



UNITED VISION ACADEMY

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1 Day HRDF Workshop

Mastering of Microsoft Advance Excel

COURSE DESCRIPTION

Overview

Conquer Microsoft Excel formulas and functions—from the inside out!

Advance Excel in depth is the fastest, smartest way to master Excel's full power and updated interface. Participants will discover how to leverage Excel's new tools for charting, business analysis, data visualization, forecasting, and more.

Learning Outcomes

At the end of the workshop, participants will be able to:

- Beyond-the-basics, beneath-the-surface guide to Microsoft Excel: comprehensive coverage, real solutions!
- Master Excel's most powerful new features
- Breakthrough techniques, exclusive shortcuts, expert troubleshooting help, and amazingly realistic examples

Who Should Attend

- Administration Executives
- Payroll Executives
- Sales and Marketing Executives
- General Clerks
- New entrepreneurs
- Analyst for Big Data
- Interested parties with or without computer knowledge.

Course Synopsis

Chapter 1 – Data Models

Managing a Data Model

Creating a Data Model from Excel Tables

Creating a Data Model from External Relational Data

Relating Tables in a Data Model

Chapter 2 – Pivot Table & Pivot Chart

Manually Creating a PivotTable

Manipulating a PivotTable or PivotChart

Formatting PivotTables

Setting PivotTable Options

Creating Recommended PivotTables

Creating a PivotChart

Changing Calculated Value Fields

Formatting PivotCharts

Sorting and Filtering Using Field Header

Chapter 3 – Power Pivot

Calculated Columns and Fields Creating KPI Starting PowerPivot Managing the Data Model Creating and Managing Perspectives

PowerPivot

PivotTables

PivotCharts

Chapter 4 – Power View

Starting Power View

Adding Report Visualizations

Changing the Layout of Report Visualizations

Using Undo and Redo in Power View

Formatting the Power View Sheet

Creating Multiples in a Chart

Chapter 5 – Macro

Using data for multiple worksheets

Recommended

Trainer: participants Ratio is 1:20

Note:

- Participants required to carry personal laptop during workshop. Special arrangement with advance notice will be arrange for participants without personal laptop.