



Advanced Microsoft Excel (Data Analysis And Interpretation) Training

Let your Excel reports stand out!

Data analysis is important in business and research as it makes studying data a lot simpler and more accurate. It helps in easy data interpretation and improved decision making. There is a lot of data gathered over time that can be used to project current and future trends. Hence, data analysis knowledge is a huge edge for professionals in the current era, making them very efficient and productive.

Ms. Excel is one of the most under-utilized spreadsheets by professionals. Within it, lies advanced scientific ways of making your work easier, presentable and analytical tools for your data. This course is tailored for those who perform data analysis in their day to day duties, which require flexible knowledge and use of various Advanced Excel Functions and Features. Once one has a good understanding of Excel features like tables, cell styles, formatting options etc., then they are able to structure & present data so that it looks impressive.

Course Objective

The main aim of this course is to teach participants the various advanced formulas used in Excel, how to debug them, audit them and how to use which formula for which occasion (and also know few alternatives for any given formula problem).

Target audience

This course is aimed at professionals who want to advance their skills in MS Excel.

Immediate takeaway

By the end of this course you will be able to;

- Apply advanced formulas to lay data in readiness for analysis
- Use advanced techniques for report visualization
- Leverage on various methodologies of summarizing data

- Understand and apply basic principles of laying out Excel models for decision making
- Understand the advanced formulas as well as how to use which formula for which occasion
- Learn how to debug and audit the advanced formulas
- Explore the magic of analyzing data using Advanced Excel

What you'll cover;

Introduction to Advanced Excel

- Setting up Excel templates
- Workbook navigation and control
- Building checks and controls
- Linking workbooks

Data Validation and protection

- Validation formulae
- Tracking in data validation
- Locking values and formulas
- Merging workbooks
- Tracking changes
- Protecting worksheet cells

Preparing your data for analysis

- Mastering lookup functions (Vlookup, Index, Match)
- Helper columns using DATE and TEXT functions
- NESTED-IF, AND, OR to organize data
- Scenario tool to do What-If analysis

Methods of Summarizing Data

- SUMIFS and COUNTIFS
- PIVOT-Table
- PIVOT-Chart
- Grouping data
- Data filter and custom views

Report Visualization Techniques in Excel.

Q & A Session.

This will be a practical training so kindly have a laptop equipped with MS Excel .



Mode of delivery: Instructor-led Virtual Training.

Dates: From 3rd to 7th October 2022.

Time: Starting 6:00pm to 8:30pm on all the 5 days.

Your investment is ~~Ksh 15,000~~ Now Ksh 9,500 per person. This caters for facilitation, training materials, and certificate awarded upon successful completion of the course.

DO YOU WANT THIS COURSE AS IN-HOUSE? FEEL FREE TO TALK TO US.

For more information and registration, send an email to Mary@brightachieversltd.com / info@brightachieversltd.com or call +254 723 130 137 / +254 729 958 590.