Advanced Data Analysis & Reconciliation

CPD 24 units | 24 PL credits

Online Prework + 3 Days Classroom **or** 6 Virtual Sessions **or** Online Self-Paced

dbrown CONSULTING

CFA Society Nigeria | CPD MEMBER — The CPD Certification Service | FINANCIALMODELING INSTITUTE | AFM

dbrownconsulting focuses on helping organizations and individuals achieve more with their data. We partner with CFA Society Nigeria to deliver world-class learning and professional development solutions to its members and candidates in Nigeria. We are also an accredited training provider of the Financial Modeling Institute based in Canada, Microsoft partners, a member of CPD UK.

Overview

This is a blended course in Advanced Data Analysis using Excel Functions, Pivot Tables, Solver tool and the new modern Data Analysis Tools for extracting transforming and loading data called Power Query.

The course also covers Reconciliation techniques using excel functions, pivot tables, power query and new reconciliation tools like the Inquire Addin.

This course uses real world case studies to bring home the concepts. Learn our report automation methodology and learn the secrets for building dynamic Dashboards in Excel.

As a blended course participants are required to complete a rigorous pre-work on our e-learning platform (www.OfficeTrainingHub.com) to refresh their knowledge on basic excel techniques before attending the classroom or virtual sessions.

This not a basic excel course, participants are required to pass our Excel Proficiency Test before attending the course.

The duration for the full version of this course is 3 days with an abridged versions that can be completed in 2 Days.

Learning Outcomes

By the end of the course participants will be able to

- Apply Excel Analysis functions like XLOOKUP, VLOOKUP, MATCH, SUMIFS, OFFSET, INDEX and more Functions in real world scenarios
- Illustrate the use of a modern Reporting Infrastructure in Excel
- Modify an existing report by implementing Report Building Blocks
- Describe the interface for the Power Query tool
- Apply Power Query to automate the report update process
- Develop Visualisations for performance reports
- Understand the steps for working effectively with Pivot tables and Pivot Charts
- Understand the uses of the Solver tool in Excel to build Optmisation and financial planning solutions
- Discover how to use Excel to carry out basic to advanced reconciliation tasks
- Construct an Advanced and automated reconciliation tool using the Power Query application
- Learn tips and tricks for effective analysis and reconciliation using Excel
- Reinforce all the skills learnt via access to our online course in "Report Automation in Modern Excel"

Online Pre-Work

Content (10 Chapters | 110+ Activities & Videos)

a. The reporting infrastructure
b. Get Data with power Query
c. Report Building Blocks
d. How to Build a Control Infrastructure
e. Build Dynamic Date & Report Selector
f. The Report Automation Process
g. Visualising your Performance Reports
h. Visualising Top N Reports and Cards
I. Building your Dashboard
j. Mastering the VLOOKUP Function

- Participants will be given access to this course's online pre-work platform on *www.OfficeTrainingHub.com*

- All activities must be completed before attending the classroom sessions for the course.

- This platform also serves to introduce participants to their instructors via the discussion forum.

- Participants are also expected to document their expectations.

Preparing Data with Power Query

Overview of Power Query
- What is power query
- Get & Transform vs Power Query vs Data Flows
- Overview of the M formula Language

Extracting Data with Power Query
- Get data in power query
- Connecting to different data sources
- Identifying the data types in Power Query

Transforming Data with Power Query
- Overview of transformation tools
- Using the Transform and Add Column Tabs
- Writing simple M language in Power Query
- Identifying & correcting error in Power Query
- Case Study: Cleaning dirty data with Power Query

Consolidating Excel & Text Files with Power Query
- Using the Folder Data Source
- Step by step guide to consolidating files
- Transforming data types in Power Query
- Loading your consolidated data to Excel
- Creating a connection to your data
- Refreshing your report with new data

Analysing Data with Excel

Working with Pivot tables
- Introduction to Pivot tables
- Connecting to an external Source

- Pivoting a Pivot table
- Using the ideas AI tool to create Pivot Reports in Excel
- Drilling down to details with Pivot tables

Introducing Power Pivot & DAX
- What is Power Pivot & DAX
- Connecting to a Simple Data Model using Power Query
- Creating Simple Reports with Pivot Tables
- Writing Simple DAX Code

Visualising your performance reports
- Introduction to Pivot Charts
- Best practices in Chart design
- Various data visualisation options in excel
- Linking your Excel Chart to your Power Point Presentation
- Building a Pivot Table Dashboard
- Top 10 Tips for Report presentation

Solving Optimization Problems with Excel Solver
- What is Excel's Solver Tool
- Case Study: Solving a Resource Allocation Problem
- Case Study: Optimizing Workforce Scheduling
- Solver and Financial Planning

Reconciling Data with Excel

Using Excel Formulas & Functions for Reconciliation
- An overview of the art of Reconciliation
- Rules & Techniques & Functions for Matching
- Mastering the core Reconciliation Functions in Excel
- Bank Reconciliation Case Study
- Forex Reconciliation Case Study

Using Excel Tools & Techniques for Reconciliation
- Using Data validations to perform reconciliations
- Using Conditional Formatting and filters to reconcile
- Building an Audit sheet to monitor recon differences in a Financial Model

Using Advanced Reconciliation Techniques
- Reconcile & Map Workbook Links with the Inquire Addin
- Using Pivot Table to build a Reconciliation Tool
- Using Array formulas to reconcile without a reliable reference

Using Power Query to Build an Automated Reconciliation Tool
- Overview of Power Query interface
- Building the Queries
- Merging Queries to eliminate reconciled Items
- Merging a table of recon comments with your tool
- Loading a final reconciliation report into Excel
- Create a Recon Button to automate the process

Training Center:
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Power Excel 1 (the essentials)

Online Prework + 2 Days Classroom **or** 4 Virtual Sessions **or** Online Self-Paced

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Overview

Learn the foundations of Excel that never get taught to you, this will catapult your confidence when working with Excel and give you a strong base when taking on other advanced topics.

This course will teach you a methodology for working with Excel that exposes how the Excel application really works. The course highlights many shortcuts, tips and tricks to make you more productive on the job.

It is said that more than 80% of Excel users are aware of only 20% of what Excel can do. We will show you the tools, functions and techniques that will unlock the 80% of Excel you may not know about.

The course is developed by a Microsoft MVP and includes free online access to enable you chat with our trainers and your colleagues as you implement your new skills back on the job.

Learning Outcomes

By the end of the course participants will be able to

- Identify and Recall the new features and shortcuts in the latest versions of Excel.
- Demonstrate general Excel spreadsheet skills by working with tabs, ribbons, dialogue boxes, Excel options and formats.
- Interpret exactly how the Excel engine works and use this knowledge in proffering solution to case studies.
- Employ formulas, functions and data tools to perform simple data analysis.
- Build simple yet dynamic templates for "on the job use".
- Reporting with pivot tables.

Online Pre-Work

- Participants will be given access to this course's online pre-work platform on *www.OfficeTrainingHub.com*

- All activities must be completed before attending the classroom sessions for the course.

- This platform also serves to introduce participants to their instructors via the discussion forum.

- The platform includes basic knowledge and definitions as well as short videos to get participants effectively prepared for the course.

- Participants are also expected to document their expectations.

- The Courses digital certificate of completion will also be issued via this platform.

Overview of Excel
- Required Laptop & Excel Settings
- Where it all Started from (VisiCalc to Office 365)
- What is Excel (The excel Interface)
- What Excel can accomplish when used properly.
- General spreadsheet skills:
- Workbooks, Worksheets, Navigation etc.
- Formatting in Excel.

Entering & Editing Worksheet Data
- What data can we use (Options Dialogue Box)
- Best practice rules when working with data
- Useful shortcut keys
- Entering Text and Values
- Entering Date & Time
- Modifying Cell Content

Essential Worksheet Operations
- The fundamentals: controlling the worksheet view & working with rows & columns
- Working with Formulas and Functions
- Looking for the right function to use
- Best practices in entering and editing functions
- The Function Argument Box
- Simple Functions: Basic Excel Functions

Working with Formulas and Functions (Cont'd)
- Joining and Splitting Text in Excel
- Joining Names and VLOOKUP
- VLOOKUP
- What it is & how to use it efficiently
- Case Study Applications
- Introducing XLOOKUP

Referencing Exercises
- Understanding the 4 ways to reference cells and ranges
- Sales Projections
- Scenario Analysis with Goal Seek Tool

Analysing Data Using Charts
- Introducing Charts

- Types of Chart: Line, Bar, Pie, Radar, XY charts etc.
- Chart elements
- Applications

Data & Reporting best practice
- 7 Golden Rules of Data
- 3 Sheet Framework for Reporting
- 4 Ways to create reports in Excel

Reporting with Pivot Tables
- Overview of Pivot tables
- Planning your Pivot reports
- Designing a Pivot Dashboard
- Top tips and tricks using Pivot tables

I've been using Excel for over a decade now and I still managed to pick up 1 or 2 more new nuggets here. Very useful training. Sets up basic principles for developing Excel models and reports in very straightforward and simple bite-size lessons. I'll highly recommend it for anyone that uses Microsoft Excel. No matter your current competence level, you'll learn something.

Modupe Sanda