Why Learn Data Management and Analytics Professional?

Master Your Data with Microsoft Excel and Power BI.

Join Our Data Management and Analytics Learning Path From core to Advanced.

Audience Profile :

- Business Intelligence Professionals
- Data analysts
- IT Managers
- Professionals who use Power BI
- Data Scientists
- Professionals Managing Data for Decision-making
- Individuals who want to gain a clear understanding of the Microsoft Power BI Tool

Prerequisites:

- Understanding core data concepts.
- Familiarity with Microsoft Office applications – particularly Excel.
- An awareness of key business priorities such as revenue, profitability, and financial accounting is desirable.

Course Overview:

- Learn Microsoft Excel from Beginner to Advanced Data Analysis and Reporting.
- Gain the necessary skills to create, edit, format, and print basic Microsoft Excel worksheets using Excel.
- Work with charts and advanced formatting including styles, advance their skill set by learning to work with advanced formulas, lists, and illustrations.
- Gain the skills necessary to use pivot tables, audit and analyze worksheet data, utilize data tools, collaborate with others, and create and manage macros.
- Add BI techniques to Excel data analysis. Go beyond the capabilities of tables and charts and use Pivot Charts, the Excel Data Model, and Power BI.
- Learn to Turn your Data into Insights and Build Data Analytics to Deliver business value through Microsoft Power BI: Data Analysis and Visualization.
- Identify business requirements, clean and transforms data, and then design and build data models by using Power BI.

In this Learning path

1. **Microsoft Power BI Data Analyst**
2. **Microsoft Excel Core & Intermediate**
3. **Advanced Microsoft Excel**
4. **Analyzing Data with Excel**

Microsoft Power BI Data Analyst Outline:

- Module 1: Get Started with Microsoft Data Analytics
- Module 2: Getting Data in Power BI
- Module 3: Clean, Transform, and Load Data in Power BI
- Module 4: Design a Data Model in Power BI
- Module 5: Create Model Calculations using DAX in Power BI
- Module 6: Optimize Model Performance in Power BI
- Module 7: Create Reports in Power BI
- Module 8: Create Dashboards in Power BI
- Module 9: Identify Patterns and Trends in Power BI
- Module 10: Create and Manage Workspaces in Power BI
- Module 11: Manage Files and Datasets in Power BI
- Module 12: Row-level Security in Power BI

Microsoft Excel Core & Intermediate Outline:

- Module 1: Creating a Microsoft Excel Workbook
- Module 2: The Ribbon
- Module 3: The Backstage View (The File Menu)
- Module 4: The Quick Access Toolbar
- Module 5: Entering Data in Microsoft Excel Worksheets
- Module 6: Formatting Microsoft Excel Worksheets
- Module 7: Using Formulas in Microsoft Excel
- Module 8: Working with Rows and Columns
- Module 9: Editing Worksheets
- Module 10: Finalizing Microsoft Excel Worksheets
- Module 11: Advanced Formulas
- Module 12: Working with Lists
- Module 13: Working with Illustrations
- Module 14: Visualizing Your Data
- Module 15: Working with Tables
- Module 16: Advanced Formatting

Course Outline - Continued

Advanced Microsoft Excel Oultine:

- Module 1: Using Pivot Tables
- Creating Pivot Tables
- More PivotTable Functionality
- Inserting Slicers
- Module 2: Auditing Worksheets
- Tracing Precedents
- Tracing Dependents
- Showing Formulas
- Module 3: Data Tools
- Converting Text to Columns
- Linking to External Data
- Controlling Calculation Options
- Module 4: Working with Others
- Protecting Worksheets and Workbooks
- Password Protecting a Workbook
- Password Protecting a Worksheet
- Password Protecting Ranges in a Worksheet
- Module 5: Recording and Using Macros
- Editing Macros
- Adding Macros to the Quick Access Toolbar
- Adding a Macro to the Quick Access Toolbar
- Module 6: Random Useful Items
- Inserting and Customizing Sparklines
- Using Microsoft Translator
- Preparing a Workbook for Internationalization and Accessibility
- Module 7: Cloud
- Using the Cloud.
- Lab : Using the Cloud

Analyzing Data with Excel Outline:

- Module 1: Data Analysis in Excel
- Classic Data Analysis with Excel
- Excel Pivot Tables
- Limitations of Classic Data Analysis
- Module 2: The Excel Data Model
- Using an Excel Data Model
- Module 3: Importing Data from Files
- Importing Data into Excel
- Shaping and Transforming Data
- Loading Data
- Module 4: Importing Data from Databases
- Available Data Sources
- Previewing, Shaping, and Transforming Data
- Table Relationships and Hierarchies
- Module 5: Importing Data from Excel Reports
- Importing Data from Excel Reports
- Transforming Excel report Data
- Module 6: Creating and Formatting Measures
- Advanced DAX Functions
- Module 7: Visualizing Data in Excel
- Cube Functions
- Charts for Cube Functions
- Module 8: Using Excel with Power BI
- Uploading Excel Data to Power BI
- Power BI Mobile App

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