

# EXCEL for Data Analysis & Reporting (365 subscription version)

\$750

2 Days

Intermediate

## About this Course

Excel 2016 is a powerful Data Analysis and Reporting tool that provides all the data crunching power including many new features such as forecasting functions to predict future values, multi-select slicer for data filter, automatic table relationship detection, PivotChart drill-down buttons to zoom into details and etc. The proper use of Excel features can greatly enhance the design of your report and help you to analyze your organization's data more effectively.

If you find yourself struggling with duplicated data, or require an efficient way to analyze and retrieve your data from Excel table, if you deal with budgets, P&L, Sales or other administrative data and need to display the data using interactive Excel charts and reports, if you need to present your data using impressive report format, this is the right course for you.

At the end of each session, a case study which related to the topics learned will be given. Participants will have chance to discuss the case study scenario and come out with the solution.

## Who is this for

This course is aimed at anyone who has to analyse data of any sort and create solid professional reports for the organization.

### Prerequisite:

This is a **fast pace Intermediate level course** and is not suitable for beginners. This course is for **frequent Excel users**. You **MUST** have a thorough understanding of spreadsheet fundamentals and be confident creating complex functions and formulas and creating simple charts.

### Notice:

**This course will be running and taught based on the PC Windows software and not Mac versions.** (All Laptops and materials will be provided)



## Day 1

### Data Cleaning with Flash Fill and Functions

**Flash Fill** is a time-saving feature which fills in data automatically when a pattern is provided. You can use it to extract data, insert data, format text and concatenate text.

### Data Analysing with Functions

Participant will learn how to use absolute references and defined names in the formulas, how to calculate total sales and average sales for each region as well as how to count the number of records that match specific conditions using Conditional Logic functions (COUNTIFS, AVERAGEIFS & SUMIFS) and SUMPRODUCT function.

### Data Filtering with Functions and Advanced Filter

Database functions (DSUM, DCOUNT, DCOUNTA, DMIN, DMAX & DAVERAGE) work with an Excel database to perform basic operations such as sum, average and count based on a given set of conditions. **Advanced Filter** is really helpful when it comes to finding data that meets two or more complex criteria such as extracting matches and differences between two columns, filtering rows that match items in another list, finding exact matches including uppercase and lowercase characters.

### Data Extracting with Lookup Functions

**VLOOKUP** function lookup a value in a table by matching on the first column and retrieve the data (result values) in any column to the right. **INDEX** and **MATCH** functions lookup a value in a table by matching value in any column and retrieve the data from any column in the table.

### Data Validation and Protection

**Data validation** rule is used to restrict the type of data or the values that users enter into a cell and create drop-down list. With **worksheet protection**, you can make only certain parts of the sheet editable and users will not be able to modify data in any other region in the sheet.

## Day 2

### Data Visualization

**Quick Analysis** tool allows you to quickly create graphs, sparklines, PivotTable, PivotChart and summary functions by just clicking on a button. **Conditional formatting** is a feature which allows you to apply a format to a cell or a range of cells based on certain criteria such as highlight duplicate records, highest values and lowest values.

A **Sparkline** is a tiny chart in a worksheet cell that allows you to quickly visualize the overall trend of a set of values or to indicate maximum and minimum values.

### Building Interactive Spreadsheet Report

Excel table enables you to manage and analyze a group of related data easier. You can create calculated columns, add slicer to Excel table and create relationships between two tables. Participant will learn how to create table-driven reports using Excel data and external data, sort data in different ways using custom list, filter the table data to show highest cost and revenue, filter the table using Slicers and create relationships between two tables.

### Creating Dynamic PivotTable Report

Participant will learn powerful report features such as creating PivotTable report from different data sources, using the Automatic relationship detection to discover and create relationships among the tables used for your workbook's data model, using Timeline to filter date field, using multi-select Slicer to filter multiple items, adding subtotals by grouping field, calculating sales performance and comparing two customer lists by using a PivotTable.

### Creating Impressive PivotChart Reports

Participant will learn how to create PivotChart to represent data in a graphical portrayal, create a line-column PivotChart to show different data series, use multi-select Slicer to filter PivotChart, use Timeline to filter PivotChart based on dates and out across groupings of time and other hierarchical structures within your data.

### Case Study

The case studies are based on real-life business scenarios and problems encountered by Excel users in daily jobs.



## Valene Ang

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### About the Trainer

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Valene Ang is a Certified Microsoft Training Specialist who has more than 10 years of training experience and working with companies to improve their data processes.

Her qualifications include a Bachelor's in Business Computing, Microsoft Certified Trainer (MCT), Certified Instructor of Microsoft Certified Application Specialist (MCAS), and Master Instructor of Microsoft Office Specialist (MOS). Valene also holds an Advanced Certificate in Training and Assessment (ACTA) - a national qualification awarded by WDA (Workforce Development Authority) in Singapore.

She has trained different levels of management executives from small and medium sized organisations, government offices and multinational companies such as PSA International, Komatsu Asia Pte. Ltd., DFS Galleria Singapore, Neptune Orient Lines Limited (NOL), National Environment Agency (NEA), Inland Revenue Authority of Singapore (IRAS), CPF Board, Public Utility Board (PUB), Canadian High Commission, British High Commission, Temasek Polytechnic, Republic Polytechnic, Baxter Healthcare Pte. Ltd, and many more.

She has also conducted customized training and one-to one coaching sessions for many companies' executives on Microsoft Office 2003 and Microsoft Office 2007. She is a much-sought-after trainer, judging by the very good evaluation she received from her past participants.

**"I learnt many useful tips on using Excel for work! I didn't know the existence of many functions until I came for this course."**

**Lim Jing Jun, Head, Spring Singapore**

**"A great course that is well-structured and relevant to my work. Definitely opened my eyes to new and better ways of analysis data!"**

**Crystal Lee, Marketing Manager, Singtel**

**"Course notes were comprehensive and Trainer was clear."**

**Tang Ya Xuan Alissa, Assistant Manager, National Council of Social Service**



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