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Dear Valued Client,

Greetings from Business Maker Academy, Inc.----a training center for business, finance, human resources & leadership that has served more than 150,000 clients since 2003 and is an accredited learning institution of the Civil Service Commission (CSC) & PHILGEPS.

You are cordially invited you to attend our training program on:

DATA ANALYTICS USING MICROSOFT EXCEL FOR PROFICIENT USERS
Date: _____
Time: _____

Attached below are the Registration Form & the Course Brochure. We look forward to a fun and rewarding learning experience with you. Feel free to contact us for any questions or clarifications.

Thank you very much,
BMA Management

REGISTRATION FORM
Please submit via: Email to info@businessmaker-academy.com | Viber: (0912) 2231826

Booking Officer Name: _____
Position: _____
Company: _____
Company TIN: _____
Industry: _____
Tel No: _____
Cel No: _____
Email Address: _____

Total Number Attendee(s) for Enrollment: _____
Note: Please indicate full name below:

Attendee 1: _____
Cel No: _____
Email Address: _____

Attendee 2: _____
Cel No: _____
Email Address: _____

Attendee 3: _____
Cel No: _____
Email Address: _____

Attendee 4: _____
Cel No: _____
Email Address: _____

Attendee 5: _____
Cel No: _____
Email Address: _____
(More than 5 participants, pls attach extra sheet)

Would you like to request for billing statement? ☐ Yes ☐ No
How did you find us? _____
Use Promo Code: _____

ENROLLMENT DETAILS

SCHEDULE:
- Pls visit https://businessmaker-academy.com/training-schedule/

WEBINAR:
- Duration: 2 sessions x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm
  PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

SEMINAR:
- Duration: 2 days x 8 hrs
- Time: 9am to 5pm
- Venue: 1503A West Tower, Tektite Bldg, Exchange Rd., Ortigas Center, Pasig City Philippines
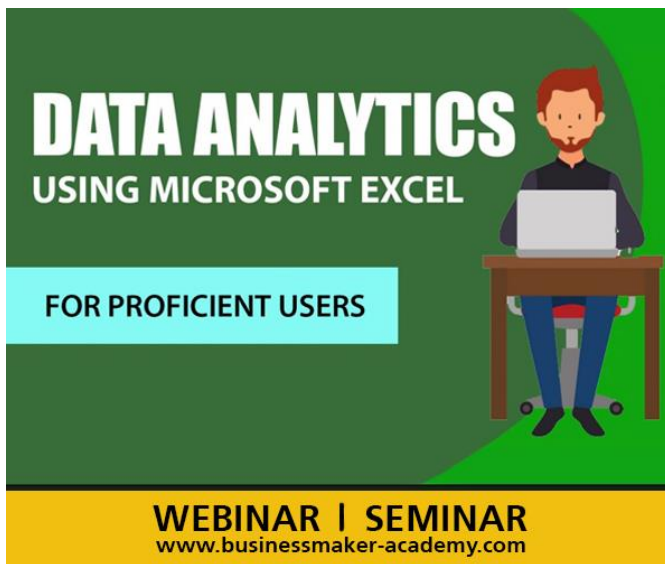
TRAINING FEE:
- Webinar Fee = Php 4500+VAT
- Seminar Fee = Php 8500+VAT

MODE OF PAYMENT:
☐ Bank Deposit:
  Account: Business Maker Academy, Inc.
  BPI SA# 4013-0306-64
  BDO SA# 000-280-622-422
  Landbank CA# 3732114830
☐ Paypal: pls contact us
☐ Dragonpay: pls contact us
☐ Gcash: pls use QR code below

BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES
Suite 1503A West Tower, Tektite Building, Exchange Road, Ortigas Center, Pasig City, Philippines
Tel: +632 86874645, +632 86873416 ▪ Cel (0917) 6372471, (0912) 2231826 ▪ info@businessmaker-academy.com
www.businessmaker-academy.com ▪ **www.hrclubphilippines.com**

DATA ANALYTICS USING MICROSOFT EXCEL FOR PROFICIENT USERS

Seminar: 2 days x 8 hrs. (total of 16 hrs)
Webinar: 2 sessions x 4 hrs. (total of 8 hrs)

COURSE DESCRIPTION:

This 2-day program is designed for advanced Excel Users to take their Excel Skills to the next level. Learn how to use the set of Power BI tools for powerful data analysis and data modelling in Microsoft Excel. With PowerPivot, you can mash up large volumes of data from various sources, perform information analysis rapidly and share insights easily. Use Power View to bring your data to life with visuals such as charts, graphs, maps and tables.

WHO SHOULD ATTEND:

This course is intended for Data Analyst, Accountants, Excel Professionals, Business Intelligence Experts or any proficient Microsoft Excel users who want to take their skills to the next level.

PREREQUISITES:

Participants must have advanced Excel knowledge and must bring their own laptop to apply the lessons and work on exercises.

LEARNING OBJECTIVES:

By the end of this course, the participants shall be able to:

- Explore the Excel power tools
- Work with the power query editor
- Handle data shaping with power query editor
- Recognize Excel's data model
- Connect multiple tables
- Create power pivot and data analysis expressions
- Use DAX syntax and operators
- Use advanced data analysis expressions
- Explore data visualization using pivot chart, power map, and power view
- Demonstrate different visuals in power view

COURSE TOPIC HIGHLIGHTS:

1. Excel Power Tools: Set Up in COM Add-Ins
2. When to Use Power Query & Power Pivot in Excel
3. Power Query Editor Interface
4. Data Shaping with Power Query Editor
5. Text/Number/Data-specific Tools
6. Creating a Rolling Calendar
7. Index & Conditional Columns
8. Grouping & Aggregating Data
9. Pivoting & Unpivoting Data
10. Advanced Power Query Editor
11. Merging & Appending Queries
12. Connecting Excel to Folder of Files
13. Excel's Data Model
14. Creating Table Relationships
15. Connecting Multiple Tables
16. Power Pivot & Data Analysis Expressions
17. DAX Syntax & Operators
18. Advanced Data Analysis Expressions
19. Data Visualization Using Pivot Chart, Power Map, and Power View
20. Pivot Chart, Power Map, and Power View
21. Different Visuals in Power View
22. DEMO: Matrix Visuals, Date Slicers, Cards & KPIs, Text Cards, Map Visuals, Tree Maps, Line & Area Charts, Trend-lines & Forecast, Gauge Charts

TRAINING INCLUSIONS:

- Live Webinars are conducted via Zoom and includes eCertificate of Completion. Printed Certificates may be requested with minimal processing fee of Php100 plus shipping fee.
- Live Seminars are conducted at BMA Training Center and includes: Certificate of Completion, Seminar Kit, Meals and Drinks. Plus: non-transferable one-time refresher seminar session within one year.

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