



# Data Analysis Using Microsoft Excel

## Introduction:

The Microsoft Excel Intermediate Courses have been specifically designed to enable individuals to work more efficiently and effectively in Excel. By participating in these courses, attendees will gain the necessary knowledge and skills to better organize, analyze, and present their data using Excel spreadsheets.

Throughout the course, participants will learn how to create complex formulas, utilize a wide range of functions, and develop dynamic charts and reports. Additionally, the course will provide an introduction to pivot tables, conditional formatting, defined names, and data validation.

In the What-If Analysis Tools module, attendees will learn how to utilize one-variable and two-variable data tables, as well as the scenario manager. This knowledge will enable participants to make more informed decisions based on data analysis.

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Upon completion of the Microsoft Excel Intermediate Courses, attendees will have mastered the key techniques in MS Excel, making them highly resourceful and productive assets to their organizations. This course is an excellent opportunity for individuals to enhance their skills and become proficient in Excel, resulting in improved productivity and efficiency.

**Training Period: 2 - Days**

**Targeted Groups:**

This course was designed to fit everyone including:

- ✓ individuals with a basic understanding of Excel
- ✓ individuals who want to learn how to utilize Excel's in-built features
- ✓ Business professionals
- ✓ Data analysts
- ✓ Researchers
- ✓ Students

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## Course Objectives:

This course was designed to let the participants able:

- ✓ To learn how to create and modify complex formulas to analyze data
- ✓ To understand how to use Excel functions to manipulate and analyze data
- ✓ To learn how to create charts and graphs to visually represent data
- ✓ To understand how to use pivot tables to summarize and analyze large data sets
- ✓ To learn how to use conditional formatting and data validation to ensure data accuracy and consistency
- ✓ To understand how to use Excel's What-If Analysis Tools to perform sensitivity analysis and scenario planning
- ✓ To gain proficiency in Excel and be able to use it effectively in data analysis tasks
- ✓ To increase productivity and efficiency by using Excel's in-built features effectively



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## Course Content:

### Unit 1: Introduction

- What is Microsoft Excel?
- What is Data Analysis
- Understanding the interface
- Navigation and basic formatting
- Designing Better Spreadsheets

### Unit 2: Advanced Excel Formulas and Functions

- Logical Functions
- LOOKUP Functions
- Working with Date and Time

### Unit 3: Data Organization and Management

- Advanced Sorting and Filtering
- Tables and table formatting
- Data validation and cleaning

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#### **Unit 4: Pivot Tables and Charts**

- Creating and manipulating pivot tables
- Pivot table analysis
- Pivot Chart creation and customization

#### **Unit 5: Advanced Data Analysis Tools**

- What-If Analysis Tools
- Solver Tool
- Data Analysis ToolPak

#### **Unit 6: Visualizing Data with Excel**

- Creating custom visuals
- Data visualization best practices
- Interactive dashboards and reporting

#### **Unit 7: Collaborating with Excel**

- Sharing workbooks
- Co-authoring and version control
- Protecting data and workbook security



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### **Unit 8: Real World Applications and Case Studies**

- Real-world data analysis problems
- Case studies and application examples
- Project-based assessment and evaluation

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