Global Horizon
TRAINING CENTER

Training Course:
Data Analysis using Excel

29 September - 3 October 2024
Dubai (UAE)
Residence Inn by Marriott Sheikh Zayed Road, Dubai

Training Course:
Data Analysis using Excel

Training Course code: IT234779 From: 29 September - 3 October 2024 Venue: Dubai (UAE) - Residence Inn by Marriott Sheikh Zayed Road, Dubai Training Course Fees: 4565 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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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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