



*Training Course:
Data Analysis using Excel*

*31 August - 4 September 2026
Kuala Lumpur (Malaysia)*

Training Course: Data Analysis using Excel

Training Course code: IT234779 From: 31 August - 4 September 2026 Venue: Kuala Lumpur (Malaysia) - Training Course Fees: 6300 € 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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- Please find enclosed a cheque made payable to Global Horizon
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