

## Advance MS Excel Skills Training - Executive Dashboards & Business Data Analysis...



Time	Activity	Details – <i>highlights only</i>
<b>DAY 1</b>		
08:00 to 08:30am	Arrival and Registration	
08:30 to 10:00am	Introduction to Excel Basics	<ul style="list-style-type: none"> <li>• Excel Ribbon</li> <li>• Creating Shortcuts</li> <li>• Workbook/Worksheet mgt</li> </ul>
<b>5 Minutes Body Break</b>		
10:05am to 11:00am	Data Management	<ul style="list-style-type: none"> <li>• Filtering – various data types</li> <li>• Sorting -various data types</li> <li>• Data Split – text to column</li> <li>• Data Joining - formulas</li> <li>• Flash Fills</li> </ul>
<b>20 Minutes Tea Break</b>		
11:20am to 01:00pm	Data Management	<ul style="list-style-type: none"> <li>• TEXT function usage</li> </ul>
<b>Lunch Break</b>		
02:00pm to 03:00pm	Data Formatting	<ul style="list-style-type: none"> <li>• Data Transposing</li> <li>• Data Realignment</li> <li>• Data conversion using formulas</li> </ul>
<b>15 Minutes Tea Break</b>		
03:15pm to 04:30pm	Q&A	The delegates get to engage the facilitator
<b>DAY 2</b>		
08:00am to 10:00am	Advanced Formulas	
<b>5 Minutes Body Break</b>		
10:05am to 11:00am	Advanced Formulas	
<b>20 Minutes Tea Break</b>		
11:20am to 01:00pm	Formula Cell referencing	<ul style="list-style-type: none"> <li>• Absolute</li> <li>• Relative</li> <li>• Mixed</li> </ul>
<b>Lunch Break</b>		
02:00pm to 03:00pm	Working with Dates in Excel	<ul style="list-style-type: none"> <li>• Date &amp; time function</li> <li>• Date formatting</li> </ul>
<b>15 Minutes Tea Break</b>		

03:15pm to 04:30pm	Q&A	The delegates get to engage the facilitator
<b>DAY 3</b>		
08:00am to 10:00am	Conditional Formatting	<ul style="list-style-type: none"> <li>• Introduction &amp; System driven formatting</li> </ul>
<b>5 Minutes Body Break</b>		
10:05am to 11:00am	Conditional Formatting	<ul style="list-style-type: none"> <li>• Formulas driven</li> </ul>
<b>20 Minutes Tea Break</b>		
11:20am to 01:00pm	Conditional Formatting	<ul style="list-style-type: none"> <li>• Mixed formatting</li> </ul>
<b>Lunch Break</b>		
02:00pm to 03:00pm	Tables	<ul style="list-style-type: none"> <li>• Use and design</li> <li>• Formula nomenclature</li> </ul>
<b>15 Minutes Tea Break</b>		
03:15pm to 04:30pm	Q&A	The delegates get to engage the facilitator
<b>DAY 4</b>		
08:00am to 10:00am	Pivot Tables	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Designs</li> <li>• Building pivot tables</li> </ul>
<b>5 Minutes Body Break</b>		
10:05am to 11:00am	Pivot Tables	<ul style="list-style-type: none"> <li>• Calculated columns</li> </ul>
<b>20 Minutes Tea Break</b>		
11:20am to 01:00pm	Pivot Tables	<ul style="list-style-type: none"> <li>• Data Analysis</li> </ul>
<b>Lunch Break</b>		
02:00pm to 03:00pm	Charting	<ul style="list-style-type: none"> <li>• Building and customizing charts</li> </ul>
<b>15 Minutes Tea Break</b>		
03:15pm to 04:30pm	Q&A	The delegates get to engage the facilitator
<b>DAY 5</b>		
08:00am to 10:00am	PowerPivot	<ul style="list-style-type: none"> <li>• Introduction &amp; Setup</li> </ul>
<b>5 Minutes Body Break</b>		
10:05am to 11:00am	PowerPivot	<ul style="list-style-type: none"> <li>• Data modelling</li> </ul>
<b>20 Minutes Tea Break</b>		
11:20am to 01:00pm	PowerPivot	<ul style="list-style-type: none"> <li>• Data Analysis</li> </ul>

<b>Lunch Break</b>		
02:00pm to 03:00pm	PowerPivot	• Data Analysis
<b>15 Minutes Tea Break</b>		
03:15pm to 04:30pm	Q&A	The delegates get to engage the facilitator

**REQUIREMENTS:**

- Microsoft Excel 2016 Professional Pro
- Windows based Laptop – Minimum RAM (2GB)
- Minimum 1GHz clock speed
- Internet connection
- Screen Resolution 1280x800



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