

Short Course List

- Data Management including Pivot Tables (3 hours)
- Pivot Tables only (1 hour)
- Charts - from start to finish (2 hours)
- Printing - all you ever need to know (1 hour)
- Formulas & Functions - Introduction (3 hours)
- Formulas & Functions - Advanced (3 hours)
- Worksheet & Workbook Protection (1 hour)
- Formatting - including Conditional Formatting (2 hours)
- An Introduction to Macros (VBA programming) (3 hours)
- Power BI (30 hours approx.)

Data Management - Including Pivot Tables (3 hours)

Content:

- Filtering (Auto Filter and Advanced Filter)
- Sorting
 - Simple Sorting,
 - Complex Sorting
 - Custom Sorting
- Freezing Panes
- Named Ranges
- Linking & Consolidating Data
- Subtotals
- Data Validation
- An Introduction to Pivot Tables
- Table Styles

An Introduction to Pivot Tables (1 hour)

Content:

- An Introduction to Pivot Tables
- Table Styles

Charts - from start to finish (2 hours)

Content:

- Quick chart
- Chart Types:
 - Column
 - Bar
 - Pie
 - Line
 - Composite
- Trend Lines
- Templates
- Modifying Charts
- Using charts

Printing (1 hour)

Content:

- Print Preview
- Fit to Page
- Paper Sizes
- Page Alignment
- Headers & Footers
- Freezing Titles

Formulas and Functions Intro (3 hours)

Content:

- How to Create Basic Formulas
- Understanding Relative and Absolute Cell References
- Basic Functions
 - SUM
 - COUNT
 - AVERAGE
 - MAX
 - MIN
 - IF

Formulas and Functions Advanced (3 hours)

Content:

- Understanding Relative and Absolute Cell References
- Advanced formulas
- Advanced Functions:
 - VLOOKUP
 - AND/OR
 - DATE Functions
 - COUNTIF/COUNTIFS
 - SUMIF/SUMIFS
 - IFERROR
 - TEXT functions
 - MORE functions as requested

Worksheet & Workbook Protection (1 hour)

Content:

- Worksheet Protection (protecting cells and objects like charts)
- Workbook Protection (protecting the structure of the workbook)
- Restricting Workbook Access (using passwords to modify or open workbooks)

Formatting - including Conditional Formatting (2 hours)

Content:

- Basic Formatting (Fonts, Backgrounds etc.)
- Number & Date Formatting
- Format Painter
- Conditional Formatting
- Table Formatting

An Introduction to Macros (VBA programming) (3 Hours)

Content:

- Why Use Macros
- The Macro Recorder
- Running Macros
- Editing Macros
- Variables
- Decisions & Looping
 - IF/THEN/ELSE
 - DO WHILE LOOP
 - FOR/NEXT
- Debugging Techniques
- Tips & Tricks

POWER BI (3 stages – 30 hours approx.)

Power BI Stage 1 (4 Modules - 10 hours)

Module 1: Introduction to Power BI (2 Hours)

Content:

- What is Business Intelligence (BI)?
- Why we use BI tools
- What is Power BI and why it's useful
- Power BI building blocks
- Getting started with Power BI Desktop
- Creating and sharing a simple dashboard

Module 2: Working with Power BI Desktop (1.5 hours)

Content:

- Power BI interface
- Importing data from Excel, CSV, etc.
- Understanding Power BI workspaces

Module 3: Cleaning and Preparing Data (3 hours)

Content:

- Fixing rows and columns
- Changing data formats
- Splitting and merging columns
- Simple transformations like remove, replace, and format

Module 4: Creating Simple Visuals (3.5 hours)

Content:

- Bar, column, pie, and card visuals
- Basic filters and slicers
- Sorting and formatting visuals
- Simple dashboards with multiple visuals

Power BI Stage 2 (4 Modules – 10.5 hours)

Module 1: Organizing and Modelling Data (3.5 hours)

Content:

- Combining data tables
- Creating dimension and fact tables
- Basic relationships between tables
- Simple performance tips

Module 2: Calculations with DAX (2.5 hours)

Content

- What is DAX?
- Basic formulas like SUM, COUNT, AVERAGE
- Quick Measures (pre-built calculations)
- Difference between calculated columns and measures

Module 3: Building Interactive Dashboards (2.5 hours)

Content:

- Adding slicers and filters
- Drill-down and drill-up
- Using tooltips and buttons
- Creating reports with multiple pages

Module 4: Simple Dashboard Insights (2 hours)

Content:

- Creating dashboards in Power BI Service
- Using Q&A (ask questions with words)
- Viewing automatic insights

Power BI Stage 3 (10 hours)

Module 1: More Useful DAX (3 hours)

Content:

- Time-based formulas (YTD, MTD)
- IF, SWITCH, and simple logic formulas
- Understanding how filters work in calculations

Module 2: More Visual Options (3 hours)

Content:

- Hierarchies in visuals
- Drill-through pages
- Custom themes and styles
- Grouping visuals, adding bookmarks and buttons

Module 3: Connecting to Live Data (2.5 hours)

Content:

- Connecting to SQL Server or Excel
- Using content packs
- Refreshing data automatically

Module 4: Sharing and Exporting Reports (1.5 hours)

Content:

- Publishing reports online
- Sharing with others
- Exporting to PDF or PowerPoint
- Setting up data refresh (basic setup)