# CALL FOR APPLICATION on Advanced EXCEL: ADVANCED Formulas, Functions Data visualisation AND POWER BI

# ABOUT SKILLS HUB INTERNATIONAL (SHI) LTD

SKILLS HUB INTERNATIONAL (SHI) LTD is a subsidiary of ONCG GLOBAL HOLDINGS LTD a multidisciplinary consulting group operating across African continent. SHI Ltd is registered in Rwanda since 2013, to offer a wide range of world-class training services and employment services to both corporate and individual clients.

It also offers cutting edge business and management customized training programs. Our training services include Professional training services, Executive Training, In-house training services and Special Training services for specialized industries like banks, insurers and others. Training services are provided via two schools namely School of Business Professionals and School of Business Executives. Our trainings range from one day-certificate to three-months training certificate for proficiency.

# COURSE OVERVIEW AND OBJECTIVES

The course focuses on those aspects that are important in everyday day operation of organization. Intermediate users will also benefit from this course as it covers the in-depth topics of Complex Charts, PivotTables, Pivot Charts and management Dashboards. The program explores an advanced approach t data validation and excel. Participants will be able to boost them excel reporting expertise as a result of this training program.

**Objectives:**

At the end of this course, the participants will be able to;

* Understand business analytics and its importance to business
* Learn the functions of excel analytics
* Learn the use of different datasets using slicers and pivotal tables
* Understand solving of problems using Excel tools
* Use tables, and charts to represent the results
* Learn the use of Power BI

# INDICATIVE CONTENTS

**MODULE 1: LOGICAL FUNCTIONS**

* Understanding Logical Functions
* Using IF with Text
* Using IF with Numbers
* Nesting IF Functions
* Using TRUE and FALSE
* Using AND
* Using OR
* Using NOT
* COUNTIF & COUNTIFS
* ROUND UP & ROUND DOWN

**MODULE 2: MATHEMATICAL FUNCTIONS**

* COUNT Function
* COUNTA Function
* COUNTIF Function
* SUM Function
* SUMIF Function
* AVERAGE Function
* AVERAGEIF Function
* MIN Function
* MAX Function
* MODE Function

**MODULE 3: LOOKUP FUNCTIONS & PROJECT PLAN (GANTT CHART)**

* Understanding Data Lookup Functions
* Using CHOOSE
* Using VLOOKUP
* Using VLOOKUP for Exact Matches
* Using HLOOKUP
* Using INDEX
* Using Match
* Understanding Reference Functions
* Using ROW and ROWS
* Using COLUMN and COLUMNS
* Using ADDRESS
* Using INDIRECT
* Using OFFSET

**MODULE 3: TEXT FUNCTION**

* CONCATENATE Function
* LEN Function
* LOWER Function
* UPPER Function
* PROPER Function
* SEARCH Function
* LEFT Function
* RIGHT Function
* MID Function

**MODULE 4: FORMULA AUDITING**

* Show formulas
* Errors checking
* Evaluate formula
* Trace precedents
* Trace dependents
* Remove arrows

**MODULE 5: VALIDATING DATA**

* Validating Data
* Understanding Data Validation
* Creating a Number Range Validation
* Testing a Validation
* Creating an Input Message
* Creating an Error Message
* Creating a Drop-Down List
* Using Formulas as Validation Criteria
* Copying Validation Settings
* Expense Report

**MODULE 6:DATA CONSOLIDATION**

* Understanding Data Consolidation
* Consolidating Data with Identical Layouts
* Creating a Linked Consolidation
* Consolidating Data with Different Layouts
* Consolidating Data Using the SUM Function

**MODULE 7: PIVOT TABLES & DASHBOARD MANAGEMENT**

* Understanding Pivot Tables
* Recommended Pivot Tables
* Creating Your Own PivotTable
* Defining the PivotTable Structure
* Filtering a PivotTable
* Clearing a Report Filter
* Switching PivotTable Fields
* Formatting a PivotTable
* Understanding Slicers
* Creating Slicers
* Inserting a Timeline Filter
* Dashboard Management

**MODULE 8: DATE AND TIME USING EXCEL**

* Adding Date (TODAY, NOW, DATE)
* DATEDIF Function
* WEEKDAY Function
* MONTH Function
* YEAR Function
* Adding Time

**MODULE 9: INTRODUCTION TO POWER BI**

* Overview of Power BI ecosystem (Desktop, Service, Mobile, Gateway)
* Core features and business benefits
* Uploading and connecting to various data sources
* Using natural-language queries and quick insights
* Understanding reports, dashboards, and visual interactions
* Query Editor basics: cleaning, filtering, and shaping data
* Loading from multiple sources and combining datasets
* Managing tables (hide/remove) and handling sorting/seasonality

**MODULE 10: BUILDING EFFECTIVE DATA MODELS &USING DAX ()**

* Creating relationships between tables
* Measures vs. columns: when to use each
* Implementing calculated columns and measures
* Integrating and reallocating budget or organizational data
* Mathematical & statistical functions (SUM, AVERAGE, COUNT, etc.)
* Logical functions (IF, AND, OR)
* Filter functions (FILTER, CALCULATE)
* Table functions (SUMMARIZE, UNION, INTERSECT, etc.)
* Text functions (LEFT, RIGHT, CONCATENATE, etc.)

# DATE AND VENUE

The course will begin on **October 1st, 2025** for the **day session**, which will run until **October 10th, 2025**. The **weekend session** will start on **October 4th, 2025** and continue until **October 26th, 2025**.Training will take place at the **SHI Professional Training Center**, located at **KIMIRONKO-GASABO, Triump House, 3rd Floor**.

# SESSIONS AND days of Training

The training Program will last for 28 hours and will be delivered in two different sessions as follows:

|  |  |
| --- | --- |
| Evening Session (Monday to Friday) | Weekend Session (Saturday& Sunday) |
| From Monday to Friday (18h00 to 21h00) | From 14h00 to 18h00 |

For registration click below link:

<https://forms.gle/YfEhWmmeGHScbfq79>

For more information, you can contact us on:

+250 789969900; +250 788303061; +250 781093413.

# COURSE FEES& PAYMENT MODEs

The amount of fees per course **On Advanced Excel Formulas, Functions and Power BI is** 150,000 Rwf Paid via our bank accounts; **4003200725206 at EQUITY BANK RWANDA PLC, \*182\*8\*1\*097137# Using Mo-Mo Pay.**

The fees will cover tuition, training materials and Certificate.

# CERTIFICATE of completion

A certificate will be issued at the end of the program to every trainee who completes the course.



Approved on behalf of SHI Ltd

**Mr. NTAMBARA Jean Nepo**

Director of Operations