

WORKSHOP ON HOW TO PREPARE AND ANALYSE DATA USING EXCEL



Date: June 6, 2023 (Tuesday)
Time: 9.00 a.m. - 5.00 p.m.
Venue: Kuala Lumpur
Fee:- MICPA & CA ANZ Member / Approved Training Employer (ATE):- RM500.00 | Non-Member:- RM630.00

Introduction

Excel is common tools use in many companies. In this Workshop, participants will learn to apply the Excel built-in tools to perform data cleansing and data modeling, resulting in a simple excel dashboard ready for business analysis and discussion.

MINIMUM SYSTEM REQUIREMENTS *this hands-on Workshop requires basic knowledge of Microsoft Excel:

- Microsoft Office Excel 2016 Business edition
- Microsoft Office 365 Business plan

Programme Outline

<p>9.00 a.m. - 5.00 p.m.</p>	<p>Introduction to PowerPivot</p> <ul style="list-style-type: none"> • What is PowerPivot • Add PowerPivot into Excel • Open PowerPivot • Loading Data from External Sources <p>Load Data via Power Query</p> <ul style="list-style-type: none"> • What is Power Query • How to edit Power query/ PowerPivot when data source changes • How to Refresh Data? <p>Table Relationships</p> <ul style="list-style-type: none"> • Why Create Relationships? • Create Relationships in Diagram View • Data Model -Cardinality • Data Model -Data Flow • Create Relationships in Diagram View <p>PowerPivot Windows</p> <ul style="list-style-type: none"> • Applying Formatting • Sort by Column Function 	<p>Calculated Column</p> <ul style="list-style-type: none"> • DAX? • Calculated column • When to use calculated column <p>PivotTables</p> <ul style="list-style-type: none"> • Create Pivot Tables with Table • Create Relationships in the Data Model • Add a PivotChart • Add Slicers to PivotTable <p>Create Measures</p> <ul style="list-style-type: none"> • Why measures? • Implicit Measures • Explicit measures - DAX Measure • Measure Dialog Box <p>Case Study</p> <ul style="list-style-type: none"> • Load data to Power Query (Folder) • Clean up data • Create Modeling • Create Dax Measures
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Speaker's Profile



Mr. Jack Lee Cheong Loong, equipped with 23 years of working experience in multiple roles and departments, is actively delivering high-demand courses and training for Microsoft Power Platform, which encompasses Power Apps, Power Automate and Power BI. Mr. Lee specializes in R & Python programming, Excel Dashboard for Business analysis, Data Visualization with Tableau, and Citizen Data Scientist (OpenCertHub). Professionally, Mr. Lee has been certified in Train The Trainer program recognized by HRDF, accredited in the Citizen Data Scientist Trainer program recognized by CPFA,

qualified with a Professional Certificate in Big Data & Analytics, endorsed by Microsoft Office as an Excel 2016 Specialist and a verified Tableau Desktop Specialist. Also, he possesses a wide range of project management experience through diversified projects and industries at domestic and international locations.