Excel to Powerpoint for Managers

«Course Overview»

This course is about utilizing the power of Microsoft Excel to generate insights from business data thus allowing you to make sound decisions that, can lead to a competitive business advantage. Beginning with Introduction to Excel, the course will take you to a new high where you will learn to apply visual elements and advanced formulas & functions to display data in various formats.

There will be a session where you will explore the PowerPoint environment and create a presentation. You will learn to format text on slides to enhance clarity, enhance the visual appeal, add graphical objects, add tables and charts to a presentation to present data in a structured form and define your own powerpoint template etc.

«Learning Approach»

Learning is a combination of lecturing, case studies and question based class discussion as well as real world examples and exercises. The course will be delivered in classroom mode and all the learning material will be provided which is sufficient for this program. There will be hands on exercises with sample data simulating real life situations. Participants are required to be prepared for each class by reading the recommended material. One of the major components in this course is participation in class discussion and that cannot be achieved if participants do not come prepared and have read the materials for each lecture according to the reading list. This will enhance our interaction in the class and lead to creative discussions.

«Course Duration»

The course is divided into four modules spanning over 18-20 hours of face to face interaction. Three modules are dedicated to MS Excel and One module is designed for PowerPoint. Each module has lectures followed by hands on exercise using MS Excel and PowerPoint.

«Prerequisites»

- Familiarity with using personal computers or laptops under Windows environment and ability to launch and close programs, navigate to information stored on the computer and manage files and folders
- Participants are encouraged to bring a laptop with Windows OS and MS Excel and Powerpoint 2007 or later installed

MODULE 1: INTRODUCTION TO EXCEL

BASIC DATA EDITING AND FORMATTING	CHARTS AND GRAPHS
• Importing text and delimiting by space, comma or tab • Paste Special • Transposing data • Naming cell range(s) in a worksheet and using them in formulas • Creating named ranges automatically based on cell values, • Formatting cellss as tablesand using table styles • Formatting cell ranges using conditional formatting • Creating custom number formats • Freezing the rows/columns • Hiding and un-hiding rows, columns, worksheets • Sorting the data with ascending, descending and Custom sort options • Using AutoFilters to query data, Filtering unique records • Linking individual cells within a worksheet, workbook, external workbook etc • Linking data from one workbook to another • Copying data from Excel into a Word document • Linking data from Excel into a Word document • Using the "read-only recommended" option • Removing a password from an Excel workbook • Protecting a worksheet or worksheet elements • Removing workbook protection • Allowing selective editing of a protected worksheet within Excel 2007	• Understanding & Creating various type of Charts such as bar, line, column, stacked, pie, web etc. • Learn to plot Waterfall charts, Dynamic Charts, Charts with Multiple Axes, Charts with multiple data series etc. • Format the data series, label, axis, gridlines, titles, size, plot area, chart area, fonts, scales, text orientation etc. • Link Charts in Excel to PowerPoint, dynamic Chart Titles • Changing the angle of pie chart slices • Exploding the segments within a pie chart • Adding/ Deleting a data series within a chart • Modifying the chart type for a defined data series • Widening the gap between columns / bars within a 2-D chart

MODULE 2: FORMULAS AND FUNCTIONS IN EXCEL

FORMULAS AND FUNCTIONS	CATEGORIES OF FUNCTIONS
• Inserting formulas via fomula wizard • Using Formulas That Span Multiple Worksheets • Nested formulas and functions • Using relative and absolute references • Using Autofill to extend formulas • Auditing Formulas • Tracing Precedents,Dependents, Showing Formulas	• Mathematical • Text • Logical & Reference • Date & Time • Financial • Information

MODULE 3: PIVOT TABLES AND PIVOT CHARTS

PIVOT TABLES	PIVOT CHARTS
- Inserting pivot tables from various data sources such as excel worksheet, csv, text files, databases - Navigating and organizing views in pivot tables - Refreshing data, adding data, modifying data - Add/ delete/ modify formulas to pivot table - Using pivot tables in interactive dashboards - Adding Grand Totals, Subtotals etc. - Show data as running totals, sum, min max, percent of row/column etc. - Summarizing data using pivot tables	- Creating Pivot charts - Analyzing data via pivot charts - Grouped view of data - Switching rows and columns, transpose - Change chart types between column, bar, line, pie etc - Using pivot charts as interactive dashboards

MODULE 4: MS POWER POINT PRESENTATIONS

BASICS OF POWERPOINT	ADVANCED FEATURES
- Navigating the PowerPoint Environment - Creating and Saving a PowerPoint Presentation - Using Help - Selecting a Presentation Type - Viewing and Navigating a Presentation - Editing Text - Building a Presentation - Formatting Characters - Formatting Paragraphs - Formatting Text Boxes - Inserting Clip Art and Images - Inserting Shapes	- Creating and saving a template - Formatting, Grouping, Arranging & Animating Objects - Creating & Formatting a Table - Inserting a Table from Other Microsoft Office Applications - Creating & Formatting a Chart - Inserting a Chart from Microsoft Excel - Reviewing Your Presentation - Applying Transitions - Printing Your Presentation - Delivering Your Presentation