



Data Management, Manipulation & Analysis using Excel®

Excel with the Power of Data

► Upcoming Sessions

09-13 Sep 2024	Dubai - UAE	\$5,950
02-06 Dec 2024	Dubai - UAE	\$5,950
28 Apr-02 May 2025	London - UK	\$5,950
08-12 Sep 2025	Dubai - UAE	\$5,950
01-05 Dec 2025	Dubai - UAE	\$5,950

► Training Details

Training Course Overview

Data has never been more abundant and accessible than it is today. From our daily routines to business operations and personal achievements, data is constantly generated. This wealth of data presents incredible opportunities to solve problems and drive improvements across all aspects of our lives, particularly in commercial activities. Traditionally, solving such problems required advanced quantitative skills. However, often overlooked on nearly every desktop computer is an underutilized tool: Excel.

In this Anderson training course, you will learn how to harness Excel to query data, test hypotheses, and tackle complex problems. By the end of the course, you will become proficient in over 50 Excel functions, a diverse array of charts, and various analytical 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

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 Details

Day One: An Introduction to the MS Excel Environment

- ▶ Cell referencing, cell formatting and entering formula
- ▶ Workbooks versus Worksheets
- ▶ Copy and pasting
- ▶ Left click versus right click
- ▶ Paste Special
- ▶ Introductory charts

Day Two: Using MS Excel Functions for Fundamental Data Analysis

- ▶ Use of text function, FIND(), LEN(), LEFT(), RIGHT() and &
- ▶ Use of count functions, COUNTA(), COUNTIF(), COUNTIFS() and SUMIF()
- ▶ Basic statistical functions, Max and Average
- ▶ Filtering, sorting and use of conditional formatting
- ▶ Scatter diagrams

Day Three: Intermediate MS Excel Functions

- ▶ Use of VLOOKUP() and HLOOKUP()
- ▶ Date functions, YEAR(), MONTH(), DAY(), YEARFRAC()
- ▶ Selecting appropriate charts
- ▶ Introduction to Pivot tables

Day Four: Carrying out Statistical Analysis using MS Excel

- ▶ Using MS Excel to calculate mean, mode and median
- ▶ The difference between the various standard deviation and variance function in MS Excel
- ▶ Using MS Excel to examine inter-dependency
- ▶ Drawing histograms in MS Excel
- ▶ Introduction to Data Analysis functions

Day Five: What if and Scenario Analysis Using MS Excel

- ▶ Naming cells in MS Excel
- ▶ Linking cells together to undertake scenario analysis
- ▶ Introduction to solver
- ▶ Advanced charting
- ▶ Sharing MS Excel output with other office formats

▶ The Certificate

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

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: [+971 4 365 8363](tel:+97143658363)

Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

[Email: inhouse@anderson.ae](mailto:inhouse@anderson.ae)

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