

INFORMATION TECHNOLOGY ENABLEMENT

Developing Analytical Capacity



Business Intelligence Training for Accountants and Analysts

Turning data into information – realise your productive potential to release profitable insights through the most widely used reporting & analysis software.

MICROSOFT EXCEL

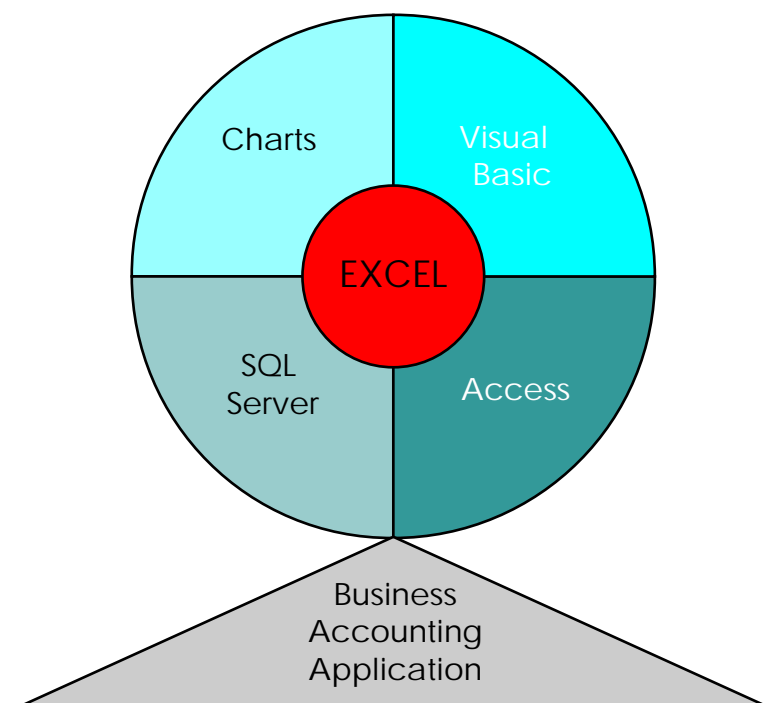
Excel Excellence
Advanced Charting
Macros = Excel Visual Basic

MICROSOFT ACCESS

Access for Accountants

DEMYSTIFY BUSINESS INTELLIGENCE

Hands on introduction to SQL Server BI



Training for Accounting Professionals

Custom designed courses structured specifically for accounting and analyst professionals: Have you ever thought "Surely there must be a better, quicker, easier way to do this?". We teach the power in Excel and Access, some of the most used but least understood and leveraged analytical tools in business.

Participants appreciate that there is more to this software beyond their knowledge and want a full understanding of what the programs can actually do for them.

- ④ Research confirms that it is likely that there are many useful Microsoft Office features that you and your staff have not considered or mastered. So why continue to waste hours of valuable time completing tasks that could be better spent elsewhere in your business?
- ④ Realise your ability with MS Excel and Access powerful database and analysis features. Past students have really been amazed!
- ④ Save weeks of time learning how to build and use useful timesaving tools and reports.
- ④ Unlock the power of Excel and Access: Combine powerful Excel and Access features that resolve worksheet problems that you probably face daily using their data base and analysis tools.

Course objectives

By completing an ITE course you will be armed with:

- ④ a comprehensive understanding of what the programs can realistically do for you.
- ④ knowledge of which tools are relevant to your work and how to apply them.

Courses

Advanced Charting

Course overview

Excel has extensive charting capabilities, most of which remain unknown to the majority of users. Find out what can be done without figuring out the hard way by trial and error. This course is aimed at Accountants and Analysts who want to unlock the full power of Excel charts to maximise their data presentation. This course will be presented by a field expert.

Summary of course topics

At the end of the course, participants should be familiar with:

A (good!) picture is worth a thousand words:

- Ⓞ Avoid "choking"
- Ⓞ Relevant data
- Ⓞ Precision
- Ⓞ Chart type to suit Audience and Data
- Ⓞ Consistent style

Beyond the defaults – Some formatting and display tips

- Ⓞ Quick wins
- Ⓞ Circumvent restrictive Chart Titles
- Ⓞ Number style of axes
- Ⓞ Multiple X and Y axes
- Ⓞ Two charts in one

Custom & User Defined Chart Types

- Ⓞ Multiple chart types on same chart
- Ⓞ Create your own types of chart and default
- Ⓞ X-Y scatter: When and Why
- Ⓞ "Dead" Charts
- Ⓞ Using lists to add data
- Ⓞ Pivot Charts

Interactive Charting Techniques

- Ⓞ Dynamic named ranges

LUNCH 12:30

Advanced Interactive Charting Techniques

- Ⓞ Slider to change values
- Ⓞ Bullet/thermometer charts
- Ⓞ Double pies
- Ⓞ Sticks
- Ⓞ Dashboards

VBA – ultimate flexibility

- Ⓞ Quick Introduction to the Object Model
- Ⓞ Dynamic titles
- Ⓞ Print Buttons
- Ⓞ Formatting control
- Ⓞ Dynamic size
- Ⓞ Events

Macros=Excel VBA

Course overview

Most Intermediate users are familiar with the Macro recorder in Excel, but this is just the tip of the iceberg! Excel has very powerful programming capabilities; literally "anything" is possible. Find out what lies behind the program beyond the simple record Macro function. This course will leave you sufficiently well informed to begin your foray into the world of VBA. We suggest good resources to further your VBA skills. Allowing you to build increasingly advanced Excel and VBA applications.

Summary of course topics

At the end of the course, participants should be familiar with:

Screen Layout

- Ⓞ Project Explorer
- Ⓞ Properties
- Ⓞ IntelliSense
- Ⓞ Immediate Window

Variables and Variable Types

- Ⓞ Option Explicit

Terminology

- Ⓞ Object Model
- Ⓞ Collections
- Ⓞ Method

Tools

- Ⓞ Message boxes
- Ⓞ Command Buttons
- Ⓞ Active X Controls

LUNCH 12:30

Loops

- Ⓞ Cell references
- Ⓞ For Next
- Ⓞ Do While
- Ⓞ Select Case
- Ⓞ Loops inside Loops

Procedures

- Ⓞ Subs
- Ⓞ Variable scope
- Ⓞ Forms
- Ⓞ User Defined Function

Demystify Business Intelligence

'The term Business Intelligence (BI) represents the tools and systems that play a key role in the strategic planning process of the corporation. These systems allow a company to gather, store, access and analyse corporate data to aid in decision-making.' www.bkdai.com.

'It encompasses techniques commonly referred to as data warehousing, decision support, query and reporting, OLAP, statistical analysis, forecasting and data mining.

Generally these systems will illustrate business intelligence in the areas of customer profiling, customer support, market research, market segmentation, product profitability, statistical analysis, inventory and distribution analysis to name a few.

BI is a popularised, umbrella term introduced by Howard Dresner of the Gartner Group in 1989 to describe a set of concepts and methods to improve business decision making by using fact-based support systems. The term is sometimes used interchangeably with executive information systems.' <http://services.eliteral.com>

BI is a mature set of business modeling and reporting that places relevant, timely data at the fingertips of information users. The tools, techniques and products have been used by Fortune 500 companies for many years. It has more recently become visible in the middle market with entry and promotion by Microsoft. The first tier is mature and is consolidating with enterprise wide applications.

The technical solution that back end BI software resolves is that it provides the ability to consolidate and manipulate a mass of data, that can not be done using Excel, Access or other office tools. It is the crossroad of Accounting and IT. ERP Data quality and consistency remain imperatives for accurate reliable reporting.

Course overview

This course is delivered at a functional level rather than technical, designed to give the participant a high level and hands on introduction to the technology, providing a guided insight to what it is. Some hands on work with SQL server and a typical Budgeting and Planning tool will be undertaken. Beginners and end users of the technology will leave with a general understanding of the technology and terminology. With a starting point as to where and how to proceed if they are interested in pursuing this further. This course will be presented by a field expert.

Summary of course topics

At the end of the course, participants should be familiar with:

- Ⓞ Business Intelligence Architecture and terminology:
 - Ⓞ Reporting Vs Budgeting Tools
 - Ⓞ Comparative Overview of Access vs SQL Server
 - Ⓞ Understanding queries
 - Ⓞ Extract Transform Load process in SQL Server Integration Services
 - Ⓞ Building Cubes in Analysis Services
 - Ⓞ Online reporting - Reporting Services and Sharepoint Server
- LUNCH 12:30
- Ⓞ Dimensionality and Data Visualisation
 - Ⓞ Bottom Up Rolling Forecasts and Budgets
 - Ⓞ Sales and Operations Planning
 - Ⓞ Scenario Planning and Sensitivity Analysis

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Courses

Access for Accountants

Course overview

Access allows you to routinely do query and analysis on available database servers, then extract manipulate and feed the data directly into Excel pivot tables or reports. It is a very useful intermediate reporting and analysis tool. Access is a good tool to know if you are interested in quickly creating reports which routinely extract and feed data into Excel for further manipulation and analysis.

This is a course for experienced Excel users and new to intermediate Access users. It is comprehensive training in the relevant use of Access for Data Analysis purposes. We cover the basics in Forms and Reports. The essence of the course is linking to servers, which shows you how you can tap directly into your company data bases. Then we build queries to manipulate and summarise the data sets and how to feed this information into Excel.

Summary of course topics

At the end of the course, participants should be familiar with:
The Microsoft Access Terminology and Navigation

- ⊕ Tables
- ⊕ Queries
- ⊕ Forms
- ⊕ Reports
- ⊕ Macros
- ⊕ Modules
- Access Tables
 - ⊕ Creating Tables
 - ⊕ Properties
 - ⊕ Linking tables with ODBC/OLEDB connections
- Access Queries
 - ⊕ Creating Queries
 - ⊕ Understanding Joins
 - ⊕ Referential Integrity
 - ⊕ Select Query
 - ⊕ Make Table Query
 - ⊕ Delete Query
 - ⊕ Append Query
 - ⊕ Update Query
 - ⊕ Using Functions and formulas in a Query
 - ⊕ SQL syntax
 - ⊕ Union Query
- LUNCH 12:30
- Access Reports
 - ⊕ Creating reports
- Access Forms
 - ⊕ Creating Forms
 - ⊕ Labels, Text Box, Combo Box, List Box
 - ⊕ Subforms
 - ⊕ Select query parameters using a form
- Access Macros
 - ⊕ Creating
 - ⊕ Useful Actions
- Access Objects
 - ⊕ Overview Access VBA
- Introduction to SQL Server

Excel Excellence

Course overview

A practical hands-on workshop for accountants designed to provide a specialised insight into Excel's programming capabilities, and the approach for applying those to a broad range of accounting applications.

Improve your efficiency by doing this cost effective training, designed for accountants by an accountant.

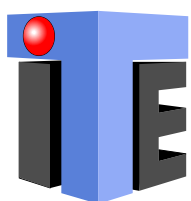
This one day course delivers, in a tailor-made fashion, all the Microsoft Excel skills that you and or your accounting team need to know.

Courses are practical and relevant for accounting personnel who work with the application on a regular basis and want to improve their skill level or refresh their knowledge. The course will unveil the more advanced and valuable features which participants can utilise within the program.

Summary of course topics

At the end of the course, participants should be familiar with:

- ⊕ Excel Screen - the less obvious features
- ⊕ Develop Rolling Monthly Reports and Work Papers
- ⊕ Importing Data and manipulating the Text
- ⊕ Vlookup - Excels most powerful matching function
- ⊕ Excel Database - Concept & Features
- ⊕ Functions - Advanced Features: Nested Statements and Errors
- ⊕ Sum If & Count If
- ⊕ Subtotals
- ⊕ Auto Filter & Advanced Filters
- ⊕ Working with Date & Time Functions
- LUNCH 12:30
- ⊕ Business Intelligence - as it relates to Excel.
- ⊕ Pivot Tables - the quick and easy analysis tool
- ⊕ Connecting direct to accounting data with the "ODBC" tool.
- ⊕ Macro's - introducing Visual Basic programming
- ⊕ Ranges - using names in formulas & named references
- ⊕ Formatting - using advanced formatting tools
- ⊕ Auditing feature - resolve problems visually
- ⊕ Consolidate - across Sheets and Workbooks
- ⊕ Charting - useful tips
- ⊕ What's new in Excel 2010
- TIPS COVERED DURING THE DAY
 - ⊕ Menus - how to customise them
 - ⊕ The Function & Quick Keys - which are the most useful
 - ⊕ Working with Multiple Sheets
 - ⊕ Many other shortcuts & Miscellaneous tips



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