

**INVITATION FOR A 5-DAYS ADVANCED EXCEL AND POWER QUERY:
A COMPREHENSIVE APPROACH TO DATA AUTOMATION AND CLEANING.**

Venue & Date:

1. Dodoma, Roma Complex: 12th Feb 2024 – 16th Feb 2024
2. Morogoro, Msamvu: 26th Feb 2024 – 01st March 2024

Dear sir/madam,

We cordially invite you and your esteemed staff to participate in a comprehensive 5-day training on **Advanced Excel and Power Query: A Comprehensive Approach to Data Automation and Cleaning**. This seminar, designed for professionals in the Public and Private sectors, as well as NGOs, is intended to provide valuable insights and enhance your expertise in the realm of Advanced Excel techniques.

Course Overview: The seminar has been meticulously curated to cater to the needs of professionals such as Chief Accountants, Heads of Departments, Accountants, Tax Officers, Internal Auditors, Finance Managers, Treasurers, Economists, HR and Admin and many others. Upon successful completion of the seminar, participants will receive training certificates and earn Continuing Professional Development (CPD) hours recognised by relevant professional bodies.

Topics to Be Covered and Benefits:

Day One (Formulas and Functions):

- Cell Referencing: Relative, Mixed, and Absolute.
- Flash Fill and Concatenate Function.
- Number Format Tool.
- Mastering Logical IF Functions and Nested IF Functions.
- Data Protection and Encryption.

- Unveiling Look-up Functions: V-LOOKUP, HLOOKUP and XLOOKUP
- What if Analysis (Scenario Managers, Data Tables, Goal Seek etc)

Day Two (Formulas and Functions):

- Using UNIQUE Functions
- SUM, SUMIF, and SUMIFS Functions.
- Application of COUNT, COUNTA, COUNTIF, and COUNTIFS.
- Using TOCOL and TOROW Functions.
- Using the BYCOL and BYROW Functions.
- Using the HSTACK and VSTACK Functions.
- WRAPCOLS and WRAPROWS
- TODAY, YEARFRAC, DATE and DATEDIF Functions.

Day Three (Formulas and Functions):

- Using the SORT, SORTBY and FILTER Functions.
- Advanced Logical Functions: IF AND, IF OR, IF AND OR.
- Slicers and Excel Tables for Efficient Data Analysis.
- Comprehensive Reporting with Pivot Tables and Advanced Applications.
- Basics of Chart Creation and Essential Chart Elements.
- Linking Excel and Word documents.
- Mail Merge with Excel and Word combination.

Day Four (Introduction to Power Query):

1. **Overview of Power Query:**
 - Understanding the role of Power Query in data preparation.
2. **Basic Power Query Operations:**
 - Importing data from different sources.
 - Transforming data: filtering, sorting, and grouping.
 - Split & Merge columns and Group by.
3. **Data Cleaning and Transformation:**
 - Handling missing data & Removing duplicates and errors.

- Text and date transformations.

Day Five (Advanced Power Query Techniques):

1. Merging and Appending Queries:

- Combining data from multiple sources.
- Appending queries for vertical integration.

2. Conditional Columns and Custom Formulas:

- Creating calculated columns based on conditions.
- Writing custom formulas using the M language.

3. Parameterized Queries:

- Making queries dynamic using parameters.
- Implementing parameterized transformations.

4. Advanced Data Transformations:

- Pivot and unpivot operations.
- Advanced filtering and sorting techniques.

5. Working with Date and Time Functions:

- Date and time-related transformations.
- Calculating time-based differences.

6. Error Handling in Power Query:

- Identifying and handling errors.
- Implementing error-checking mechanisms.

Fees and Payment

TZS 450,000/= per person (Morning session) and **TZS 300,000/=** (Evening session) – including lunch for morning session. Payments can be made through bank deposit to the following details:

A/C NAME: STEP AHEAD FINANCIAL CONS

BANK NAME: CRDB BANK

ACCOUNT NUMBER: 015C448187900

Confirmation: To confirm your attendance or for any inquiries, please call +255 713 388 317 or email us at info@safco.co.tz.

We look forward to your participation in this insightful seminar, which promises to enhance your knowledge and skills in using MS Excel proficiently. Your presence will undoubtedly contribute to the success of this event.

Sincerely,



Managing Director

Step Ahead Financial Consultants (SAFCO)

Tel. No. 0713 388 317