



*Training Course:  
Data Analysis using Excel*

*11 - 15 October 2026  
Manama (Bahrain)*

## Training Course: Data Analysis using Excel

Training Course code: IT234779 From: 11 - 15 October 2026 Venue: Manama (Bahrain) - Training Course Fees: 5150 € 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

### Target Audience

This course is intended for professionals who work with data analysis, reporting, and decision-making using Microsoft Excel, including:

- Business Analysts and Data Analysts
- Finance and Budgeting Professionals
- Reporting and MIS Specialists
- Project Managers and Team Leaders handling data-driven decisions
- Operations and Sales Analysts
- IT Professionals supporting reporting and business intelligence tasks
- Excel users who want to advance from intermediate to advanced data analysis skills
- Professionals responsible for KPI tracking, forecasting, and performance reporting

## Course Outlines

### Day 1: Workbook Troubleshooting & Data Integrity

Troubleshooting and Enhancing Professional Workbooks  
Correcting and Validating Excel Functions  
Using Named Ranges in Models  
Monitoring KPIs using Conditional Formatting  
Interpreting Calculations and Data Accuracy

### Day 2: Advanced Functions & Data Analysis

Analyzing Data with Functions  
Statistical and Financial Functions  
Date and Time Calculations  
IF and Nested IF Functions  
Lookup Functions VLOOKUP and alternatives  
Building Nested Formulas  
Data Referencing Techniques

### Day 3: What-If Analysis & Scenario Planning

What-If Analysis Overview  
Scenario Manager  
Scenario Comparison Reports  
Goal Seek  
Solver Tool  
Variable Management in Models  
Contingency Planning in Excel

### Day 4: Data Summarization & Pivot Analysis

Organizing Workbooks and External Links  
Consolidation of Data Sources  
3D Formulas  
Excel Tables for Data Structuring  
Advanced Filter Techniques  
PivotTables for Data Analysis  
Grouping and Aggregation  
Pivot Charts and Data Visualization  
Slicers and Report Filters  
Sparklines

### Day 5: Automation & Macros

Automating Repetitive Tasks  
Macro Recording and Execution  
Simplifying Complex Processes  
Error Reduction Techniques  
Form Controls for Macro Execution  
Dashboard Automation Basics



Business Reporting Automation

## 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

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
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