theAbout
Educating Facilitating Learning

Analysis and Report (MS Excel)

About This Course

Microsoft Excel has been the leading application amongst the rest due to the ability it has in analysing raw data to generate various reports.

The workshop takes the learner from learning tools and techniques to analysing the raw data to keep it authentic and valid. The data is then represented in various formats that allow for better reporting.

Requirements
A basic foundation of MS Excel would be required for this course. Each learner will have to have a computer with MS PowerPoint, MS Word and MS Excel.

Seats
Workshop will only run at a minimum of 5.

Duration
3 Days

Essentials

- Authenticating the raw Data
- Tips and tricks to fix common errors
- Basic calculations

Core

- Importing data
- Working with tables
- Conditional Formats
- Advanced Sorting of Data
- Advanced Filtering of Data
- Splitting Columns
- Flash Fill data
- Data Validation
- Consolidate Data
- Working with What-if Analysis
- Creating Subtotals
- Creating Lookup functions
- Creating text and date functions
- PivotTables and PivotCharts
- Present output

Applications

- Using MS Word to create raw data
- Using MS Excel to analyse data and create charts
- Using MS PowerPoint to create a presentation based on report

theAbout
Educating Facilitating Learning