



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPT 7150
Course Title: Business Intelligence with Excel
Course Hours: 18 Hours

Last Revised On: 8/6/08

Description:

Extract and analyze mission-critical enterprise data using Microsoft Office 2007. This course is a practical guide to the powerful new collaborative Business Intelligence tools available in Office 2007. Using real-world examples and clear explanations, you learn how to use Excel, Excel Services, with an introduction to SharePoint and PerformancePoint, using a wide range of stand-alone and external data in today's networked office. You will learn how to analyze data and generate reports, scorecards, and dashboards with the Office tools you're already using to help you in your everyday work.

Objectives:

Upon successful completion of this course, students will be able to:

- Create Excel PivotTables and PivotCharts and apply Conditional Formatting
- Convert Excel spreadsheets into Excel Tables with Conditional Formatting and Charting
- Connect external data to Excel using Office Data Connections and SharePoint
- Create SharePoint dashboards that display data from multiple sources
- Add Key Performance Indicators and Excel Services reports to your dashboards

Content:

1. Introduction to Microsoft Office BI Concepts
 - Scope and purpose of the course
 - Chapter introductions
2. PivotTables, PivotCharts, and Conditional Formatting
 - Excel 2003 – 2007
 - All about PivotTables and PivotCharts
 - Selecting data for PivotTables
 - PivotTable formatting and data element placement
 - Advanced formatting and design with the Ribbon
 - Filtering PivotTables and PivotCharts
 - Conditional formatting inside PivotTables
3. Excel Tables: Conditional Formatting, What-If and Statistics, and Charts
 - Excel 2003 – 2007
 - Working with Excel Tables
 - Table data selection, sorting, validation, filtering, and formatting
 - Table What-If analysis



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- Using Charts with Tables
- 4. Excel and External Data: Files, Databases, Cubes, and Data from the Internet
 - What is an Excel external data connection
 - Importing data from a text file into Excel
 - Importing Access data
 - Importing Oracle and SQL Server data
 - Connecting Excel to the Internet with Web Queries
- 5. Excel and SharePoint: Reports, Key Performance Indicators, and Dashboards
 - The SharePoint portal
 - SharePoint reports from Excel workbooks
 - The data connections library
 - The SharePoint Dashboard
 - Key Performance Indicators
 - SharePoint images and links
- 6. Excel and Data Mining: Key Influencers, Categories, and Forecasting
 - Introduction to Data Mining
 - Excel Data Mining analysis tools
 - Excel Data Mining predictive tools
 - Excel Data Mining tools
 - Data Mining clustering diagram using Visio

Prerequisites:

- Microsoft Excel Level 2, or equivalent experience

Method of Instruction:

- Lecture, demonstration and hands-on activities.

Evaluation:

- Exam: No
- Class Participation: Yes
- Demonstration of Skills: Yes