Anderson
Executive Development Centre

Data Management, Manipulation & Analysis using Excel®

Date	Venue	Fees
30 Aug - 03 Sep 2020	Dubai - UAE	$4,950
06 - 10 Dec 2020	Dubai - UAE	$4,950

*This fee is inclusive of Documentation, Lunch and Refreshments and exclusive of 5% UAE VAT

Training Course Overview

Never before has data been so readily and freely available. From our daily commute, to our morning coffee, to our daily purchases, to our business activities and personal achievements, data is generated. The availability of such rich data set afford fabulous opportunities to solve problems and lead to improvements in all aspects of our lives, especially in commercial activities. Such problem solving traditionally involved sophisticated quantitative skills. However, in every desktop computer through the world, lies an under utilised tool, and that tool is Excel.

In this Anderson training course, you will learn to how to use Excel to query data, test hypothesis, and solve sophisticated problems. By the end of the training course, you will be conversant with 50+ Excel functions, a huge variety of charts and analysis tools.

Training Course Objectives

By attending this Anderson training course, delegates will be able to:

- Be familiar with 50+ Excel functions
- Recognise the right chart for the right task
- Manipulate both textual and numerical data
- Analyse data using appropriate tools
- Analyse relationships amongst variables and generate forecasts

The Certificate

- Anderson Certificate of Completion will be provided to delegates who attend and complete the course.

Designed for

This Anderson training course is suitable for middle and senior managers who have responsibility for divisional or organizational success, as well as consultants and professionals who support them. For example:

- Anyone with line manager responsibility
- HR professionals
- Oil and Gas, energy and telecom team engineers
- Senior finance professionals
- Board level executives and non-executives

Training Course Outline

Amongst a wide range of valuable topics, the following will be prioritised:

- The Excel environment – how to become an advanced user
- Analysing textual data using Excel functions
- Analysing numerical data using Excel functions
- Appropriate uses of pivot tables
- Selecting the most appropriate function to suit the task
- Selecting the right chart for the right task
- Statistical analysis using the Data Analysis tool
- Financial Analysis using Excel functions
- Solver, goal seek and scenario analysis
- Generating forecasts of important variables

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