Effective Data Analysis and Presentations with Excel and PowerPoint   (20 Hrs.)

Advanced-Data Analysis and Dashboard Creation

Module 1: Lookup Functions and Protection

- Using VLOOKUP and HLOOKUP
- Using Match with VLOOKUP Function
- Avoiding Column Position Dependency with MATCH
- Protecting and Unprotecting Worksheets and Workbooks

Module 2: Working with Charts

- Creating Basic and Advanced Charts
    - Working with Chart Axes (Primary and Secondary)
    - Customizing Chart Styles and Layouts

Module 3: Pivot Tables and Reports

- Creating, Formatting, and Customizing Pivot Tables
- Using Group Features in Pivot Tables
- Creating Pivot Charts
- Using Slicer and Timeline Options

Module 4: Working with Subtotals and Data Consolidation

- Creating Subtotals (Single and Multi-Level)
- Consolidating Data from Multiple Ranges

Module 5: Advanced Tools for Analysis

- Using Goal Seek for What-If Analysis
- Scenario Manager

Module 6: Introduction to Power Query

- Overview of Power Query
- Data Transformation Techniques in Power Query

Module 7: Creating Interactive Dashboards

- Designing Interactive Dashboards Using Pivot Tables and Charts
- Creating Relationships Between Slicers, Pivot Tables, and Charts
- Adding Timelines and Filters

- Applying Themes and Designing Professional Dashboard Layouts

Module 8: Macros and Automation

- Recording and Editing Macros

- Assigning Macros to Shapes and Buttons

- Adding Macros to the Quick Access Toolbar

- Saving Files with Macros

PowerPoint Essentials, Intermediate Skills, and AI Tools

1. PowerPoint Basics and Slide Design

Topics:

- **Creating and Formatting Slides**

    o Adding, duplicating, and rearranging slides.

    o Working with placeholders for text, images, and media.

    o Formatting text: Fonts, sizes, colors, and effects.

    o Adding bullets and numbering for lists.

- **Using Themes, Templates, and Slide Masters**

    o Applying built-in themes

    o Exploring templates for quick slide creation.

    o Introduction to Slide Master View:

        ▪ Editing default layouts.

        ▪ Adding company logos and headers/footers.

2. Enhancing Presentations with Multimedia

Topics:

- **Embedding Videos, Images, and Charts**

    o Inserting and resizing images for impact.

    o Adding videos from local files and online sources.

    o Using Excel charts in PowerPoint and linking them dynamically.

- **Working with SmartArt and Icons**

    o Transforming bullet points into visually appealing SmartArt graphics.

    o Customizing SmartArt layouts, colors, and effects.

- **Animations and Transitions: Best Practices**

- Applying transitions for smooth slide changes.

- Adding animations to text and objects (entrance, emphasis, exit).

- Managing animation sequences with the Animation Pane.

3. Advanced PowerPoint Techniques

Topics:

- **Using Hyperlinks and Navigation within Presentations**

  - Adding hyperlinks to external websites, documents, and slides.

  - Creating interactive presentations with clickable navigation.

  - Using action buttons for a polished user experience.

4. Introducing Copilot and AI Features

Topics:

- **Automating Slide Creation with Microsoft Copilot**

  - Understanding Copilot's capabilities for slide creation.

  - Generating slides from structured and unstructured data.

  - Editing Copilot-generated slides for a personalized touch.

- **Leveraging AI for Content Suggestions and Slide Design**

  - AI-driven design suggestions (Design Ideas feature).

  - Recommending layouts, visuals, and color schemes.

  - Leveraging Complimentary AI Tools for Presentation Development