expand on to Power BI as an option for Data Visualization this course provides a firm foundation in Business Intelligence Tool

Data Tables

- Understanding Data Tables and What-If Models
- Using a Simple What-If Model
- Creating a One-Variable Table
- Using One-Variable Data Tables
- Creating a Two-Variable Data Table

Pivot Tables

- Overview of PivotTables
- Data Sources
- Pivot Table Layout
- PivotTable Calculations
- Running Totals
- Percent of x Calculations
- Difference From Calculations
- Pivot Table Subtotals
- Calculated Fields
- Calculated Items
- PivotTable Formatting
- Sorting & Filtering
- Extracting Data
- Providing Custom Names
- PivotTable Options
- Pivot Charts
- Understanding Slicers
- Creating Slicers

Useful Functions

- CONCATENATE
- LEFT/RIGHT/MID & LEN
- FIND/SEARCH
- COUNTA/COUNT
- SUMIF/S

- COUNTIF/S
- AVERAGE /AVERAGEIF
- VLOOKUP / LOOKUP
- INDEX
- MATCH
- RANK
- NETWORKDAYS
- IFERROR

Power View

- Understanding Power View
- Enabling Power View
- Adding Power View to the Ribbon
- Creating a Power View Sheet
- Working With a Power View Object
- Working With Power View Fields
- Rearranging and Sorting Fields
- Working With Measure Fields
- Formatting Power View Data
- Tiling Data in Power View
- Filtering in Power View
- Switching Visualisations
- Adding More Power Views
- Adding Titles and Images
- Updating a Power View Report

Power Pivot

- Understanding Power Pivot
- Understanding Relational Data
- Enabling Power Pivot
- Connecting to a Data Source
- Working With the Data Model
- Working With Data Model Fields
- Changing a Power Pivot View

- Creating a Data Model PivotTable
- Using Related Power Pivot Fields
- Creating a Calculated Field
- Creating a Concatenated Field
- Formatting Data Model Fields
- Using Calculated Fields
- Creating a Timeline
- Adding Slicers

Get & Transform

- Understanding Get & Transform
- Understanding the Navigator Pane
- Creating a New Query From a File
- Creating a New Query From the Web
- Understanding the Query Editor
- Displaying the Query Editor
- Managing Data Columns
- Reducing Data Rows
- Adding a Data Column
- Transforming Data
- Editing Query Steps
- Merging Queries
- Working With Merged Queries
- Saving and Sharing Queries
- The Advanced Editor

Introduction to Power BI

- Overview of Data Visualization Tools
- Installing Power BI Desktop
- Accessing Data Sources
- Creating Visualizations
- Filtering Data in Power BI
- Dashboards and Reports

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**All the subjects in this course are elective,
Participant may choose to focus on certain
skills, more than others.**

For further information on this or another
Course, please contact us by email to
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