

Two Day Training

# MS Excel

Power Tools  
Power Query,  
Power Pivot,  
Power View

July 18 &19, 2018

Sunfort Hotel, Lahore

9:30am To 4:30Pm

*Note: Participants should bring laptop after ensuring that Power Pivot and Power Query and Power View are running therein*

## About Softax

Softax (Private) Limited has been established in 1997 with an objective to part with affordable quality training in the field of Taxation & Corporate laws, Internal Audit, Accounting and Finance etc. by introducing a unique teaching concept of “learning for solutions”. Today Softax is proud to have trained over 25,000 Corporate Executives and arranged more than 800 workshops and short courses.

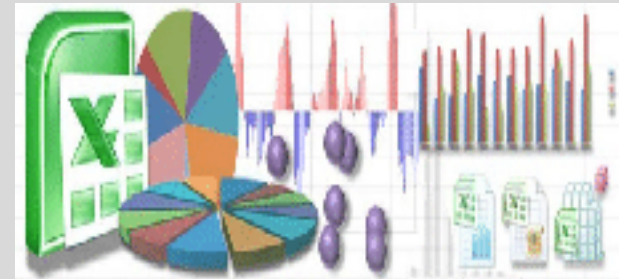
**MUHAMMAD UZAIR HAKIM**  
Microsoft Office  
Expert & Trainer



Mr. Uzair is an Experienced business management consultant & MS Office trainer, having diversified exposure of more than 20 years in telecommunication, pharmaceutical, textile, cement, and education sectors. Progressive and continual learning experience with in most competitive and professional business and ERP environments.

**Are you sick of waiting for the IT department to extract data from your systems?**

- ❖ Do you spend too much time flattening your data tables into one with VLOOKUP just so you can use it in a PivotTable report?
- ❖ Are you frustrated that Excel can't handle more data?



**Power Pivot for Excel fixes all that.**

In this course we will teach you how you can use the free Power Pivot Excel add-in to perform powerful data analysis right from within Excel 2013 or 2016, bringing self-service business intelligence to your desktop.

## Big Data on your Desktop

- Leveraging “big data” in your business might be crunching sales patterns to plan inventory levels, cutting staff expenses by analyzing employee overtime and rearranging work schedules or using social media data to gauge what customers think about your business and competitors.
- Power Pivot for Excel enables you to transform enormous quantities of data with incredible speed into meaningful information to get the answers you need in seconds, all with the comfort of familiar Excel tools and features.
- Import millions of rows of data from virtually any source including relational databases, data feeds, Reporting Services, text files, multidimensional sources, cloud services, data feeds, Excel files, and data from the Web into a single Excel workbook,
- Create relationships between the different sources just like Access.
- Build interactive reports with PivotTables, Pivot Charts and Slicers, and then further analyze the data so that you can make timely business decisions.
- Power Pivot calculations and analysis are extremely fast. You can process millions of rows in about the same time as thousands.
- Data Analysis Expressions (DAX) is a new formula language that extends the data manipulation capabilities of Excel to enable more sophisticated and complex grouping, calculation, and analysis like never before. The DAX formula language is very similar to that of Excel formulas.

## Course Contents

- Filtering, Options, Grouping, Calculated Field, Calculated Item, Embed Multiple Pivot Tables, Slicer and Timeline, Pivot Chart
- Create a PivotChart for an existing PivotTable
- Connect to external data to create a PivotChart
- Use an existing external data connection to create a PivotChart
- An understanding of how pivot tables allow you to break down numerical data by categories, something other Excel tools can do, but not nearly so quickly or easily
- How to build pivot tables by clicking and dragging.
- An understanding of the advantages of using Excel tables as a basis for pivot tables
- How to base pivot tables from an external source or an Excel data model
- How to build pivot charts, which are automatically synchronized with the corresponding pivot tables
- How to sort and filter in pivot tables
- Methods for grouping categories, especially dates, with many categories in pivot tables
- An understanding of the role of pivot caches for extremely fast pivot table calculation
- How to create calculated items and calculated fields for pivot tables
- How to use pivot tables for finding unique values, creating histograms, and classification (learning which variables are related to a Yes/No variable)

## Power Query

- Importing Data from multiple sources.
- Understanding different actions
- Creating Custom Columns
- Grouping and Aggregating Data
- Append Data
- Merge Data
- Application of M Functions
- Power Pivot
- Relationships between Tables
- Application of DAX Functions and Measures
- Combining columns of multiple tables
- Hierarchy
- Key Performance Indicator

### Power Pivot:

- Import data from multiple sources.
- Create linked data.
- Create relationships between data from different sources.
- Rename columns, and create calculated columns.
- Create hierarchies.
- Create PivotTables and Pivot Charts.
- Add Slicers.
- Create a measure and KPI.

### Power View

- Create charts and other visualizations
- Filter and highlight data Slicers
- Using maps with different options

## Don't know PivotTables?

Don't worry, we bring you the most comprehensive Pivot Table course so you can master PivotTables tool.



## Who Should Attend?

- ❖ Chief Financial Officers
- ❖ Finance Managers
- ❖ Tax Managers
- ❖ Accountants
- ❖ Auditors
- ❖ Tax Consultants
- ❖ Business Advisors



## Registration Details

Please send following information of the participant(s) through email or courier:

1. Name
2. Designation
3. Contact No.
4. Organization
5. Email ID
6. Payment Details (i.e., Cash/Cheque/DD) in favor of softax (Pvt) Limited.

**DISCOUNT POLICY: 10% discount for 3-5 participants from same Organization.**



## Workshop Investment

Fee: Per Person 14,995/-  
+16% PST

After Last Date 15,995/- +16% Pst

Last Date for Lahore: 16-July-2018



For more information and  
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