

## COURSE SYLLABUS

<b>COURSE TITLE:</b>	<b>55084A Excel 2013 Self-Service Analytics with No Code for End Users</b>
<b>FORMAT:</b>	Instructor-led
<b>CERTIFICATION EXAMS:</b>	None



This two-day course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs. Course content, prices, and availability are subject to change without notice.

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**ELEMENTS OF THIS SYLLABUS ARE SUBJECT TO CHANGE.**

### ABOUT THE COURSE

This course is designed for the end users and analysts that are interested in exploring the new self-service business intelligence tools in Excel and SharePoint Server 2013.

#### Videos

Included with the course and intended for you to take away are videos of each of the critical lessons taught in the course.

### AUDIENCE

This course is intended for all business professionals including IT professional, developers, managers, project leads, project managers, and team leads, but we do not expect coding skills, just thinking skills!

### AT COURSE COMPLETION

After completing this course, students will be able to:

- ▶ Know and distinguish between the three types of business intelligence.
- ▶ Explain the tabular business intelligence semantic model.
- ▶ Know and identify the professional power tools available within Excel 2013.
- ▶ Import data.
- ▶ Import large datasets.
- ▶ Import data with a query.
- ▶ Create relationships.
- ▶ Create a cascading relationship.
- ▶ Create a relationship between tables from different sources.
- ▶ Create and configure calculated columns and calculated fields.
- ▶ Add a calculated field from the Pivot Table.
- ▶ Create a report using Power View.
- ▶ Locate and import external data.
- ▶ Filter data.
- ▶ Merge datasets.
- ▶ View Power Map in action.
- ▶ Geocode data.
- ▶ Create and configure tours, scenes, and layers.
- ▶ Add time to a Power Map report.



## **PREREQUISITES**

Before attending this course, students must have:

- ▶ Experience working with Excel.

## **ADDITIONAL READING**

To help you prepare for this class, review the following resource:

- ▶ None

## **MODULE 1: COURSE OVERVIEW**

### **Lessons**

- ▶ Introduction
- ▶ Course Materials
- ▶ Facilities
- ▶ Prerequisites
- ▶ What We'll Be Discussing

### **Lab 1: COURSE OVERVIEW**

- ▶ None

## **MODULE 2: MICROSOFT BUSINESS INTELLIGENCE VISION**

### **Lessons**

- ▶ Business Intelligence In Three Ways
- ▶ Tabular Business Intelligence Semantic Model
- ▶ Excel 2013 Professional Power Tools

### **Lab 1: MICROSOFT BUSINESS INTELLIGENCE VISION**

- ▶ None

## **MODULE 3: EXCEL 2013 POWERPIVOT**

### **Lessons**

In this module we will explore PowerPivot and its analytical capabilities. PowerPivot is a data analysis add-on for Microsoft Excel that allows large amounts of data to be collected, aggregated, and analyzed in one workbook. Sound powerful? It is! We'll cover everything you need to know to get you up, running, and analyzing.

### **Lessons**

- ▶ Best Things That PowerPivot Brings To Excel
- ▶ What Will PowerPivot Do For The Analyst?
- ▶ New 2013 PowerPivot Features
- ▶ PowerPivot and Excel 2013
- ▶ PowerPivot and SharePoint
- ▶ Importing Data
- ▶ Data Models
- ▶ Relationships
- ▶ Simple Pivot Table Reports
- ▶ Calculated Columns and Calculated Fields
- ▶ Refreshing Data
- ▶ Calculations
- ▶ DAX



**Lab 1: POWERPIVOT**

- ▶ Importing Data
- ▶ Importing Large Datasets
- ▶ Importing Data with a Query
- ▶ Creating Relationships
- ▶ Creating a Cascading Relationship
- ▶ Creating a Relationship Between Tables from Different Sources
- ▶ Calculated Column and Calculated Field
- ▶ Add a Calculated Field from the Pivot Table

**MODULE 4: POWER VIEW**

In this module we will cover Power View and the reporting that can be created. From tables to charts and sharing on SharePoint, this module will have you ready to visualize your data in a variety of ways.

**Lessons**

- ▶ Microsoft Power View User Interface
- ▶ Tables
- ▶ Tiles
- ▶ Charts
- ▶ Multipliers
- ▶ Saving and Sharing

**Lab 1: POWER VIEW**

- ▶ Power View

**MODULE 5: POWER QUERY**

This module explains how to use Power Query effectively.

**Lessons**

- ▶ Power Query and Power Query Formulas
- ▶ Ribbon
- ▶ Data Import
- ▶ Data Filtering
- ▶ Merging Datasets (Queries)

**Lab 1: POWER QUERY**

- ▶ Getting External Data
- ▶ Data Filtering
- ▶ Merging Datasets

**MODULE 6: POWER MAP**

This module explores Power Map, a new 3D visualization add-in for mapping, exploring, and interacting with geographical and temporal data, enabling users to discover and share new insights.

**Lessons**

- ▶ What is Power Map?
- ▶ Power Map Ribbon
- ▶ Data Preparation
- ▶ Tours and Scenes

**Lab 1: POWER MAP**

- ▶ View Power Map in Action
- ▶ Geocoding
- ▶ Tours, Scenes, and Layers
- ▶ Adding Time



## **MODULE 7: CONCEPT REINFORCEMENT SCENARIOS**

### **Lessons**

- ▶ Concept Reinforcement Scenario 1
- ▶ Concept Reinforcement Scenario 2
- ▶ Concept Reinforcement Scenario 3 (Extra Credit)

### **Lab 1: SCENARIO SOLUTIONS**

- ▶ Scenario Solution 1
- ▶ Scenario Solution 2

