

Effective Data Analysis Skills using MS Excel

Course Objectives

At the end of the course, participants will be able to confidently use Microsoft Excel's wide range of tools and features to produce effective and efficient spreadsheet solutions.

They will develop the ability to organize and analyze data, apply formulas and functions to solve complex problems, create professional charts and tables for clear data presentation, and implement automation techniques to save time and reduce errors.

Participants will also gain the skills to design well-structured, user-friendly spreadsheets that enhance decision-making and improve overall productivity in a business environment.

Who is this Course For?

This course is aimed at participants who need to manage and perform statistical analyse of data using Microsoft Excel.

Course Duration

8 Hours

Mode of Training

Classroom

Full Fee

\$300

(Subject to 9% GST)

Nett Fee

\$327

(After GST)



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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 Seek to 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

