



Your Expert Trainer

Alvin Yong
Founder and CEO
Olygen

Methodologies:

Clear explanation of theories coupled with hands-on exercises for a firm grasp of Excel Dashboards through:

- Practical Examples
- Case Studies
- Short Exercises
- Group Discussions

Software Used:

The course is demonstrated using Microsoft Excel 2016, but participants can use Excel 2010 or 2013 if they prefer.

Advanced Data Analysis with Excel Masterclass for Strategic Business Insights

15th – 16th April 2019 | Singapore

Biography of Alvin Yong, MSc, FCCA, UK

Alvin Yong is a UK-registered Fellow Chartered and Certified Accountant (FCCA). He obtained his Master of Science in Professional Accountancy (Merit) in 2017 from the University of London.

Alvin started his career with KPMG Singapore as an auditor in 1999, where he was involved in the audit, due diligence and tax of multinational corporations in various industries, including shipping and logistics, industrial manufacturing, medical and healthcare, construction consultancy and investment holdings.

With strong business acumen, Alvin went on to co-found several companies and has been an entrepreneur for more than 12 years. His companies have served clients across the globe, from US, Europe, Middle East, Africa, Asia to Australia. His current passion is data literacy training as well as innovation and growth consultancy. Alvin enjoys helping his clients understand the stories that their data tells about their business, thus enabling them to make informed, data-driven decisions.

MUST BRING!

Laptop with Excel installed

Why You Should Attend?

- ✓ Do you work with multiple data sources?
- ✓ Are your source data split into multiple tables?
- ✓ Do you work with very large data sets?
- ✓ Do you use PivotTable on a regular basis?
- ✓ Do you use V-Lookup to create a single report from multiple data sets?
- ✓ Do you find calculations in PivotTable cumbersome with Calculated Items and Calculated Fields?

If you answered 'yes' to any of these then you need to level up your Excel skills with this workshop.

Workshop Overview

In this excel data analysis course, you use advanced Excel techniques to build sophisticated spreadsheets. You learn to perform "what if" analyses, leverage features and apply functions, manipulate PivotTables to analyze large amounts of data, and present your results to make better business decisions. You also learn how to automate processes and enhance worksheet models.

Do you know what "Power Pivot" is? Do you know that Power Pivot is available for all versions of Excel. You will learn how to use Power Pivot to import and merge large amounts of data, as well as summarize and aggregate data,

You will also gain the knowledge and skills to present strategic data, provide better business insights, and empower informed decision-making. The workshop covers basic concepts of Power Pivot, data models and Data Analysis Expressions (DAX) formulas.

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Key Takeaways

By the end of the course, participants will:

- Transform and present complex data
- Actualize a data model from multiple sources
- Shape and filter tables to prepare data for analyses.
- Mine and uncover hidden information with DAX
- Present business insights with dashboards

Who Should Attend

This workshop is crucial for analysts, managers, business owners, executives, and anyone responsible for analysing data to gain business insights. This training is highly recommended for:

Excel Users: If you use Excel daily and want to exploit the full power of the Excel to improve reporting capabilities.

IT and BI People: Professionals that are in charge of the data warehouse management of their company and need to understand how to provide support to analysts who need to extract data from PowerPivot.

Testimonials for the Trainer, Alvin Yong

CEO, Felda Prodata Systems: "Alvin is a very people person. Sound knowledge in his area of expertise. He carried out the programme well."

VP of Finance - APAC, Middle East & Africa, FIS Global: "Alvin was well prepared, knowledgeable and easy to follow. Level of detail was where it needed to be and the documentation was very thorough. The course went quickly which was always a good sign."

Financial Controller, BeMobile Ltd: "Exceeded my expectations! I realised how dynamic Excel can be. Understanding the basic formulas is just so important for creating dynamic and interactive dashboards."

Manager, Global Credit Policy and Portfolio Risk, Standard Chartered Bank: "Fantastic trainer in terms of knowledge and skills. Extremely friendly, helpful and patient."

AVP, Investor Solutions, i2M Ventures: "Alvin is very knowledgeable in this field. I would recommend this training to others."

Manager, CIMB Bank: "Very experienced and good trainer."

Learning & Development Specialist, Micron Semiconductor: "Good understanding and knowledge of the subject. Attentive and responsive to participants' queries. Presented the subject very clearly."

Manager - Human Capital, PNG Air Services: "The training would be quite intense for someone who has very basic knowledge in Excel. Otherwise, Alvin made it easy for us to understand and took time to assist those that needed help. I have learnt a lot these last two days."

Regional Component Planner, Komatsu Australia: "Very informative. Gave an excellent count of how-to's."

Customisation:

The programme will be further customised to fit your priorities through the pre-course questionnaire (PCQ).

Internal Training:

This programme is available as an internal training.
Email us to find out more at: alvinyong@alvinyong.com

Estimated Time Schedule

0830 – 0900	Registration
0900 – 1030	First Morning Half
1030 – 1045	Morning Break
1045 – 1230	Second Morning Half
1230 – 1330	Lunch
1330 – 1500	First Afternoon Half
1500 – 1515	Afternoon Break
1515 – 1700	Second Afternoon Half

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Programme Agenda

Session 1: ANALYZING DATA WITH FUNCTIONS - SUMMARIZING BUSINESS DATA WITH FUNCTIONS

- Identifying the correct statistical function to aid analysis
- Applying basic financial functions
- Differentiating serial dates and date presentations
- Calculating the number of working days

Session 2: ANALYZING DATA WITH FUNCTIONS - CONTROLLING CALCULATIONS AND NESTED FORMULAS

- Interpreting data variations with the IF function
- Streamlining calculations with referencing
- Developing nested functions for multiple conditions
- Capturing information with lookup functions
- Applying techniques to implement and troubleshoot nested calculations

Session 3: TROUBLESHOOTING AND ENHANCING PROFESSIONAL WORKBOOKS

- Deciphering and correcting functions for data integrity
- Accurately interpreting calculations
- Implementing Names to enhance your workbook model
- Monitoring KPIs using conditional formatting

Session 4: OPTIMIZING WORKBOOK MODELS WITH "WHAT-IF" ANALYSIS

- Planning for contingencies
- Managing variables in worksheets with Scenarios
- Comparing and contrasting different data sets with Scenarios reports
- Quantifying variables in a workbook model
- Determining the magnitude of a variable with Goal Seek to achieve an end value
- Calculating the optimum variable values in a worksheet model with Solver

Session 5: POWER PIVOT CONCEPTS

- Extracting information from data with Power Pivot
- Uncovering data interpretation issues

Session 6: POWER PIVOT DATA MODEL

- Data Terminology
- Defining a consolidated view of data
- Generating a data mashup from structured and unstructured data sources into a data model
- Deriving relationships from data sources with the Relationship tool and the Diagram View
- Acquiring data from related tables
- Defining calculated columns

Session 7: POWER QUERY: FIXING COMMON DATA ISSUES WITH POWER QUERY

- Extracting, Transforming and Loading (ETL) data
- Converting data formats with Power Query steps
- Parsing columns to aid analysis
- Removing duplicates from a data set
- Constructing a single data set from multiple sources with the same field headings

Session 8: IMPLEMENTING DAX FUNCTIONS IN POWER PIVOT

- Expressing information with measures
- Exposing hidden information from data
- Troubleshooting and debugging DAX calculations
- Quantifying and mining information with DAX functions
- Summarizing and aggregating data from other tables with the X functions
- Evaluating expressions with the CALCULATE() function and filter functions
- Substituting values with the SWITCH() function

Session 9: MINING FOR INFORMATION WITH DATA AND TIME ANALYSIS

- Grouping dates for time analysis
- Comparing and categorizing time periods with Time Intelligence functions

Session 10: PRESENTING INFORMATION WITH DASHBOARDS

- Articulating and analysing data
- Drilling down into data using a hierarchy
- Managing data with perspectives
- Identifying patterns and trends in your Power Pivot data with Power View Charts
- Classifying data into different geographical regions

Session 11: DESIGNING EFFECTIVE DASHBOARDS

- Contextualizing measures with PivotTable slicers and Power View filters
- Documenting structures with Hierarchical Diagrams
- Visualizing and comparing performance matrices with Power View multipliers
- Globalizing location-based results to identify trends and patterns on a 3D scale with Power Map

Throughout the workshop, participants will work through practical exercises in creating data models, reports and custom calculations.

REGISTRATION

OLYGEN PTE LTD | TEL: +65 6631 9763

Contact: Alvin Yong

Email: alvinyong@alvinyong.com

Advanced Data Analysis with Excel Masterclass

REGULAR RATE

Singapore • 15-16 April 2019

SGD 1,799

*Fees include course documentation, luncheon and refreshments. Delegates are responsible for their own accommodation.

*Add 7% GST for Singapore-based organisations

Organisation : _____
Invoice Attention To : Mr/Ms/Mrs: _____
Job Title : _____
Email : _____
Address : _____
Telephone : _____ Fax: _____

DELEGATES' DETAILS

Name	: Mr/Ms/Mrs: _____	Name	: Mr/Ms/Mrs: _____
Job Title	: _____	Job Title	: _____
Mobile Number	: _____	Mobile Number	: _____
Email	: _____	Email	: _____
Diet Preference	: None/Vegetarian/Halal/Others: _____	Diet Preference	: None/Vegetarian/Halal/Others: _____

Name : Mr/Ms/Mrs: _____
Job Title : _____
Mobile Number : _____
Email : _____
Diet Preference : None/Vegetarian/Halal/Others: _____

PAYMENT BY CREDIT CARD

VISA/MASTER - You will be sent a Payment Link to pay online

Card Type : AMEX
Card No. : _____
Expiry : _____ (MM/YYYY)
Name : _____
Signature : _____

* 3.5% surcharge applies for credit card payment

AUTHORISATION

Name : Mr/Ms/Mrs: _____
Title : _____
Signature : _____
Date : _____

PAYMENT BY BANK TRANSFER

BANK TRANSFER

Olygen Pte. Ltd.
United Overseas Bank Limited Singapore
Bank Address: 80 Raffles Place UOB Plaza Singapore 048624
SGD Account No: 374-304-795-6
Swift Code: UOVBSGSG

TERMS & CONDITIONS

Payment Terms: Payment is required within 7 days of invoice date. Olygen reserves the right to refuse admission IF payment is not received before the event date. Transfer: Transfer is allowed upon written notification. Cancellation: Registration carries a 50% cancellation liability, not with standing, full fee is payable when cancellation is less than two (2) weeks before the event. Cancellation has to be done in writing. If Olygen decides to cancel or postpone this event, it is not responsible for covering airfare, hotel, or other travel costs incurred by clients. The fee will not be refunded, but credited to a future event. No Show: No show does not constitute transfer or cancellation and the full fee is payable. Changes: Olygen reserves the right to change event dates, venue, speakers, or omit event features, or merge the event with another event, as it deems necessary without penalty, refunds or alternative offers. Tax: Registration fees exclude tax. For clients outside Singapore, the sum payable is as the listed fees, exclusive of tax. To this sum shall be added any other local tax or withholding tax from client's country of origin, if any. Marketing: Olygen may use your company's logo or business name or otherwise refer to your company in our website, any marketing, promotional or advertising material as a client of our services. Governing law: This Agreement shall be governed and construed in accordance with the law of Singapore and the parties submit to the exclusive jurisdiction of the Singapore Courts in Singapore. Indemnity: Should for any reason outside the control of Olygen, the event be cancelled due to an act of terrorism, extreme weather conditions or industrial action, Olygen shall endeavour to reschedule but the client hereby indemnifies and holds Olygen harmless from and against any and all costs, damages and expenses, including attorney's fees, which are incurred by the client.