

Advanced Data Analysis & Reconciliation

CPD 24 units | 24 PL credits

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



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 Optimisation 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 All 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 reconciliation 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

How to Register

Virtual: bit.ly/dbrownDataAnalysisvirtual

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