



ADVANCED EXCEL & POWER BI



DURATION - 24 HOURS



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ADVANCED EXCEL

OVERVIEW OF THE BASICS

1. Customizing Common Options in Excel
2. Understanding Absolute and Relative Cell References
3. Protecting and Unprotecting Worksheets and Cells

WORKING WITH FUNCTIONS

1. Writing Conditional Expressions Using IF
2. Using Logical Functions (AND, OR, NOT)
3. Using Lookup and Reference Functions (VLOOKUP, HLOOKUP, MATCH, INDEX)
4. VLOOKUP with Exact Match and Approximate Match
5. Nested VLOOKUP with Exact Match
6. VLOOKUP with Tables and Dynamic Ranges
7. Nested VLOOKUP with Exact Match (Repeated)
8. Using VLOOKUP to Consolidate Data from Multiple Sheets

DATA VALIDATIONS

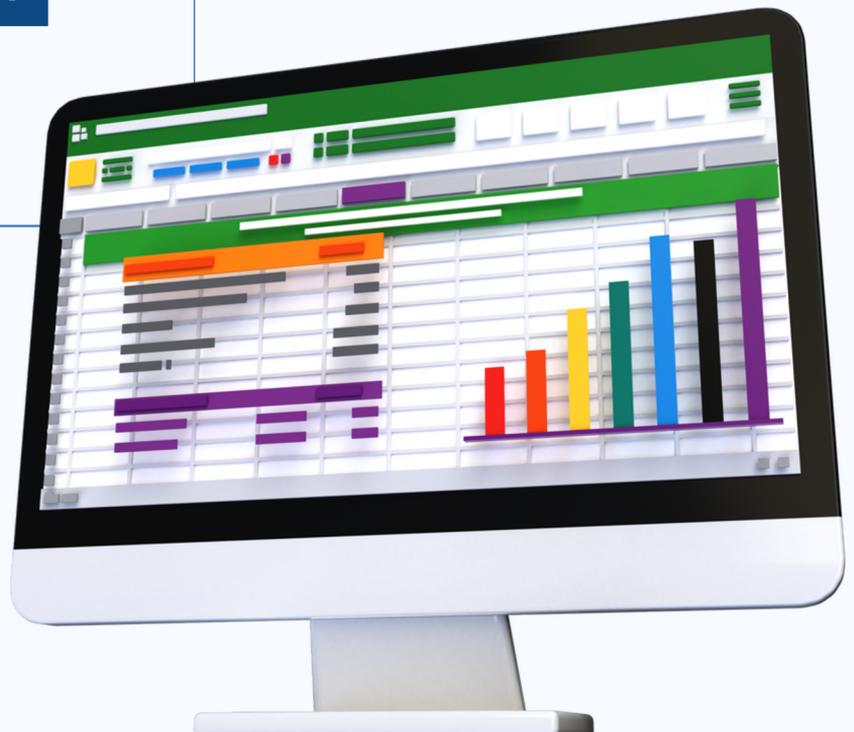
1. Specifying a Valid Range of Values for a Cell
2. Specifying a List of Valid Values for a Cell
3. Specifying Custom Validations Based on Formulas for a Cell

WORKING WITH TEMPLATES

1. Designing the Structure of a Template
2. Using Templates for Standardizing Worksheets

SORTING AND FILTERING DATA

1. Sorting Tables
2. Using Multi-Level Sorting
3. Using Custom Sorting
4. Filtering Data for Selected Views (AutoFilter)
5. Using Advanced Filter Options



ADVANCED EXCEL

WORKING WITH REPORTS

1. Creating Subtotals
2. Creating Multi-Level Subtotals
3. Creating Pivot Tables
4. Formatting and Customizing Pivot Tables
5. Using Advanced Options in Pivot Tables
6. Creating Pivot Charts
7. Consolidating Data from Multiple Sheets and Files Using Pivot Tables
8. Using External Data Sources
9. Using the Data Consolidation Feature to Consolidate Data
10. Showing Values as (% of Row, % of Column, Running Total, Compare with Specific Field)
11. Viewing Subtotals in Pivot Tables
12. Creating Dashboards in Excel
13. Creating Slicers (Version 2010 & Above)



MORE FUNCTIONS

1. Date and Time Functions
2. Text Functions
3. Database Functions
4. Power Functions (COUNTIF, COUNTIFS, SUMIF, SUMIFS)

FORMATTING

1. Using Auto-Formatting Options for Worksheets
2. Using Conditional Formatting Options for Rows, Columns, and Cells

MACROS

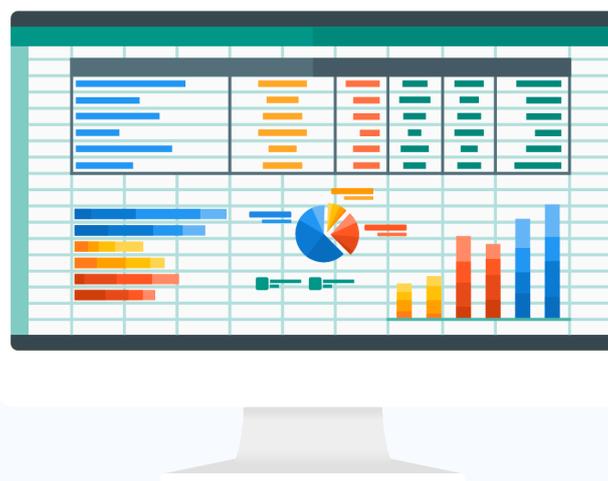
1. Relative and Absolute Macros
2. Editing Macros

WHAT-IF ANALYSIS

1. Goal Seek
2. Data Tables
3. Scenario Manager

CHARTS

1. Using Charts
2. Formatting Charts
3. Using 3D Graphics
4. Combining Bar and Line Charts
5. Using Secondary Axes in Graphics
6. Sharing Charts with PowerPoint / MS Word Dynamically (Data)



NEW FEATURES OF EXCEL

1. Sparklines, Inline Charts, Data Charts
2. Overview of All New Features

POWER BI

SELF-SERVICE BI SOLUTIONS

1. Introduction to Business Intelligence
2. Introduction to Data Analysis
3. Introduction to Data Visualization
4. Overview and Considerations for Self-Service BI
5. Microsoft Tools for Self-Service BI

CHARTS

1. Explore the Rationale of Power BI
2. Define the Components of Power BI Service
3. Connecting to Conventional Power BI Data Sources
4. Create the First Power BI Report Using Non-Excel Data
5. Introduction to Advanced Data Sets (WEB, API, JSON, ODATA, etc.)

POWERBI DATA

1. Using Excel as a Data Source for Power BI
2. Exploring the Power BI Data Model
3. Using Online/Live Databases as a Data Source for Power BI
4. Importing Excel Files into Power BI
5. Viewing Reports from Excel Files
6. Exploring Smart Techniques to Get Data into Power BI from Non-Conventional Datasets

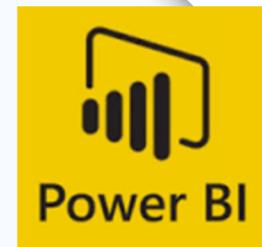
SHAPING & COMBINING DATA

1. Power BI Desktop Queries
2. Power BI Visualization: Tables and Maps
3. Using Geographical Data in Visualizations
4. Shape and Combine Power BI Data - Mashup
5. Perform a Range of Query Editing Tasks in Power BI
6. Shape Data using Formatting and Transformations
7. Combine Data from Tables in Your Dataset
8. Explore the Rationale of Power BI
9. Define the Components of Power BI Service
10. Connecting to Conventional Power BI Data Sources
11. Create the First Power BI Report using Non-Excel Data
12. Introduction to Advanced Data Sets (WEB, API, JSON, ODATA, etc.)

MODELLING DATA

1. Defining the Need for Data Relationships and Understanding Cardinality
2. Introduction to DAX Queries
3. DAX Concepts: Row Context & Filter Context
4. Calculations and Measures
5. Create Relationships and Describe Relationships between Data Tables
6. Understanding Logical Calculations
7. Understand the DAX Syntax and Use DAX Functions to Enhance Your Datasets

8. Essential DAX Functions: CALCULATE, FILTER, RELATEDTABLE
9. Working on Dates: Developing Date Dimensions using Advanced MQuery
10. Create Calculated Columns, Calculated Tables, and Measures
11. Important DAX Functions: Time Intelligence and Iterators (NOW, TODAY, DATE, DATEADD, DATEDIFF, TOTALMTD, QTD, YTD, SAMEPERIODLASTYEAR)



POWER BI

INTERACTIVE DATA VISUALIZATIONS

1. Creating Power BI Reports
2. Creating a Power BI Dashboard
3. Use Power BI Desktop to Create Interactive Data Visualizations
4. Manage a Power BI Solution using Custom Visuals
5. Import Custom Visuals into Power BI for Use in Power BI Reports
6. Advanced Visualization Techniques: Synchronized Filters and Bookmarks
7. Advanced Power BI Features: Filtering, Hierarchy, Drilldown, Tooltips

POWER BI MOBILE & WEB SERVICE

1. Using the Power BI Mobile App
2. Develop Mobile-Compatible Responsive Reports and Dashboards
3. Create Dashboards and Reports for Mobile Devices
4. Use Power BI Embedded to Add Visualizations and Reports to Web or Mobile Applications
5. Exploring Power BI Cloud Services: Quick Insights, Usage Metrics, Report Scheduling
6. Developing Reports using Power BI NLP Features



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