Business Intelligence: Data Analysis and Reporting Techniques Using Excel Masterclass

13TH – 17TH MARCH PREMIER HOTEL OR TAMBO INTERNATIONAL AIRPORT JOHANNESBURG, SOUTH AFRICA
Program Objectives:

By the end of the program, participants will be able to:

- Boost Excel Business Intelligence (BI) expertise in business and management reporting.
- Perform automated report writing, analysis and reconciliation.
- Link their Excel with PowerPoint for dynamic data update.
- Develop dynamic BI dashboards, scorecards and flash management reports to assist professionals in measuring performance and enhancing decision making.
- Use advanced report development techniques by linking-up Excel with other databases.
- Perform data analysis techniques to produce timely and accurate reports.

This program is designed for:

- FINANCE PEOPLE
- Business professionals,
- Business analysts,
- Research professionals,
- Marketing and sales,
- Administrative staffs, supervisors, general business professionals and staff from any function who need to learn and apply state-of-the-art techniques to their daily business reporting, reconciliations and analysis.
Course Outline

Database and Table Preparation
- Create Databases and Lists
- Manipulate the Data with Text Functions and Lookup Functions
- Use Data Form
- Text to Columns
- Format as Table
- Data Validation
- Remove Duplicates
- Consolidate tables into one

Importing Data
- Import or Connect Data
- Refresh Imported Data
- Set refresh Options

Working with Advanced Functions
- Absolute versus Relative cell references
- Using Name Ranges
- Logical Functions (If, AND, OR)
- Math and Trig Functions (SumIf, Sumifs)
- Text Functions (Left, Right, Mid, Trim)
- Lookup Functions (Lookup, Vlookup)
- Nested IF and Nested Functions

Data Analysis Tools
- Using Conditional Formatting
- Advanced Sorting
- Advanced Filtering
- Grouping of Data
- Summarize Data in a List Using Subtotals

What IF Analysis tools
- Scenario Manager
- Goal Seek
- Data Tables

Using PivotTable to Analyse Data
- Creating Pivot Tables
- Number Formatting Techniques
- Designing Report Layout
- Sorting in Ascending, Descending and More Sort
- Options

Pivot Charts
- Creating Pivot Charts
- Formatting Pivot Charts
- Editing Pivot Charts
- Filtering Pivot Charts
- Adding chart elements
- Moving and sizing Pivot Charts
- Using chart options to change the design and layout of the chart

Adding interactivity to your reports
- Understanding slicers
- Creating a standard slicer
- Formatting slicers
- Controlling multiple PivotTables with one slicer
- Creating a timeline slicer
- Adding Sparklines

Reporting
- Building a Dashboard
- Building Chart Based Dashboards
- Building Table Dashboards
- Using Camera Tool
- Linking Tables and Charts in PowerPoin
REGISTRATION FORM

Investment: R15 490 Excl VAT (without a Laptop)/R20 999 Excl VAT (with a laptop)

Authorising Person

Name: 
Email: 
Telephone: 
Fax: 
Job Title: 
Organisation: 
Address: 
Country: 
Postal Code: 
Signature: 

Delegate Details:

Delegate Name & Surname | Position | Email | Cellphone Number
--- | --- | --- | ---

TERMS AND CONDITIONS

The following terms and conditions will apply:

All payments to be made directly to Mzingeli Trading and Skills Development Account.

No seats will be reserved, unless Mzingeli Trading and Skills Development receives a signed registration form.

Mzingeli Trading and Skills Development reserves the right, due to circumstances beyond our control, to change speakers, program content, date & venue.

The signed registration form is a legally binding contract.

SUBSTITUTIONS

Delegates must inform Mzingeli Trading and Skills Development in writing of any substitutions.

There is no charge for substitutions.

Mzingeli Trading and Skills Development will not be held liable for incorrect delegate details on Certificates in the event of substitutions being made on the day of the conference.

In the event of Mzingeli Trading and Skills Development having to cancel or postpone an event due to circumstances beyond our control, delegates will be issued with a credit voucher, which may be used at our next scheduled event.

CANCELLATIONS

All cancellations will be subject to approval by the management of Mzingeli Trading and Skills Development.

All cancellations made seven (7) working days prior to date of the above-mentioned event will be subject to a 50% cancellation fee.

Cancellations made within seven (7) working days of date of the above-mentioned event, will be subject to a 100% cancellation fee.

The will be no refunds or credit vouchers for no shows.

PAYMENT

Electronic Transfer or Direct Deposit into our bank account, validated by fax or emailed copy of transaction slip.

Make Payment to:

Bank Name: First National Bank (FNB)
Branch Name: Westgate
Branch Code 250841
Account Name: Mzingeli Trading and Skills Development
Account Number: 62412926761

PLEASE NOTE: Payment is required in full 5 days from date of invoice.

DATES & INVESTMENT

The registration fee includes all training materials, lunch, refreshments, and parking but excludes Travel & Accommodation.

Please type or print clearly and submit by fax or email.

BUSINESS INTELLIGENCE: DATA ANALYSIS & REPORTING TECHNIQUES USING EXCEL MASTERCLASS

Dates: 13 – 17 March 2017
Venue: Premier Hotel OR Tambo Int Airport, JHB
Investment: R 15 490.00 Excl VAT (without a Laptop)
R 20 999.00 Excl VAT (with a laptop)