


TECH 
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Building Business Intelligence Dashboards With Microsoft Excel

About Course

Upon completing this course, the participants will have learned how to create Business Intelligence (BI) dashboards using Microsoft Excel. The course starts by introducing BI concepts, Microsoft Power BI tools and how Microsoft Excel implements BI processes. After that, how to connect Microsoft Excel with different data sources will be taught. Then, the course will go through extensive details on computational analysis and analytics in Microsoft Excel. Following that, the concepts of data integration will be explained and practiced by going through different scenarios. Furthermore, the phase of constructing dashboards will be the focus where the participants will be shown how to construct templates and dashboards' control panels, while creating figures and charts, connecting dashboards with different data sources and lastly testing. This course will share many tips, tricks and secrets that are the result of many years of work and research. At the same time, the course will be fully practical based on hands-on cases and projects in order to build a solid understanding of the concepts.



Outline

- Introduction
- What is Business Intelligence?
- What are Microsoft Excel Power BI tools?
 - Exploring Power Pivot
 - Exploring Power Query
 - Exploring Power View
 - Exploring Power Mapping
- How Business Intelligence processes get implemented in Microsoft Excel

Connecting to data sources:

- Connecting to multiple data sources such as:
 - Flat Files:
 - Microsoft Excel
 - CSV files
 - Databases:
 - Microsoft SQL Server
 - Oracle
 - Microsoft Access
 - Azure
 - Online services
 - Web pages

Computational analysis and data management:

- Functions
- Predefined (built-in) functions
- Conditional Formatting
- Sorting tools
- Filtering
- Tables' tools
- Pivot tables

Data Integration:

- Database relationship concepts
- Joint functions and concepts
- Vlookup functions

Constructing dashboards:

- Creating dashboards' templates & structures.
- Creating Pivot tables connected with the data sources.
- Creating data slicers.
- Creating control panel for the dashboard.
- Creating figures and charts.
- Connecting charts and figures with the control panel.
- Testing.

This course is important for:

- Professionals who need to deal with data and data stores.
- Professionals who is concerned with creating different kinds of reports & visualizations.
- Managers.
- Business Reporting Officers.
- Decision Makers.

The course is available with the following modes:

- **Online live instructor-led mode:**

The course will be delivered using ZOOM application. Participants are required to install ZOOM application to their computers.

- **Face to face instructor-led mode:**

The course will be held in a training venue at reputable hotel or business center. The participants will be informed about the venue details after registration. Participants are required to bring their own computing devices.

Duration

- One day, from 9 am - 5 pm , including refreshments and lunch break.

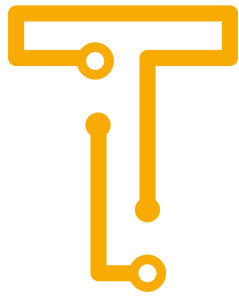
Software Requirements

Participants are required to have the following software to be installed prior to the course session:

- **ZOOM**
- **Microsoft Excel 2016 or higher**
- **Microsoft Access 2016 or higher**

Course Prerequisites

To have good understanding for the course, it is important to have at least basic computer skills and basic understanding for relational database concepts.



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