



MASTERCLASS

ADVANCED EXCEL , DASHBOARDS DATA ANALYSIS & POWER PIVOT

SAVE THE DATES!!!! 18 - 21 JANUARY 2022 - ONLINE VIA ZOOM or MANHATTAN HOTEL - PRETORIA

15 - 18 FEBRUARY 2022 - ONLINE VIA ZOOM or MANHATTAN HOTEL - PRETORIA

15 - 18 MARCH 2022 - ONLINE VIA ZOOM or PHYSICAL -APOLLO HOTEL

26 - 29 APRIL 2022 - ONLINE VIA ZOOM / PHYSICAL -BLUE WATERS HOTEL - DURBAN

17 - 20 MAY 2022 - ONLINE VIA ZOOM / PHYSICAL -MANHATTAN HOTEL



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INTRODUCTION

Learn how to build stunning dashboards & workbooks

Excel Dashboards are used to convey vital business information to senior management, partners & customers. In our four days Masterclasses, learn how to create stunning, world-class Excel dashboards, analyse data and create brilliant Power Pivot dashboards. Along the way, you will learn how to use various advanced features in Excel so that you can save time and look good in front of your bosses & colleagues.

These four-day Masterclass sessions can be undertaken individually, or attend all four days for the full Prestige experience!

BENEFITS OF ATTENDING:

1. Learn how to create robust, easy-to-maintain Dashboards
2. Build better & error-free Excel reports
3. Know how to choose the right charts based on your needs
4. Understand design principles that make your work stand out
5. Discover some of the less commonly-known Excel features

WHO SHOULD ATTEND?

THIS PROGRAM IS AIMED AT:

- Managers
- Systems & Reporting Analysts
- Business & Data Analysts
- MIS Reporting Analysts
- Business Intelligence Professionals
- Executives in Sales, Finance, Marketing or Customer Service

If you use Excel for more than 6 hours a week, you will benefit from this Masterclass

WHAT DO YOU GET?

By attending our Advanced Dashboards in Excel Masterclass 2016 you get,

- Exposure to best-in-class dashboard techniques, design ideas & practical tips
- Tips & ideas on using Excel better
- Networking opportunities with fellow professionals & Prestige-int Training

THE FACILITATOR

PAUL NXUMALO

Trainer, facilitator and consultant for the administrative profession in Africa and the East.

- General running of the day to day office activities
- Preparation of course material
- Research
- Facilitator in all topics relating to the administrative industry including by not limited to:
 - Communication
 - Fundamentals of communication
 - Perception, self and communication
 - Dealing with difficult people
 - Assertiveness - the grand-daddy of them all!
 - Listening and critical thinking skills
 - Presentation skills
 - Non-verbal communication (body language)
- Business writing skills
- Business English (TEFL – teaching English to a foreign language)
- Interpersonal communication
- Intercultural communication
- General knowledge of management theory
- Customer Service Excellence
- Organisation and planning
- Information Distribution
- Records Management
- Physical and Information Resources
- Document Management
- Human Resources
- Basic Financial Functions
- Global Business Protocol and Etiquette
- Networking and Social Media
- Time Management and Organisational Skills
- Power Talking
- Microsoft Office 2010 (Word, Excel, PowerPoint, Outlook)

WHAT SHOULD YOU HAVE?

Suggested Skill Level

- To benefit the most from this workshop, you need to have intermediate level working knowledge of MS Excel.
- Understanding of basic business terminology and reporting situations
- Targeted at managers, analysts & reporting professionals with 3-7 years of experience

This Masterclass is run in a specialist training venue with workstations provided. The course is demonstrated using Microsoft Excel 2010 & 2013, but students can use older versions if they prefer.

Attendees may also bring their own laptops.

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08:00 REGISTRATION 09:00 START OF SESSION ONE 10:30 TEA/COFFEE BREA
11:00 SESSION TWO 12:30 LUNCH 13:30 START OF SESSION THREE
14:30 TEA/COFFEE BREAK 15:00 SESSION FOUR 16:30 CLOSE OF WORKSHOP

PROGRAMME OUTLINE

DAY ONE

- 8:45 REGISTRATION
- 9:00 USING EXCEL FOR REPORTING
- 9:30 EXCEL FORMULAS FOR ANALYSIS & DASHBOARDS
- Structural references & Tables
 - Summing & finding data based on conditions
- 10:30 MORNING BREAK
- 10:45 EXCEL FORMULAS FOR DASHBOARDS (CONTD.)
- Using lookups to drive dashboards
- 12:30 LUNCH
- 1:30 APPLYING CONDITIONAL FORMATTING & SPARKLINES FOR DASHBOARDS
- 3:00 AFTERNOON BREAK
- 3:30 BUILDING OUR FIRST DASHBOARD – HANDS ON EXERCISE
- Defining goals
 - Preparing a sketch
 - Designing the data sheet
 - Building the calculations she et
 - Setting up the dashboard
- 5:00 END OF DAY ONE

DAY THREE

- 8:45 REGISTRATION
- 9:00 USING EXCEL FOR ANALYSIS
- 9:30 EXCEL FORMULAS FOR ANALYSIS
- Structural references & Tables
 - Summing & finding data based on conditions
- 10:30 MORNING BREAK
- 10:45 EXCEL PIVOTTABLES (2010 & 2013)
- 12:30 LUNCH
- 1:30 INTRODUCTION TO POWER PIVOT & CASE STUDY
- 3:00 AFTERNOON BREAK
- 3:30 WRITING DAX FORMULAS & CREATING MEASURES
- Aggregation measures
 - CALCULATE
 - DATE Intelligence
- 5:00 END OF DAY ONE

DAY TWO

- 9:00 DAY 1 RE-CAP
- 9:15 SELECTING THE RIGHT CHART FOR YOUR DATA
- 9:45 EXCEL CHARTING TIPS & TECHNIQUES FOR DASHBOARDS
- 10:30 MORNING BREAK
- 10:45 ADVANCED CHARTING TECHNIQUES
- Budget vs. Actual comparison charts
 - Secondary axis & combination charts
 - Waterfall chart
 - Highlighting chart data as needed
 - Dynamic & interactive charts
- 12:30 LUNCH
- 1:30 BUILDING OUR SECOND DASHBOARD – HANDS ON EXERCISE
- 3:00 AFTERNOON BREAK
- 3:30 DASHBOARD EXERCISE – CONTD.
- 4:30 Q&A – OPEN HOUSE
- 5:00 END OF MASTERCLASS

DAY FOUR

- 9:00 DAY 1 RE-CAP
- 9:15 SELECTING THE RIGHT CHART FOR YOUR DATA
- 9:45 EXCEL CHARTING TIPS & TECHNIQUES FOR ANALYSIS
- 10:30 MORNING BREAK
- 10:45 BUILDING A POWER PIVOT DASHBOARD – HANDS ON EXERCISE
- User need analysis
 - Dashboard design process & tips
 - Creating measures
- 12:30 LUNCH
- 1:30 BUILDING OUR DASHBOARD – HANDS ON EXERCISE (CONTD)
- Using conditional formatting
 - Using slicers, timelines
 - Using disconnected tables
 - Final dashboard
- 3:00 AFTERNOON BREAK
- 3:30 TOP 10 POWER PIVOT TIPS & TRICKS
- 4:00 Q&A – OPEN HOUSE
- 5:00 END OF MASTERCLASS