INVITATION FOR 5-DAYS TO ATTEND TRAINING ON ADVANCED EXCEL AND POWER QUERY WITH CPD HOURS

Dear sir/madam,

We cordially invite you and your esteemed staff to participate in a comprehensive 5-days training on Advanced Excel and Power Query: A Comprehensive Approach to Data Automation and Cleaning. This seminar, designed for professionals in the Public and Private sectors, as well as NGOs, is intended to provide valuable insights and enhance your expertise in the realm of Advanced Excel techniques.

Course Overview:

The seminar has been meticulously curated to cater to the needs of professionals such as Chief Accountants, Heads of Departments, Accountants, Tax Officers, Internal Auditors, Finance Managers, Treasures, Economists, HR and Admin and many others. Upon successful completion of the seminar, participants will receive training certificates and earn Continuing Professional Development (CPD) hours recognised by relevant professional bodies.

Who Should Attend:

This training is ideal for professionals who work with large datasets, requiring efficient data cleaning, transformation, and analysis. Specific participants include:

- Accountants and Financial Analysts managing complex financial data.
- Internal Auditors responsible for reviewing large volumes of audit data.
- Data Analysts and Economists working with extensive datasets for reporting and forecasting.
- HR and Admin Officers needing to generate and analyze employee data reports.
- Project Managers and Team Leaders who need quick insights from data.
- Any professional seeking to automate data processing and reporting using Excel and Power Query.

Objectives:

By the end of this course, participants will:

- Master advanced Excel techniques for data manipulation and analysis.
- Develop proficiency in Power Query to import, clean, and transform data from multiple sources.
- Learn to automate repetitive tasks in data analysis and reporting.
- Understand how to integrate data from different platforms and systems.
- Gain expertise in creating interactive reports for real-time data insights.

Training Outcomes:

Participants will:

- Be able to efficiently clean and organize data using Power Query.
- Develop skills in transforming and shaping data for analysis and reporting.
- Master the automation of frequent tasks to save time and improve accuracy.
- Acquire the ability to create advanced data models using Excel and Power Query.
- Earn CPD hours to enhance their professional qualifications and skills.

Topics to Be Covered and Benefits

Module One:

- Cell Referencing: Relative, Mixed, and Absolute.
- Flash Fill
- Number Format Tool.
- Data Protection and Encryption.
- What if Analysis (Scenario Managers, Data Tables, Goal Seek etc)
- Slicers and Excel Tables for Efficient Data Analysis.
- Comprehensive Reporting with Pivot Tables and Advanced Applications.
- Basics of Chart Creation and Essential Chart Elements.
- Linking Excel and Word documents.
- Mail Merge with Excel and Word combination.

Module Two(Formulas and Functions):

- Concatenate Function.
- TODAY, YEARFRAC, DATE and DATEDIF Functions.
- Mastering Logical IF Functions and Nested IF Functions.
- Advanced Logical Functions: IF AND, IF OR, IF AND OR.

- SUM, SUMIF, and SUMIFS Functions.
- Application of COUNT, COUNTA, COUNTIF, and COUNTIFS.
- Unveiling Look-up Functions: V-LOOKUP, HLOOKUP and Index & Match

Module Three(Array Functions):

- Using UNIQUE Functions
- Using the SORT, SORTBY and FILTER Functions.
- Using TOCOL and TOROW Functions.
- Using the BYCOL and BYROW Functions.
- Using the HSTACK and VSTACK Functions.
- CHOOSECOLS and CHOOSEROWS
- Using XLOOKUP Function

Module Four(Power Query):

1. **Overview of Power Query:**
   - Understanding the role of Power Query in data preparation.
2. **Basic Power Query Operations**
   - Importing data from different sources.
   - Transforming data: filtering, sorting, and grouping.

   ◦ Split & Merge columns and Group by.
3. **Data Cleaning and Transformation**
   ◦ Handling missing data & Removing duplicates and errors.
   ◦ Text and date transformations.
4. **Merging and Appending Queries:**
   ◦ Combining data from multiple sources.
   ◦ Appending queries for vertical integration.
5. **Conditional Columns and Custom Formulas:**
   ◦ Creating calculated columns based on conditions.
   ◦ •Writing custom formulas using the M language.
6. **Parameterized Queries:**
   ◦ Making queries dynamic using parameters.
   ◦ Implementing parameterized transformations.
7. **Advanced Data Transformations:**
   ◦ Pivot and unpivot operations.
   ◦ Advanced filtering and sorting techniques.
8. **Working with Date and Time Functions:**
   ◦ Date and time-related transformations.
   ◦ Calculating time-based differences.

Fees and Payment Method:

TZS 300,000/= per person (Daily Evening session - Physical or Online Session). Payments can be made through bank deposit to the following details:

A/C NAME: STEP AHEAD FINANCIAL CONS
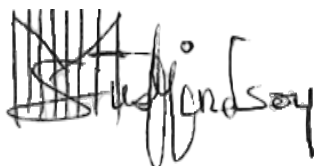
BANK NAME: CRDB BANK

ACCOUNT NUMBER: 015C448187900

Confirmation:

To confirm your attendance or for any inquiries, please call +255 713 388 317 or email us at info@safco.co.tz.

We look forward to your participation in this insightful seminar, which promises to enhance your knowledge and skills in using MS Excel and Power Query proficiently. Your presence will undoubtedly contribute to the success of this event.

Sincerely,

Yustino Nyendeza

Step Ahead Financial Consultants Limited (SAFCO)

Training Director

Tel. No. 0713 388 317