

TITLE: ADVANCED EXCEL FOR DATA ANALYSIS

Duration: 21 hrs (3 days)

UNDERSTANDING ADVANCED EXCEL

- ❖ Understanding The Ribbon interface
- ❖ A look at some default settings

DATA ANALYSIS USING CHARTS AND GRAPHS

- ❖ Identifying excel Charts/Graph concepts
- ❖ Changing graph types and designs
- ❖ Fine tuning graphs, axes and gridlines
- ❖ Editing graph data source.

DATA SORT AND FILTER

- ❖ Sorting data using various parameters
- ❖ Filter data for analysis
- ❖ Advance filter options and report generation

USING FUNCTIONS FOR DATA RE-ARRANGEMENT

- ❖ The CONCATENATE and AMPERSAND functions, The LEFT, RIGHT and MID functions
- ❖ The LEN, FIND and SUBSTITUTE commands

TEXTS CONVERSIONS AND ALIGNMENT

- ❖ The UPPER and LOWER functions
- ❖ Text arrangement and conversion using the TRIM and PROPER Functions

REPORT FORMATTING AND ANALYSIS

- ❖ The simple and ARRAY TRANSPOSE Command
- ❖ Named ARRAY TRANSPOSE format

CELLS AND SHEETS LINKING

- ❖ Cells and Range linking techniques
- ❖ Range naming and data analysis
- ❖ Using named ranges for sheet and data capture

MACROS

- ❖ Macros recording and playback.

DATA SYNCHRONISATION AND ANALYSIS

- ❖ The simple IF function

- ❖ The indented IF function
- ❖ The COUNTBLANK function
- ❖ The COUNT, COUNTIF and COUNTIFS functions

WORKING WITH DATES AND TIME

- ❖ The NOW, TODAY and WEEKDAY function
- ❖ YEAR . TEXT and CHOOSE functions
- ❖ Data and texts retrieval for specific analysis
- ❖ The VLOOKUP and HLOOKUP functions
- ❖ Limitations of the VLOOKUP
- ❖ The INDEX and MATCH functions

REPORT MANIPULATIONS AND PRESENTATION

- ❖ Conditional Formatting
- ❖ Data Validation and cells restrictions
- ❖ The START and END report presentation method

THE SCENARIO ANALYSIS

- ❖ Decision analysis- One way data table model
- ❖ Decision analysis - Two way data table model
- ❖ Goal seek

PIVOT CHARTS AND TABLES

- ❖ Data presentation using the pivot table
- ❖ The pivot charts
- ❖ Analysis using the chart and pivot tables

RATIO ANALYSIS AND DEBT REVIEW

- ❖ Liquidity ratios, Efficiency ratios, Investors' ratios etc.
- ❖ Credit amortisation schedule