AVIV RESOURCES

Training Brochure

Become productive and creative in
Power BI & Microsoft Excel

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Are you tired of spending endless hours wrestling with Microsoft Excel? Do you wish you could harness its true potential and breeze through your tasks effortlessly? Look no further! Join us for a captivating two-day practical course designed to equip you with the Excel Essentials every professional should know.

Discover Excel's Hidden Gems

- ✓ Gain a comprehensive overview of Excel and unleash its immense capabilities.
- ✓ Seamlessly navigate and effortlessly handle large datasets like a pro.
- ✓ Master the art of referencing cells, unlocking a world of efficiency and accuracy.
- ✓ Write formulas once and effortlessly duplicate them with a simple drag-and-drop technique.
- ✓ Enhance clarity by naming cells and ranges, enabling formula creation in plain English.

Empower Your Data Manipulation

Functions - Harness the power of Excel's functions to manipulate and transform your data effortlessly.

Conditional Formatting - Apply formatting techniques to elevate your presentations and enhance readability.

Data validation - Take control of data inputs with validation techniques, ensuring accuracy and reliability.

Tables - Experience the benefits of converting ranges into dynamic tables, opening up new possibilities.

Visualize Your Insights with Style

- ✓ Create captivating charts and tables with boardroom-quality aesthetics.
- ✓ Unleash the full potential of Excel's visualization capabilities to communicate your data effectively.

Step into the Future with AI and ChatGPT

- ✓ Discover the exciting world of AI features integrated into Excel.
- ✓ Unleash the power of dynamic dashboards to visualize and analyze your data.
- ✓ Enhance your productivity with ChatGPT, an AI-powered assistant that can simplify your Excel experience.

Join Our Engaging Course Today!

Unlock the immense potential of Microsoft Excel and revolutionize your professional life. This course is a must for all Excel users seeking to maximize their efficiency and productivity. Don't miss this opportunity to gain the confidence and knowledge to take your Excel skills to the next level.

Target Audience: All Excel Users

Note: This course is the foundation of advanced topics in Microsoft Excel to be covered in our Advanced Excel course.

Are you tired of spending endless hours manipulating data and creating reports in Excel? Unlock the true potential of Microsoft Excel by harnessing its built-in functions and tools. Join us for an engaging two-day course packed with practical examples, designed to save you valuable time and equip you with advanced Excel techniques.

Master the Advanced Excel Functions

- ✓ Customize Excel to suit your specific needs, optimizing your workflow.
- ✓ Unlock the full power of the "IF" function by nesting it with other functions.
- ✓ Explore key formulas for mapping, matching, and comparing data.
- ✓ Skilfully name ranges using formulas for automatic updating.
- ✓ Modify charts and apply dynamic filters based on dates or any other relevant dimension, enhancing data visualization.

Harness the Full Potential of Formulas

- ✓ Master the comprehensive suite of summing and counting formulas i.e COUNTIFS, SUMIFS.
- ✓ Learn error management techniques to locate and resolve formula errors efficiently.
- ✓ Utilize Excel's auditing tools to ensure accurate and reliable reports.
- ✓ Link Excel files to Microsoft Word and PowerPoint seamlessly, streamlining your workflow.
- ✓ Discover the power of xlookup and other new functions .

Unleash the Power of AI, ChatGPT, and Dashboards

- ✓ Explore AI features integrated into Excel, empowering you to work smarter and faster.
- ✓ Simplify your Excel experience with ChatGPT, an AI-powered assistant.
- ✓ Create dynamic dashboards to visualize and analyze your data with ease.

Join Our Advanced Course Today!

If you're a daily or heavy Excel user, this course is tailored to take your skills to the next level. Don't miss this opportunity to learn advanced techniques for data manipulation, analysis, and reporting. Gain the confidence to tackle complex tasks efficiently and unleash the full potential of Microsoft Excel.

TARGET AUDIENCE: DAILY/HEAVY EXCEL USERS

Note: In addition to the advanced topics covered in this course, we will also demonstrate the usage of new functions like xlookup. AI features, ChatGPT, and dashboard creation will be included to enhance your Excel experience.

In today's data-driven world, mastering the art of data analysis and creating interactive dashboard reports is crucial for business success. Equip yourself with the skills to develop and automate your own data analysis models, allowing you to summarize, present, and communicate the true meaning of your data clearly and concisely. Join us for an immersive two-day course that will revolutionize your data analysis journey.

Discover the Guiding Principles of Data Analysis

- ✓ Gain a deep understanding of the guiding principles that underpin effective data analysis.
- ✓ Learn how to summarize and analyze data using powerful formulas, enabling you to extract valuable insights.
- ✓ Master the art of reconciling data with precision, ensuring accuracy and reliability in your analysis.
- ✓ Harness the consolidation feature to consolidate data from multiple sources seamlessly.

Unlock the Potential of Dynamic Dashboards

- ✓ Create dynamic charts that bring your data to life, making it visually captivating and easy to understand.
- ✓ Dive into the world of outstanding charts, such as combo and waterfall charts, to elevate visual impact.
- ✓ Utilize pivot tables to create comprehensive and insightful reports that can be customized with ease.
- ✓ Bring it all together in Excel, building a robust model with excellent dashboards that will impress and engage your audience.

Experience the Power of AI, Dashboards, and ChatGPT

- ✓ Explore AI features integrated into Excel, enhancing your data analysis capabilities.
- ✓ Create stunning and interactive dashboards that provide real-time insights and facilitate data-driven decision-making.
- ✓ Simplify your Excel experience with ChatGPT, an AI-powered assistant that can provide guidance and answer your questions.

Join Our This AI-Powered Course Today!

Designed for accounting and finance professionals, as well as program analysts, this course is tailored to equip you with the skills and tools needed to excel in data analysis and dynamic dashboard reporting. Don't miss this opportunity to revolutionize your data analysis approach and become a master of clear and concise data communication.

Target Audience: Data Analysts, Program Analysts , Accounting and Finance Professionals

Note: This course will include demonstrations of AI features, dashboard creation, and the integration of ChatGPT to enhance your data analysis experience.

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Transform overwhelming data into valuable insights effortlessly. In today's fast-paced world, analyzing data and designing impactful dashboard reports can be a daunting task. Take charge of your data analysis journey with our immersive two-day course, where you'll gain the skills to interpret and communicate data effectively. This is your opportunity to develop a robust model from scratch and revolutionize your data analysis approach.

Master the Art of Data Analysis

- ✓ Streamline model building by applying best practice functions, tools, and techniques.
- ✓ Build a comprehensive data analysis model from the ground up, handle any data challenge.
- ✓ Utilize Excel's powerful tools, which are faster than traditional formulas, saving you valuable time.
- ✓ Set up a data model and create dynamic pivot tables for in-depth analysis and reporting.
- ✓ Create visually stunning dashboards that produce boardroom-quality reports.

Unlock the Potential of Dynamic Dashboards

- ✓ Design a well-presented and interactive model that captivates your audience.
- ✓ Protect your work in Excel to maintain the integrity of your data and prevent unauthorized changes.
- ✓ Enhance data visualization techniques to communicate insights effectively.

Experience the Power of AI, ChatGPT, and Excel's Advanced Features

- ✓ Discover the AI features integrated into Excel, empowering you to work smarter and faster.
- ✓ Simplify your Excel experience with ChatGPT, an AI-powered assistant that provides guidance.
- ✓ Harness Excel's advanced features to create dynamic and interactive dashboards.

Join Our Engaging Course Today!

Designed for accounting and finance professionals, as well as program analysts, this course is tailored to equip you with the skills and tools needed to excel in advanced data analysis and dynamic dashboard reporting. Don't miss this opportunity to revolutionize your data analysis approach and become a master of clear and impactful data communication.

TARGET AUDIENCE: ACCOUNTING AND FINANCE PROFESSIONALS, PROGRAM ANALYSTS

Note: This course will include demonstrations of AI features, the integration of ChatGPT for guidance and support, and the utilization of Excel's advanced features to enhance your data analysis and reporting capabilities.

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Master the Art of Budget Modeling in Excel: Empowering Professionals for Efficient and Agile Budgeting

Are you tired of manual number crunching and sleepless nights during budgeting season? Don't let another year pass without an approved budget. Join our practical two-day course, Budget Modeling, designed to equip professionals with the agility demanded by today's corporate world. Discover the modeling techniques required to construct efficient and flexible budgets in Excel, and take control of your budgeting process.

Unlock Your Excel Potential with Budget Modeling

- ✓ Navigate Excel with confidence, utilizing numerous shortcuts to boost productivity.
- ✓ Build a complete budget workbook in Excel, linking account worksheets into a comprehensive summary.
- ✓ Seamlessly link budget data into Microsoft PowerPoint and Word documents for impactful presentations.
- ✓ Enhance worksheet design using powerful formulas like IF(), VLOOKUP(), and Conditional Formatting.
- ✓ Create compelling charts and graphs to visually communicate your budget presentations.
- ✓ Prepare budget estimates and scenarios effortlessly, ensuring flexibility and adaptability.
- ✓ Master the art of linking cells, worksheets, and workbooks for seamless data flow.
- ✓ Design and produce precise budgets that depict the future with clarity.

Experience the Power of AI, ChatGPT, and Excel's Advanced Features

- Explore AI features integrated into Excel, empowering you to work smarter and faster.
- Simplify your Excel experience with ChatGPT, an AI-powered assistant that provides support.
- Harness Excel's advanced features to streamline your budget modeling process.

Join Our Captivating Course Today!

Designed for budget and program analysts, as well as accounting and finance professionals, this course is tailored to equip you with the skills and techniques needed to excel in budget modeling using Excel. Don't miss this opportunity to revolutionize your budgeting process and gain the agility required to thrive in today's corporate landscape.

Target Audience: Budget and Program Analysts, Accounting and Finance Professionals

Note: This course will include demonstrations of AI features, the integration of ChatGPT for guidance and support, and the utilization of Excel's advanced features to enhance your budget modeling capabilities. Be prepared to embark on a transformative journey of efficient and agile budgeting.

Master the Art of Advanced Budget Modeling in Excel: Streamline Your Budgeting Process for Lasting Impact

Are you tired of tedious and time-consuming budgeting processes that involve endless back and forth? It's time to unlock the full potential of Microsoft Excel and revolutionize your budgeting journey. Join our immersive course, Advanced Budget Modeling in Excel, where you'll enhance your Excel skills and learn to develop budget models that will stand the test of time.

Transform Your Budgeting Experience with Excel Mastery

- ✓ Build a comprehensive budget model using Microsoft Excel, empowering you to take control of your budgeting process.
- ✓ Explore planning techniques such as what-if analysis and scenario manager, enabling you to make informed decisions.
- ✓ Conduct sensitivity analysis using Data Tables, allowing you to assess the impact of different variables on your budget.
- ✓ Improve budget model flexibility using powerful formulas that enhance adaptability and accuracy.
- ✓ Understand how links work to seamlessly connect different workbooks and ensure data integrity.
- ✓ Insert budget trends and perform simple regression analysis for insightful forecasting.
- ✓ Utilize custom views to enhance budget presentations and tailor them to specific audiences.
- ✓ Create visually compelling charts and graphs that effectively communicate budget insights.
- ✓ Present your budget on a dynamic dashboard for a comprehensive overview.
- ✓ Gain tips on presenting your budget effectively and making a lasting impact.
- ✓ Protect your workbooks or specific cell areas of the budget to maintain data security.

Experience the Power of AI, ChatGPT, and Excel's Advanced Features

- ✓ Discover AI features integrated into Excel, enhancing your budget modeling capabilities.
- ✓ Benefit from ChatGPT, an AI-powered assistant that provides guidance and support throughout the course, answering your questions and providing insights.
- ✓ Harness Excel's advanced features to streamline and optimize your budget modeling process.

Join Our Captivating Course Today!

Designed for budget and program analysts, as well as accounting and finance professionals, this course is tailored to equip you with the skills and knowledge needed to excel in advanced budget modeling using Excel. Don't miss this opportunity to transform your budgeting experience and become a master of efficient and impactful budgeting.

TARGET AUDIENCE: BUDGET AND PROGRAM ANALYSTS, ACCOUNTING AND FINANCE PROFESSIONALS

Note: This course will include demonstrations of AI features, the integration of ChatGPT for guidance and support, and the utilization of Excel's advanced features to enhance your budget modeling capabilities. Get ready to embark on a transformative journey towards seamless and impactful budgeting.

AVIV RESOURCES

Unlock the Power of Financial Modeling in Excel: Accelerate Your Business Insights

Are you a business professional seeking to elevate your financial modeling skills using advanced Excel functions? Look no further! Join our comprehensive two-day course designed to empower you with practical knowledge and hands-on experience in creating user-friendly financial models. Translate complex business concepts into structured formats, identify weaknesses, and predict future performance like never before.

Drive Your Financial Modeling Skills to New Heights

- ✓ Gain a deep understanding of the guiding principles of modeling, enabling you to build robust and reliable financial models.
- ✓ Utilize Excel's powerful tools to customize your financial models and streamline your analysis.
- ✓ Apply logical, lookup, and other advanced functions to enhance the accuracy and efficiency of your models.
- ✓ Effectively manage changes to your model from a central point, ensuring seamless updates for specific items.
- ✓ Explore the impact of economic factors on financial models, such as inflation and exchange rates, to make informed projections.
- ✓ Develop the ability to assess projects and make data-driven decisions based on your financial models.
- ✓ Learn how to link the key financial statements when budgeting, ensuring a comprehensive and interconnected view of your financial model.
- ✓ Master the art of presenting your financial model, effectively communicating your insights to stakeholders.

Course Content Summary

Modeling Overview: Understand the foundations and principles of financial modeling.

Excel Tools: Discover the advanced tools and features in Excel that enhance your financial modeling capabilities.

Essential Formulas: Learn and apply key formulas essential for effective financial modeling.

Financial Modeling Techniques: Explore techniques like flagging and tier tables to enhance your modeling accuracy.

Modeling Economic Factors: Understand and incorporate economic factors like inflation and exchange rates into your financial models.

Analyzing Key Financial Data: Gain insights from analyzing and interpreting key financial data within your models.

Presenting Your Model: Learn how to present your financial model in a clear and compelling manner.

TARGET AUDIENCE: ACCOUNTING AND FINANCE PROFESSIONALS

Join Our Engaging Course Today!

Designed specifically for accounting and finance professionals, this course will equip you with the skills and knowledge needed to excel in financial modeling using Excel. Don't miss this opportunity to elevate your financial analysis capabilities and drive insightful decision-making within your organization.

Note: This course incorporates AI features and the integration of ChatGPT to provide guidance and support.

Master the Art of Advanced Financial Modeling in Excel. In today's volatile business environment, accurate modeling and forecasting are crucial skills for business professionals. Take your modeling skills to new heights and apply advanced techniques to analyze financial data, predict revenues and costs, and make data-driven business decisions efficiently and effectively. While numerous systems exist, Microsoft Excel remains a standout choice. Join our immersive two-day course and discover how to stretch Excel's capabilities to their fullest potential.

Elevate Your Financial Modeling Skills and Drive Business Success

- ✓ Gain a solid foundation in the guiding principles of modeling.
- ✓ Apply advanced functions in modeling to enhance your analysis and forecasting capabilities.
- ✓ Develop models using current trends, ensuring your predictions align with the dynamic business landscape.
- ✓ Read and understand spreadsheets created by colleagues with no modeling skills, facilitating seamless collaboration.
- ✓ Rebuild inherited models from colleagues, rectifying errors and improving the accuracy of your financial models.
- ✓ Create predictive models to identify and analyze key business drivers that impact your organization's performance.
- ✓ Link the key financial statements and establish their interrelationships for a comprehensive view of your financial model.
- ✓ Acquire knowledge of one of the fastest ways to create financials using pivot tables, saving time and increasing efficiency.
- ✓ Create visually appealing dashboards to produce boardroom-quality reports that captivate stakeholders.

Course Content Summary

Theory and Best Practice: Explore the theoretical foundations and industry best practices in financial modeling.

Advanced Functions: Discover and apply advanced Excel functions to elevate your modeling capabilities.

Template Approach: Learn about typical layout, structure, and flow in financial models, ensuring consistency and clarity.

Reading Unstructured Models: Develop the skills to understand and interpret unstructured financial models created by colleagues.

Rebuilding Inherited Models: Rectify errors and enhance the accuracy of inherited financial models for better decision-making.

Financial Forecasting: Master the art of forecasting financial outcomes using advanced modeling techniques.

Creating and Linking Financial Statements: Establish interconnections between financial statements for comprehensive analysis.

Preparing Final Accounts with Pivot Tables: Utilize pivot tables to automate the creation of final accounts from trial balances.

Automation: Create dynamic dashboards and switchboards to streamline reporting and enhance data visualization.

Target Audience: Accounting and Finance Professionals

Join Our Immersive Course Today!

Designed specifically for accounting and finance professionals, this course will equip you with the skills and techniques needed to excel in advanced financial modeling using Excel. Don't miss this opportunity to unlock the power of data analysis and forecasting, and drive business success through informed decision-making.

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Unleash the Power of Data Analysis with Power BI: Elevate Your Data Visualization and Manipulation Skills Discover Power BI, a Microsoft tool that builds upon the capabilities of Microsoft Excel while addressing its limitations. If you're familiar with Data Models or Power Pivot, Power BI will feel like a natural progression. The formulas, known as DAX, will be familiar and easily learned for proficient Microsoft Excel users. This course provides a comprehensive introduction to Power BI, equipping you with the essential skills to manipulate, transform, model, and visualize data beyond the capabilities of Excel.

Bridge the Gap between Excel and Power BI

- ✓ Understand the similarities between Microsoft Excel and Power BI, leveraging your existing Excel knowledge.
- ✓ Connect to data from various sources, including Microsoft Excel and other databases, for a seamless data integration experience.
- ✓ Develop data models using the latest trends, ensuring your models are up-to-date and aligned with the dynamic business landscape.
- ✓ Explore the intuitive drag-and-drop technology in Power BI, making data manipulation and visualization effortless.
- ✓ Master the workings of DAX (Data Analysis Expressions), enabling you to perform advanced calculations and analysis.
- ✓ Create dynamic matrices and charts in Power BI, presenting your data in visually compelling and insightful ways.
- ✓ Build interactive dashboards that empower users to explore and interact with data, fostering data-driven decision-making.
- ✓ Acquire knowledge of powerful data analysis techniques that go beyond the capabilities of Microsoft Excel.

Course Content Summary

- ✓ Importing Data via Queries: Learn how to connect and import data from various sources into Power BI.
- ✓ Data Transformation: Utilize queries to transform raw data into meaningful, usable tables.
- ✓ Building a Data Model: Create a robust data model with relationships, custom sorting, and a date dimension table.
- ✓ Report Creation in Power BI Desktop: Develop visually appealing reports within the Power BI Desktop environment.
- ✓ Tips & Tricks for Enhanced Reports: Discover techniques to enhance your reports, including tooltips for added insights.
- ✓ Utilizing Filter Options: Explore various filter options, such as slicers, visual level filters, and page level filters.
- ✓ Advanced Filtering: Implement report level filters and drill through filters for more precise data analysis.
- ✓ Chart Interactions: Set up interactive interactions between different charts to uncover deeper insights.
- ✓ Dashboard Creation: Build captivating dashboards within the Power BI environment, providing a holistic view of your data.

TARGET AUDIENCE: PROFESSIONALS INVOLVED IN BIG DATA ANALYSIS

Join Our Dynamic Course Today!

Tailored for professionals involved in data analysis of big data, this course will empower you with the skills and knowledge to excel in Power BI. Don't miss this opportunity to unlock the full potential of your data, visualize it in meaningful ways, and drive data-informed decision-making within your organization.

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In today's data-driven world, companies are accumulating vast amounts of untapped data. The ability to analyze this data and derive valuable insights is highly sought after. Skills in data analysis, business intelligence, and business analytics are invaluable for forecasting and predictive analysis. Power BI, the same tool used by professional analysts and data scientists, empowers you to build professional-quality business intelligence reports and transform raw data into beautiful interactive dashboards. This comprehensive course will equip you with the necessary skills to excel in the world of business intelligence.

Gain Essential Skills for Effective Data Modeling and Visualization

- ✓ Develop advanced data modeling skills using Power BI, enabling you to create robust and insightful models.
- ✓ Utilize the query editor to extract, transform, and load data from various sources, ensuring data accuracy and integrity.
- ✓ Understand the pros and cons of different connection types, including import and direct connection, to choose the most suitable option for your needs.
- ✓ Harness the power of DAX (Data Analysis Expressions) to extract business performance indicators, identify patterns, and uncover trends within your data.
- ✓ Create powerful calculations and comparisons across multiple tables of data, providing comprehensive insights into your business operations.
- ✓ Clean and shape data to ensure its accuracy and relevance, and format your reports to achieve a professional and polished look.
- ✓ Visualize data in a meaningful and impactful way, unlocking deeper business insights and facilitating data-driven decision-making.

Course Content Summary

- ✓ Collect, Ingest, and Import Data: Learn how to gather and import data from various sources into Power BI.
- ✓ Prep, Clean, and Shape Data: Master techniques to prepare, clean, and transform data for analysis.
- ✓ Relationships between Tables: Understand the concepts of single versus cross-filtering relationships and active versus non-active relationships.
- ✓ Model Optimization: Optimize your data models using star and snowflake diagrams, leveraging the xVelocity in-memory analytical engine.
- ✓ Filter Functions: Apply powerful filter functions such as All, AllExcept, AllSelected, Calculate and Filter.
- ✓ Date and Time Intelligence Functions: Utilize date and time intelligence functions to perform advanced calculations, including DateAdd, DatesYTD, Parallel period, Same period last year, and more.
- ✓ Measures and Calculated Columns: Create measures and calculated columns to enhance your data analysis capabilities.
- ✓ Custom Visuals: Incorporate custom visuals in your Power BI reports to enhance data visualization.
- ✓ Business Intelligence Reports and Dashboards: From start to finish, learn how to create comprehensive business intelligence reports and interactive dashboards.

TARGET AUDIENCE: PROFESSIONALS INVOLVED IN BIG DATA ANALYSIS

Join Our Dynamic Course Today!

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This comprehensive ICDL course designed to empower you with essential digital skills for today's dynamic workplace. Whether you're looking to master Microsoft Office or advance your expertise, our course covers a wide range of tools and techniques to enhance your productivity and creativity.

Discover the Power of Productivity and Innovation!

Mastering the Essentials

- **Microsoft Word:** Craft polished documents effortlessly, leveraging advanced formatting tools, templates, and styles to ensure your content is both professional and visually appealing. Streamline your workflow with built-in editing and proofing tools, allowing you to produce error-free documents efficiently.

- **Microsoft PowerPoint:** Create captivating presentations with finesse, utilizing a wide range of design templates, themes, and multimedia options. Enhance your slides with engaging animations and seamless transitions to capture and maintain your audience's attention.

Advancing Your Skills

- **Microsoft Excel:** Dive into data analysis like a pro by mastering advanced functions, formulas, and data management tools such as pivot table. Automate your reports with ease, using powerful tools to visualize data through charts and graphs, making complex information comprehensible at a glance.

- **ChatGPT Integration:** Explore the future of AI in Office applications, harnessing the power of AI-driven tools like ChatGPT to optimize productivity. From generating content and assisting with writing to offering insightful data analysis and automating repetitive tasks, AI integration opens new horizons for efficiency and creativity.
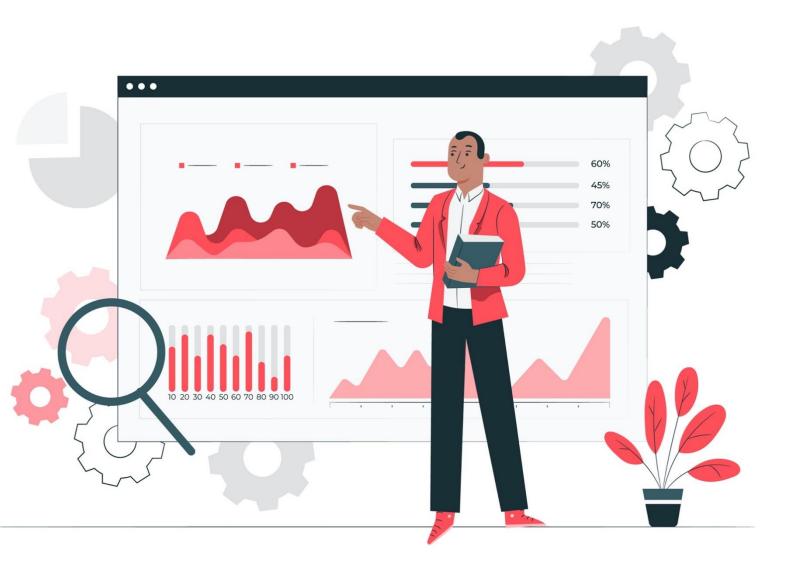
Why Join Us?

- **Hands-On Learning:** Engage with industry-standard tools.

- **Expert Guidance:** Learn from seasoned professionals.

- **Cutting-Edge Technology:** Harness the potential of ChatGPT.

- **Certification:** Validate your newfound skills.

Secure Your Spot Today!

Elevate your Microsoft Office proficiency and immerse yourself in the transformative world of AI with ChatGPT. Join us for an unforgettable learning experience that will reshape your future. Don't miss this opportunity to excel in the digital landscape!

Target Audience: Administrative Professionals

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