August 5-7, 2019

(Training Workshop)

Advanced Microsoft Excel Data Analytics, BI and Reporting

For Registration Contact:

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Contents

Workshop Contents:

* **Introduction To Excel**
  - Basic Features Refresher
  - Intermediate Level Features Refresher
* **Data Analysis**
  - Extended Uses of Data Validation
  - Working with Validation Formulae
  - Sensitivity ("What-if") Analysis on Models using Data Tables, Goal Seek etc
  - Data Regression
  - Statistical Analysis
  - LOOKUP Functions (INDEX, MATCH etc)
  - NESTED VLOOKUP, IF, AND, OR to organize data
  - Conditional Expression using IF
  - Financial Functions Applications (NPV,IRR, Depreciation, Inflation Calc. etc.)

* **Sorting, Filtering & Totaling Data**
  - Sorting Data by Multiple Columns
  - Pre-Installed Custom Sorting
  - Creating Customized List, Custom Sorting
  - Deleting Excel Customized List
  - Using Autofilter
  - Using Autofilter To Perform Multiple Queries
  - Top 10 Autofilter
  - Removing Autofilters From Worksheet
  - Advanced Filter Criteria
  - Sub-Totaling

  - Removing Subtotals
  - Expanding-Collapsing Outline Detail Levels
* **Pivot Tables**
  - Creating and Using Pivot Table
  - Filtering And Sorting Data
  - Automatically Grouping Data, Renaming Groups
  - Manually Grouping Data , Renaming Groups
* **Hyperlinks**
  - Inserting Hyperlink
  - Editing Hyperlink
  - Removing Hyperlink
* **Linking & Embedding**
  - What Is Embedding And Linking
  - Linking Data Within Worksheet
  - Linking Cells Between Worksheets
  - Linking Data Between Workbooks
  - Linking Data From Excel to Word Document
  - Linking Excel Chart to Word Document
  - Updating, Locking, Breaking Links
* **Importing Text Files**
  - What Is Delimited Text File
  - Importing Delimited Text File

Workshop Contents:

* **Tracking And Reviewing Changes**
  - Enabling or Disabling The 'Track Changes' Feature
  - Sharing, Comparing And Merging Worksheets
* **Scenarios**
  - Scenario Manager
  - Scenario Summary Reports
* **Excel Macros**
  - About macros, VBA
  - Macro security
  - Recording macros
  - Running a Macro
  - Absolute and relative references
  - Saving and distributing macros
* **Report Visualization Techniques**
  - Dynamic charts (using CHOOSE & OFFSET functions) & Sparkline's for trends
  - Report Interactivity -Using Pick-Lists, Form Controls like combo box & Excel Camera
  - Calculations in Power Pivot – introduction to Data Analysis Expressions (DAX)
* **Working with Templates**
  - Designing the structure of a template
  - Using templates for standardization of worksheets
* **Effective Data Analytics**
  - Using Proper() function on text

  - Consistency with Upper() function
  - Paste Special feature
  - Replace Meaningless data with Choose()
  - Extract dates with text()
  - Cleaning data with IF()
  - Modifying the Chart Slicer
  - Hiding Extra Worksheets and Columns
  - Cleaning Up the Excel Default Settings
  - Hiding the Chart and Resetting Slicer (VBA)
  - Protecting the Dashboard
* **Dashboards**
  - Introduction
  - Preparing , Analyzing Data
  - Building Interactive Dashboards with Form Controls
  - Advanced Charting & Formatting Techniques
  - Creating Dashboards with Pivot Tables & Slicers
  - Using Macros to Create Interactive Dashboards
* **Power BI And Excel**
  - Introduction To PowerBi
  - Online vs Desktop Tools
  - Data Import & Transformation
  - Visualizations & Dashboards
  - Publishing Bi Reports
  - Linking Bi Data to Excel for Ad-Hoc Analysis
  - Create Pivot Tables/Charts-Power Bi Data

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Workshop Dates :

August 5-7, 2019

Venue:

FFC Sona Tower, 156 The Mall, Rawalpindi

Training Fee:

Fee for training program is **Rs. 30,000** (excluding tax) per participant.

Discounts:

Discount of 10% available for all nominations received before 20th July, 2019.

Group discount of additional 10% for 3 or more nominations from an organization.

Lunch & Refreshments:

Refreshment breaks during workshop along with lunch during the 3 workshop days are included in cost.

Registration:

Please fill in our application form for registration and email at **techservices@ffc.com.pk**. Confirmation will be sent within one week of registration.

Payment Mode:

Payment is due upon receipt of the acceptance letter along with the invoice. Please ensure that the payment reaches the office before the start of the program.

Our preferred mode of payment is by cheque / banker's draft payable to Fauji Fertilizer Company Limited.

Please send the cheque / draft to:

Technical Services (HO),
**Fauji Fertilizer Company Ltd,
Sona Towers, 156 - The Mall, Rawalpindi.**

Cancellation/Substitutes & Refund:

In case a registered participant is unable to attend, please inform at least 2 days before the workshop for any substitute participation. Cancellation is free up to 7 days before workshop start date (except for an application processing fee of Rs. 5,000). Refund will not be possible after that or in case of no show.

Participants Feedback:

"A very good initiative by FFC in achieving the milestone of promotion of Technical Platform for Pakistan"

"Welcoming questions about any topic & at even on 1st slide, Highly appreciate the vast knowledge of trainers"

"A good experience and a good technical forum for interaction between employees of different organizations"

For Technical Queries Contact:
Mr. Israr Abbasi (051-845 5530)