



“Automating Data & Reports: Advanced Excel Secrets & Techniques”

Overview

Many persons continue to work with manually linked spreadsheets and workbooks. The problem is that the process is error prone and requires a significant amount of time to manipulate and update the data and reports for the next reporting period. This course teaches you how you can use Excel’s latest self-service business intelligence features to avoid these problems. You will learn how to automate creating reports directly from your data sources.

Seminar Format / Presentation approach

This is a practical and highly interactive seminar with a mix of tutoring using examples, hands on exercises for each technique learnt, combination exercises and Q&As.

Who will benefit?

The target audience includes anyone wanting to create reports more effectively will benefit from this training program. Accounting and Finance, HR, Marketing, IT, Business Analysts, Audit and Operations staff can all benefit from this seminar

Participant Prerequisites

- You should complete the Excel Secrets & Techniques in Management Reporting program
- Have experience using MS Excel to prepare management reports

What are your Key learning points & benefits?

- **Develop** your core technical skills to succeed at automating your reports today. Learn the newest techniques using Excel’s Power Query, Power Pivot, Power view and Power map features.
- **Increase** your work productivity & reduce errors. Save many hours of time. The techniques you learn can reduce the time you take to create reports from hours to minutes. Spend more time on review and analysis activities.
- **Receive** a flashdrive with all practice exercise training materials & solutions.
- **Claim** CPD hrs and a certificate for your attendance at this seminar
- **Leverage** this opportunity to network with your peers

You get refreshment breaks at 9:30am & 2:30pm and lunch with this seminar

You MUST walk with a Windows based laptop equipped with MS Excel Professional Plus 2016 or Excel 2019 (any version) or Office 365 Excel version for this session or contact us if you need a low-price rental laptop arranged.

Seminar Pricing

The price is TT\$3,500 + VAT = \$3,937.50 total for both days.

Contact us at excelsem@aaa-bsol.com or 868-788-7538 if you would like a customized in-house session done in MS Excel work productivity techniques.



“Automating Data & Reports: Advanced Excel Secrets & Techniques”

Wed 23rd October - Day 1 8:30am - 4:30pm

Course Outline

Overview

Traditional vs New Reporting techniques

- Linked spreadsheet reporting
- Power Query vs Power Pivots vs Power View vs Power Maps

Excel versions & setup for advanced reporting

Data Preparation for Automation

- How to auto link to different data sources using Excel
- Using the Power Query / Get & Transform menu in Excel to perform extraction and cleansing routines
- Splitting & joining data to create reports, removing unwanted columns, renaming columns, remove errors, changing data types, filling data,
- Getting data in tabular format for reporting using the unpivot routine
- Auto grouping data into categories using Power Query
- Automating calculations using Power Query

Working exercises / examples will be done together with participants to illustrate these techniques

Data consolidation techniques

- Merging data from different sheets to create reports - automating inclusion of multiple columns to build reports
- Merging comparison with vlookup formula
- Fuzzy logic looks – new to power query matching when look up values are not exactly the same
- Automate appending data from multiple sheets with same sheet name as a data source to create reports
- Automate appending data from multiple sheets with different sheet names as a data source to create reports
- Automate appending data from multiple files as a data source to create reports

Working exercises / examples will be done together with participants to illustrate these techniques

Power Query - Date calendar

- Creating an automated calendar table to slice data / reports by different reporting periods

Power Pivot Reporting

- Getting and loading data from multiple sources into PowerPivot: load data from text files, excel files, databases, power query etc
- Automated filtering of unnecessary data from data sources prior to data load
- Creating relationships to allow drag and drop reporting across multiple data sources
- How to create calculated columns formulas and measures (sliceable calculations)
- Creating summary reports and PowerPivot dashboards from the data model

Note: Networking & Refreshment breaks at 9:30am & 2:30pm and 1 hour lunch break each day



“Automating Data & Reports: Advanced Excel Secrets & Techniques”

Thu 24th October - Day 2 8:30am - 4:30pm

Course Outline

Reporting Consolidation technique

Using 3D Formulas to create drag & drop reports where the report template is identical for different branches, segments or territories

Power View Reporting

How to create drag & drop dashboard reports from the Power Pivot model using Power View (Excel's dashboard tool)

3D Maps

Creating maps from the Power Pivot model / Excel tables to analyze the data

Applying the ideas: Case Study to build a Reporting model & Dashboard Reports

To make the ideas real we will use the business intelligence tools in Excel (Power Query, Power Pivots, Power View and Power Maps) to automate the creation of the dashboard reports from raw data for an organisation. The process will be completed step by step, so participants are clear as to what is must be done. This will take approximately 5 hours of dedicated time on the 2nd day. It will rely and build on the ideas covered from day 1 of the seminar.

The case exercise includes tips, tricks & techniques related to:

- Fixing bad data to tabular form using Power query & loading it to the Power Pivot data model
- Loading data from tables in the reporting file, loading data from text files & from excel files in other folders
- Creating the relational model: set up of 1 to many relationships between the data sets loaded in Power Pivot
- Creating tabular formulas and measure type calculations to analyse the model
- Building and loading a calendar table: manual method vs the automated approach
- Building an interactive dashboard report from the Power Pivot Data model using regular Pivot tables
- Building a dashboard report from the Power Pivot Data model using Power View
- Building interactive Geographic summary reports using Maps & 3D Maps - Excel 2019 and above

Review and final question and answer session

Note: Networking & Refreshment breaks at 9:30am & 2:30pm and 1 hour lunch break each day



Facilitator Profile - Mr. Areef Ali

Areef Ali is the principal consultant at Areef Ali and Associates Business Solutions (AABS). He holds a B.Sc. in Industrial Management, an FCCA designation from the ACCA and a Herriot Watt University MBA. He is a member of both the accounting and human resource management bodies in Trinidad and Tobago.

He has attended advanced programs in Manhattan, New York in the operation of financial markets and also in corporate valuations. He is Microsoft certified in MS Excel Data Analysis and also Power BI. He has over twenty four (24) years of work experience in the Finance, training & business consulting fields, including three and a half years at Price Waterhouse where he was a member of the Audit and Business Advisory Services Group.

Areef served as a finance professional at the Methanol complex. Subsequently, he was appointed the Chief Accountant and then the Corporate Finance Head at a leading financial institution. In both positions he was responsible for forecast management and development of forecast models. In June 2006 Areef, started AAABS.

In-house MS Excel & Financial Modelling training

AABS has completed in-house training for many organisations in intermediate or advanced MS Excel productivity techniques and financial modelling for staff in diverse departments. Clients have included a major business school, the Institute of Internal Auditors, conglomerates, businesses in the energy, construction, telecom, retail & distribution, financial sectors and major audit firms.

Projects completed

- Design, and implementation support for core business application systems for conglomerate clients
- Management reporting, KPI / dashboard automation- Telecom, Energy and Oil sector clients
- Measurement spec, ordering and contract generation system development - construction client
- Project financing evaluation review reporting
- Business planning and modelling design for strategy management - financial services, energy, telecom sector organizations, recycling plant development & export business
- Risk Management reporting automation - Large financial institution
- Compliance monitoring & tracking automation - Regulatory authority
- Bill of materials forecasting automation – Pharmaceutical company

Public MS Excel Seminar delivery

AABS has delivered a number of public training seminars in Basic, Intermediate & Advanced Excel, Audit & Fraud, Power Forecasting, Charting and Graphing, Pivot Table Reporting and Designing Dashboards

Public MS Excel Seminar Hosting

We have hosted many public seminars with world renowned experts in the fields of Advanced Excel, Management reporting, Marketing, Presentation techniques, Negotiation, Audit and Fraud examination

In June 2017 AABS launched the “Areef Ali & Associates Success Centre”. Our aim is to help organisations & individuals achieve success. Areef makes the Centre available to the public for training, meeting room and other event rentals.