CALL FOR APPLICATION FOR TRAINING ON ADVANCED EXCEL AND POWER BI



1. Background

In line with of its missions of mobilizing resources for better change, the firm acknowledges that the cornerstone of resource mobilization lies in having empowered human resources. To support professionals requiring Advanced Microsoft Excel for diverse data analysis and reporting purposes, the firm is organizing two weeks of training on Advanced Microsoft Excel and Power BI.

This training is designed to equip participants with Advanced Excel techniques for data analysis and interpretation, alongside Power BI skills for interactive data visualization and dashboard creation. Participants will gain hands on experience in handling large datasets, building dynamic reports, and generating meaningful business intelligence.

2. Objectives of the training

The general objective of this proposed training initiative is to empower individuals who regularly utilize Advanced Microsoft Excel and Power Bi in their professional responsibilities.

The training aims to enhance participants' proficiency in Advanced Excel and Power BI, focusing on data analysis and reporting skills. The overarching goal is to equip them with a robust set of capacities that will contribute to their performance and facilitate positive transformations within their responsible roles and responsibilities. Specifically, this training aims to:

- Enhance participants' ability to manipulate, clean, and analyze large datasets using advanced Excel functions;
- Train participants in automating repetitive tasks and improving efficiency using Excel macros and VBA;
- Enable participants to create dynamic dashboards and reports using Power BI;
- Develop participants' ability to integrate Excel with Power Bi for seamless data analysis and visualization.

3. Expected output

Upon completion of this training, participants will have mastered advanced Excel functionalities, including complex formulas, data manipulation techniques, and automation through macros.

They will also be adept at using Power BI to design interactive dashboards and reports, facilitating enhanced data interpretation and presentation. These combined skills will enable participants to efficiently analyze large datasets, generate insightful reports, and contribute to data driven decision making within their organizations.

4. Content

Advanced Excel will have four chapters

1. Advanced Formulas and Functions

- Logical functions (IF, IFS, AND, OR, NOT)
- Date and time functions (TODAY, NOW, DATE, DATEDIF, EOMONTH, WEEKDAY, NETWORKDAYS)
- Nested functions
- Lookup and reference functions (VLOOKUP, HLOOKUP, INDEX, MATCH, OFFSET, CHOOSE)
- Array and Dynamic Functions (FILTER, SORT, SORTBY, UNIQUE, SEQUENCE, RANDARRAY,
- Text functions (CONCATENATE, LEFT, RIGHT, MID, LEN, FIND, SEARCH, REPLACE)
- Statistical functions (COUNT, COUNTA, COUNTBLANK, COUNTIF, AVERAGE, AVERAGEIF, MEDIAN, MODE, STDEV, VAR, AVERAGEIFS, COUNTIFS, SUMIFS)
- Advanced conditional formatting techniques

2. Data Analysis Techniques

- PivotTables and Pivot Charts
- Data validation and data filtering
- Advanced sorting and filtering techniques
- Subtotal and summary functions
- What-If analysis with Scenario Manager and Goal Seek

3. Preparation of Financial Statement in Excel

- Creating a customized financial statement
- Automating report generation with Power Pivot
- Building dynamic reports with Slicers and Timelines
- Exporting and presenting reports effectively using Excel

4. Advanced Excel Tips and Tricks

- Keyboard shortcuts for efficiency
- Excel customization (Quick Access Toolbar, Ribbon)
- Hidden features and lesser-known functions
- Troubleshooting common Excel errors
- Resources for continued learning and staying updated

Power BI will have four chapters

Chapter 1: Introduction to Power Bi

- Power Bi interface and Key Features
- Connecting Power Query to Power BI
- Creating Basic Visualizations and Reports

Chapter 2: Advanced Power Bi Techniques

- Introduction to DAX (Data Analysis Expressions)
- Building Interactive Dashboards
- Using Custom Visuals in Power BI

Chapter 3: Interacting Power Query and Power BI

- Best practices for Data Integration
- Real World Case Studies and Applications
- Hand on practices with Real Data Sets

Chapter 4: Sharing and Collaborating with Power BI

- Publishing Reports to Power Bi Service
- Sharing Dashboards and give the users access
- Pinning the reports to dashboards
- Understanding the concepts of data Gate way and how it works

5. Participants

The training is suitable for data analysts, accountants, finance professionals, business intelligence specialists, project managers, and professionals in any field that requires data analysis and reporting. It is ideal for individuals looking to enhance their Excel skills and leverage Power BI for data visualization and dashboard creation.

Notice: We can offer this training demanded by institutions for their staff at their office or as per their plan

5. Participants

This training is scheduled to take place from 24th February, 2025 to 10th March, 2025, from 6:00 pm to 9:00 pm from Monday up to Friday. The training will be hosted at the office of the firm which is located in Kigali – Nyarugenge at KN 1 Ave 55 (Near Sainte Famille Hotel).

7. Participation fee and payment processes

The participation fee is 100,000 Rwf. Interested applicants are encouraged to pay the participant fees through the following bank details: Bank Account: 20071588001 open in I&M Bank, in the name of The Result Consult Co. Ltd and send bank slip via info@theresult.rw or through Momo pay (182*8*1*1588357) registered to THE RESULT CONSULT CO LTD. For more information, you can always visit us at www.theresult.rw or contact us through 0781004638 (Training and Events Coordinator).
To make it easy for participants, payment can be made in two installments, 50% at the start and the remaining 50% at the end of the training.

8. Facilitator

The training will be conducted by an experienced data analytics and business intelligence expert with extensive knowledge of Excel automation. Power Bi reporting, and data visualization best practices, the trainer will use practical hands-on approach to ensure participants gain real world experience.

9. Post-training support

We offer an option of post-training support for a period from 1 month to 3 months to ensure that, we stick to the main and specific objectives of the training. Apart from this, we offer on the job coaching to ensure that skills are applied effectively and productively.

10. Certificate

At the end of the training, we provide a certificate of completion

Deadline for application is due 23rd February, 2025 by 5 pm

Done at Kigali, 12th February, 2025

Sylvain Bikorimana
Managing Director



Towards the result