Effective Data Analysis using MS Excel

COURSE DURATION
8 Hrs

MODE OF TRAINING
Classroom

FULL FEE
$300
(Subject to 9% GST)

At the end of the course, participants will be able to use Excel tools effectively to produce spreadsheet solutions.

Who is This Course For

- This training is relevant to all staff (Operational, Supervisory & Managerial) tasked with collating, managing and analysing data of the organisations to determine current performance and then develop recommendations for improvement to senior management.

Visit Our Website

📞 6737 5761   💬 8767 0614   ✉ enquiry@jci.edu.sg

📍 150 Orchard Road, #06-14, Orchard Plaza 238841

JAMES COOK INSTITUTE

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Course Content

Learning Unit 1: Using Excel Table
- Overview Of Excel Tables
- Format As Excel Table
- Managing Data In An Excel Table
- Sorting And Filtering
- Formatting Table Data
- Inserting And Deleting Table Rows And Columns
- Using A Calculated Column
- Displaying And Calculating Table Data Totals

Learning Unit 2: Conditional Formatting
- Overview Of Conditional Formatting
- Creating A Conditional Format Based On Cell Content
- Creating A Conditional Format Using Formula To Determine Which Cell To Format
- Editing The Conditional Formatting Rules
- Deleting The Conditional Formatting Rules

Learning Unit 3: Perform What-if Analysis
- Using Scenarios To Consider Many Different Variables
- Using Goal Seekto Find Out How To Get A Desired Result
- Use Data Tables To See The Effects Of One Or Two Variables On A Formula

Learning Unit 4: Excel Add-ins
- Project Backward For More Variables By Using The Solver Add-in
- Using Regression Analysis Tool In The Analysis Toolpak Add-in

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