



*Training Course:  
Data Analysis using Excel*

*1 - 5 December 2024  
Manama (Bahrain)  
Fraser Suites*

## Training Course: Data Analysis using Excel

Training Course code: IT234779 From: 1 - 5 December 2024 Venue: Manama (Bahrain) - Fraser Suites Training Course  
Fees: 4675 € Euro

### Introduction

This data analysis training program will enhance your ability to analyze big data and professionally visualize results. Expand your skills and knowledge to build a sophisticated spreadsheet, use What-If analyses, manipulate PivotTables, apply functions, and use the advanced features of Excel to make and present better business decisions.

In this data analysis using excel training course, you will use advanced Excel techniques to build sophisticated spreadsheets. You learn to perform "what if" analyses, leverage features and apply functions, manipulate PivotTables to analyze large amounts of data, and present your results to make better business decisions for planning and budgeting. You also learn how to automate processes and enhance worksheet models.

### Course Objectives

This course will focus in:

- Leverage features of Microsoft Excel to facilitate business decisions
- Develop intelligent worksheets to quickly identify KPIs
- Perform "what-if" analyses for developing budget and project plans
- Summarize and analyze large amounts of data using PivotTables and Excel features
- Automate Excel processes
- Continue learning and face new challenges with after-course one-on-one instructor coaching

### Prerequisites

Experience with Excel fundamentals at the level of Introduction to Microsoft Excel.

This course applies to all versions of Excel. However, there are references to dynamic array functions that are only available in Excel 365 and Excel 2021 and later.

### Course Outlines

#### Troubleshooting and Enhancing Professional Workbooks

- Deciphering and correcting functions for data integrity
- Accurately interpreting calculations
- Implementing Names to enhance your workbook model
- Monitoring KPIs using conditional formatting

#### Analyzing Data with Functions

- Summarizing business data with functions
- Identifying the correct statistical function to aid analysis

- Applying basic financial functions
- Differentiating serial dates and date presentations
- Calculating the number of working days

#### Controlling calculations and nested formulas

- Interpreting data variations with the IF function
- Streamlining calculations with referencing
- Developing nested functions for multiple conditions
- Capturing information with lookup functions
- Applying techniques to implement and troubleshoot nested calculations

#### Optimizing Workbook Models with "What-If" Analysis

##### Planning for contingencies

- Managing variables in worksheets with Scenarios
- Comparing and contrasting different data sets with Scenarios reports

##### Quantifying variables in a workbook model

- Determining the magnitude of a variable with Goal Seek to achieve an end value
- Calculating the optimum variable values in a worksheet model with Solver

#### Summarizing Business Information

##### Organizing workbooks and links

- Arranging multiple workbooks with Workspaces
- Managing external links

##### Consolidating ranges

- Building 3D formulas to analyze worksheet data
- Summarizing multiple sources of Excel information into one worksheet

#### Formulating Decisions from Database Information

##### Distilling data sets for data analysis

- Defining the architecture of an Excel data set
- Managing multiple data sets on a single worksheet with the Table feature
- Extracting unique lists of records from an Excel data set with the Advanced Filter
- Analyzing data sets with filters and aggregation

##### Interpreting and refining data with PivotTables

- Defining data summaries interactively
- Summarizing data sets with grouping and aggregation
- Comparing related totals dynamically

##### Visualizing and exploring PivotTable reports

- Filtering details with Report Filters and Slicers
- Presenting PivotTable reports effectively with Pivot Charts
- Examining data patterns with Sparklines

#### Enhancing Excel Usage with Macros

##### Automating repetitive tasks

- Simplifying complex tasks and reducing errors
- Bulletproofing routine editing and formatting
- Invoking macros with Form controls

## Registration form on the Training Course: Data Analysis using Excel

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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 Position: .....  
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### Company Information

Company Name: .....  
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### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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