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WORKSHOP

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**flexiEdge Training PLT**
Shoplot No. 9, Ground Floor,
Hotel Equatorial Penang,
1, Jalan Bukit Jambul,
11900 Bayan Lepas, Penang.
Tel/ Fax: 604-646 8377

# POWERFUL DATA ANALYSIS & DATA MODELING IN POWERPIVOT FOR MS EXCEL 2013
## 16-17 JANUARY 2018 (TUESDAY-WEDNESDAY), 9.00 AM – 5.00 PM
### @ PENANG SKILLS DEVELOPMENT CENTRE (PSDC)
### 1, Jalan Sultan Azlan Shah, 11900 Bayan Lepas, Penang.

**Target Group:** This program is designed for advanced Microsoft Excel users who may work or be interested in the domains of finance, statistics, project analysis, market analysis or general data manipulation. They will have a need to create PivotTables on a regular basis and to produce reports with multiple PivotTables/PivotCharts to produce 'Business Intelligent' type dashboard reports.

**Pre-requisites:**
Before attending this program, learners need to be able to:
✓ good knowledge of Microsoft Excel;
✓ basic knowledge of Database Relationships (preferable but not unnecessary);
✓ good knowledge of Excel formula/function to manipulate data;
✓ understand the features of PivotTables, such as the areas designed for fields.

**Introduction:**
PivotTables and PivotCharts are some of the Excel's most powerful features for analyzing data. This program takes PivotTables to the next level, teaching you how to use PowerPivot: a free add-in available only for Microsoft Excel 2010/2013/2016. PowerPivot links in with PivotTables, however the data used, can be manipulated and managed as though you were using a Relational Database (such as SQL or Access).

## Learning Objectives

**What Will You Learn:**
Upon successful completion of this program, learners will be able to:
✓ become familiar with the PowerPivot application and import data;
✓ manipulate data in a PowerPivot worksheet;
✓ create reports using PowerPivot data;
✓ use DAX functions in PowerPivot;
✓ distribute PowerPivot Data.

**HRDF Claimable
under SBL Scheme**

**Program Delivery Style:**
Classroom based. All topics will be covered by way of practical sessions through exercises.

## Course Content

**Module 1: Introduction to PowerPivot**
▪ What is PowerPivot?
▪ The Architecture of PowerPivot in Excel;
▪ Activate the PowerPivot Add-in in Excel;
▪ Overview of PowerPivot UI;
▪ Save a Workbook in PowerPivot.

**Module 2: Adding Data to PowerPivot Workbook**
▪ Overview of Adding Data to PowerPivot Workbook;
▪ Data Sources Supported in PowerPivot Workbooks;
▪ Add Data by Using the Table Import Wizard;
▪ Add Data by Using a Custom Query;
▪ Add Data by Using Copy and Paste;
▪ Add Data by Using an Excel Linked Table;
▪ Data Refresh.

**Module 3: Create Relationships Between Tables in PowerPivot**
▪ Overview of Relationships in PowerPivot;
▪ Automatic Detection for Existing Table Relationships;
▪ Create Relationships in Diagram View;
▪ Create Relationships in Table View.

**Module 4: Create Calculated Column in PowerPivot**
▪ Overview of Calculated Columns in PowerPivot;
▪ Create a Calculated Column;
▪ Edit a Calculated Column;
▪ Delete a Calculated Column.

**Module 5: Create Hierarchies in PowerPivot**
▪ Overview of Hierarchies in PowerPivot;
▪ Create a Hierarchy;
▪ Edit a Hierarchy;
▪ Delete a Hierarchy.

**Module 6: Create a PivotTable from PowerPivot Data**
▪ Overview of PivotTables;
▪ Create a PivotTable;
▪ Add Slicers to PivotTable;
▪ Add Timelines to PivotTable

**Module 7: Create a PivotChart from PowerPivot Data**
▪ Overview of PivotCharts;
▪ Create a PivotChart;
▪ Add Slicers to PivotChart;
▪ Add Timelines to PivotChart.

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**Closing date for registration:
09 January 2018**

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### Module 8: Create Measures in PowerPivot
- Overview of Measures in PowerPivot;
- Create Measures;
- Format the Measures;
- Finding Measures;
- Edit an Existing Measure;
- Delete a Measure.

### Module 9: Create KPIs in PowerPivot
- Overview of KPIs in PowerPivot;
- Create a KPI;
- Edit a KPI;
- Delete a KPI.

### Module 10: Perspectives in PowerPivot
*\* For MS Excel 2013, Perspectives only can be created with the host of MS SharePoint 2013\**
- Overview of Perspectives in PowerPivot;
- Create a Perspective;
- Use the Perspective in a PivotTable Report;
- Edit a Perspective;
- Delete a Perspective;
- Copy a Perspective.

### Module 11: Overview of Data Analysis Expressions (DAX)
- Introduction to DAX;
- Comparing DAX Functions and Excel Functions.

## Course Leader

**Irene Lau Sze Peng** has been a trainer for more than 6 years, specializing in the field of computing and information systems. Irene is an IT Consultant who graduated from University of Lincolnshire & Humberside in Computing & Information Systems. At professional level, Irene has Certificate in Computer Engineering from South Kent College, UK and Yellow Belt in Six Sigma Certification. She has also attended SunMicro TE Training by using Nexus & Nebula at SunMicro, Edinburgh, UK.

Irene has extensive teaching experience in Microsoft Office application especially Excel, Word and Powerpoint.

## Investment / Participation Fees

| RM 1,000.00 / participant | **10% group discount** for **three (3) or more** registered participants from the same company or subsidiaries for every single registration |
|---|---|

## REGISTRATION FORM

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1, Jalan Sultan Azlan Shah, 11900 Bayan Lepas, Penang.**

Register Now

| No. | Name of Participant(s) | Designation | Vegetarian? (please √ ) |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
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**Registration Submitted By:**

Company Name:

Company Address:

| Contact Person: | | Designation: |
|---|---|---|
| Tel: | Fax: | Email: |

Payment: Enclosed herewith Cheque/ Bank Draft (No. _____ ) amounting to RM_____ for

( ) participant(s), crossed and made payable to "**flexiEdge Training PLT**". *OR*

Bank in / transfer to our CIMB Bank A/C No.: 800 794 3431 and send us the bank in/ transaction slip.

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*Closing date for registration:*
*09 January 2018*

**Kindly send your completed registration form through email to Ms. Felicia Tham/ Mr. Quah Eng Siang at administrator@flexiedge.com.my or through fax to 04-646 8377.**

**\*For further enquiry, please contact Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at Tel: 04-646 8377/ 012-479 8377/ 013-588 3355**

| Terms and Conditions |
| --- |

1. Fees are inclusive of program kits, refreshments and lunch and certificate of attendance.
2. **Program confirmation will be notified through email before the program date. Kindly ensure the email provided is reachable. Please check your email, read the details especially the date, time and final venue and acknowledge the confirmation notification.**
3. (a) Cancellation / notice of withdrawal must be given in writing (email) to us before program closing date, no fee shall be charged.
   (b) No cancellation is allowed once our program confirmation is emailed to you. However, if registered participant is unable to attend, replacement is allowed. No shows shall be fully billed. No refund if participant/ replacement does not turn up on the program day.
4. flexiEdge Training PLT has the right to change the dates, time, venue, course leader or cancel the scheduled training due to unforeseen circumstances beyond its control.

*This program can be customised for In-House Training upon request.*
*Please contact Ms. Felicia Tham/ Mr. Quah Eng Siang @ 04-646 8377/ 012-479 8377 or email us at administrator@flexiedge.com.my*
*for more details or proposal.*