



Excel Advanced for Government

TRAINING

Unleash the Power of Advanced Excel:
Elevate Your Skills for Government
Professionals



Facilitated by
SALMA SULTANA

Online → December 5 & 12, 2023



Overview

Supercharge your Excel skills with our Advanced Excel for Government Training! Designed for individuals already proficient in intermediate Excel features, this comprehensive course takes you to the next level of automation, problem-solving, and data analysis. Unleash the power of named ranges to streamline calculations and data management. Master advanced data validation techniques, including automated drop-down lists and complex validations. Learn how to summarize data with precision using advanced aggregation functions. Delve into advanced lookup functions like VLOOKUP, MATCH, INDEX, and more. Automate repetitive tasks using macros and get an introduction to VBA programming. Discover the transformative capabilities of Power Query for data transformation and integration. Master Power Pivot for advanced data modeling and interactive dashboards. Don't miss this exclusive opportunity to become an Excel expert in a government context!

Elevate your Excel skills with our Advanced Excel for Government Training! Designed for intermediate users, this course takes you beyond the basics to advanced automation, problem-solving, and data analysis. Master named ranges, advanced data validation, and aggregation functions

Delve into advanced lookup functions and automation with macros and VBA. Harness the power of Power Query for data transformation and integration. Unlock the potential of Power Pivot for advanced data modeling and interactive dashboards. Don't miss out on this opportunity to become an Excel champion in a government setting!

Take your Excel skills to the next level with our Advanced Excel for Government Training! Ideal for intermediate users, this course empowers you with advanced automation, problem-solving, and data analysis techniques. Discover the power of named ranges, advanced data validation, and aggregation functions. Dive into advanced lookup functions and automation with macros and VBA. Harness the capabilities of Power Query for data transformation and integration. Master Power Pivot for advanced data modeling and dynamic dashboards. Become an Excel expert and excel in a government context. Secure your spot in this exclusive training now!

Who Should Attend

This course is designed for heads, directors, assistant directors, managers, and team leaders in charged with driving transformation change in all three levels of government including:

- Analytics
- Project, Program and Operations
- Data Scientists

Learning Outcomes

Advanced Data Management: By the end of this training, participants will be able to effectively manage and analyze large amounts of data using advanced Excel features such as named ranges, data validation, and aggregation functions. They will gain the skills to organize and clean data efficiently, ensuring accuracy and integrity.

Automation and Efficiency: Participants will learn how to automate routine tasks and calculations using macros and VBA. They will be able to streamline their workflow, save time, and increase productivity by eliminating manual data entry and repetitive processes.

Advanced Data Analysis and Visualization: This training will enable participants to perform sophisticated data analysis using advanced lookup functions and Power Pivot. They will be able to retrieve specific information from complex datasets, create relationships between tables, and visualize data using Pivot Charts and Cube Functions. Participants will develop the ability to identify trends, patterns, and anomalies, leading to more informed decision-making.

Effective Reporting and Dashboards: Participants will acquire the skills to create clear and concise reports that effectively communicate their findings. They will learn how to present data visually using interactive dashboards, slicers, and advanced visualization techniques. This will enable them to convey insights and trends in a visually compelling manner, facilitating better communication and understanding among stakeholders.

Why Attend

Master Advanced Excel Features: By attending this training, you will gain a comprehensive understanding of advanced Excel features that go beyond the basics. Learn how to leverage named ranges, advanced data validation, aggregation functions, and lookup functions to efficiently manage and analyze data. These skills will set you apart as an Excel expert and empower you to handle complex data challenges in a government context.

Enhance Efficiency and Productivity: Automation is key to improving efficiency and productivity in Excel. Through this training, you will learn how to automate repetitive tasks using macros and VBA, saving valuable time and effort. Additionally, you will explore Power Query, a powerful tool for data transformation and integration, allowing you to streamline your data preparation process. By mastering these advanced techniques, you will maximize your productivity and make informed decisions faster.

Excel in Data Analysis and Reporting: Data analysis and reporting are crucial in a government setting. This training equips you with advanced data analysis techniques using Power Pivot, enabling you to work with large datasets, define relationships, and create interactive dashboards. You will learn how to visualize data using Pivot Charts and Cube Functions, effectively communicate insights, and make data-driven decisions. Enhancing your data analysis and reporting skills will make you a valuable asset in driving results and informing decision-making processes.

Meet Your Facilitator



SALMA SULTANA

Salma is a highly successful data-driven, detail-oriented analyst & business strategist with over 17 years of experience in the field of data. During her career, she has worked alongside C-Suite executives, change & transformation teams, project managers and consultants from McKinsey to drive major strategic decisions for the organization.

The biggest highlights of her career include overseeing planning and analysis of 2 major acquisitions and a 3-way merger, and participation in several digitization projects yielding over \$5M in annual savings.

An extrovert by nature, Salma is very passionate about teaching as well. During her career she trained multiple interns, conducted internal workshops on topics related to communicating with data, and advanced Excel. She now conducts (remote) personalized and cohort training sessions to spread knowledge and bridge the gap between communication, data and design.

When asked what's unique about this course, this is what she had to say:

"In my course, I teach you how to visualize, communicate impactful data stories and build credibility in the corporate space, how to be known among business stakeholders, managements, executives, and earn a seat at the big discussion table"

Preparation

This workshop is highly interactive with group activities and discussions throughout. Come prepared with some current challenges you are facing in your organization.

To participate you'll need:

- A computer with camera and microphone
- Strong internet connection
- Quiet, well-lit space

Registration

Extra Early Bird	Early Bird	Standard Price
Register by September 29, 2023	Register by November 3, 2023	
\$595 USD	\$795 USD	\$995 USD

CLICK HERE TO REGISTER 

Additional discounts are available for group registrations of 10 or more.

For group discount inquiries, payment inquiries or custom training solutions please contact register@publicsectornetwork.co

Explore the Agenda

Day 1 | Tuesday, December 5, 2023

9:00am PSN Welcome

9:15am Named Ranges

- Using the Name Box
 - Create from Selection
 - Name Manager and using named ranges in calculations
-

10:00am Data Validation

- Add simple validation
 - Add validation that uses calculations
 - Create automated drop-down lists
-

11:00am Break

11:20am Aggregation Functions

- Summarising data with COUNTIFS, SUMIFS & AVERAGIFS
 - Aggregating with multiple criteria
-

12:20pm Q&A + Sign off for the day

Day 2 | Tuesday, December 12, 2023

9:00am PSN Welcome

9:05am Advanced Lookup Functions

- VLOOKUP (recap)
 - MATCH
 - INDEX
 - INDIRECT & XLOOKUP (time & version permitting)
-

10:05am Macros and VBA

- Understand macros and macro security
 - Record and run macros
 - Edit macros and introduction to VBA
-

11:00am Break

11:20am Power Query

- What is Power Query and how to get data from other spreadsheets
 - Create queries that pull data from a folder
 - Perform simple transformations like adding and splitting columns
 - Perform more complex transformations like unpivoting data
-

12:20pm Power Pivot

- Understand Power Pivot and Enable the Power Pivot Add In
 - Work with the Data Model and Define Relationships
 - Create PivotTables from the Data Model
 - Visualise data with Pivot Charts and Cube Functions
 - Create interactive dashboards with Slicers
-

1:20pm Q&A + Sign off for the day
