



an  egis company

بروجاكس للتدريب والتطوير
Projacs Training and Development

Corporate Data Management & Analysis Using Microsoft Excel

ONLINE COURSE

A Member of:



PROJACS ACADEMY



ProjacsAcademy.com



Introduction

This unique advanced data management & analysis workshop will first introduce its participants to the principals of data management and its importance to corporate reporting that ultimately leads to corporate decision making. Data quality, integrity and organisation are key factors that lead to accurate and timely reporting, therefore this workshop is structured to go through three phases; the data collection phase; (Input), the data analysis phase (Process), and the data reporting phase (Output). The workshop covers the full journey that includes understanding data import, data validation, data quality issues and data cleansing, to data manipulation, calculations, lookups, logical functions, what-ifs, database functions, pivot tables, and finally presenting and outputting the results.

Microsoft Excel is the World's premier spreadsheet software. We use Excel to analyze numbers, keep track of data, and graphically represent our information. It is used for validating and maintaining item information and analyzing variances. We also use Excel to store quantitative data and to perform accurate and rapid calculations with results ranging from simple budgets to financial and statistical analysis.

Objectives

Upon successful completion of this workshop, students will be able to:

- Understand the Principals of Data Management
- Input Data
 - Understand Types of Data
 - The Rules of Data Lists
 - Restrict input with Data Validation
 - Importing Data
 - Name Ranges
- Analyze Data
 - Understand Pivot Tables
 - Work with Pivot Tables
 - Add Calculated Fields
 - Format Pivot Tables
- Process Data
 - Master Sorting
 - Use Advanced Filter
 - Automate Subtotal Lists
 - Understand Database Functions

- Use Lookup Functions
 - Use Logical Functions
- Present Data
 - Create and Modify Charts
 - Work with Chart Elements
 - Use Advanced Chart Options
- Audit Data
 - How to Audit Reports
 - Consolidate Multiple Sheets
 - Analyze Data Tables
- Summarize Data Using Dashboards

Methodology

The workshop exercises utilize real-life worksheets and files containing many day-to-day challenges to be resolved. Participants are also encouraged to ask as many questions as required to make sure that there are no more doubts on the topics covered. This workshop mainly endeavors to find the right solutions to real-life scenarios in order to accomplish better work accuracy and efficiency.

Course Outlines

Understanding Corporate Data Management Principles

Intro Refresher: Performing Calculations

- Selecting and Naming Ranges
- Using AutoCalculate
- Using Functions and Formulas
- Using AutoSum and AutoFill
- Using Date & Time Functions
- Using Text Functions
- Using IF Function

Managing Workbook Information

- Understanding Relative, Absolute, and Mixed Formulas
- Creating Absolute and Mixed References

Working with Multiple Worksheets and Workbooks

- Working Across Worksheets and Workbooks
- Working with Multiple Sheet Formulas
- Consolidating Information
- Linking Information Between Workbooks

Working with Data in Lists

- Understanding Data Lists
- Sorting Data
- Creating and Removing Subtotals
- Using Data Validation
 - Restricting Cells to Numbers, Dates, or Times
 - Restricting Cells to a List of Values

Filtering Data

- Filtering Data
 - Using AutoFilter and Removing AutoFilter
 - Working with Filtered Data
 - Creating a Custom AutoFilter
 - Filtering with a Single Comparison Criterion
 - Filtering with Two Comparison Criteria
- Working with the Advanced Filter
 - Setting Up the Criteria Range

- Examples of Criteria Ranges
- Filtering Data with the Advanced Filter
- Displaying All Data

Using Lookup and Database Functions

- Looking Up Values in a Table
- Working with Database Functions
 - Counting the Occurrences of a Value
 - Finding the Sum & Average of Specific Records

Working with PivotTables

- Creating PivotTables
- Editing PivotTables
 - Updating Information in a PivotTable
 - Adding Fields to a PivotTable
 - Removing Fields from a PivotTable
 - Changing the Layout of a PivotTable
 - Selecting PivotTable Data
- Modifying PivotTables
 - Grouping PivotTable Data
 - Hiding and Showing Source Details
 - Understanding Calculated Fields
 - Adding Page Fields
 - Displaying a Specific Page
 - Displaying Page Fields on Separate Sheets

Modifying Chart Options

- Modifying Titles and Labels
- Modifying Axes, Gridlines, and Legends
- Working with Data Tables
- Changing the Data Range
- Working with Data Series
- Deleting a Chart

Using Handy Features: FlashFill, Slicer & Sparklines

Auditing Worksheets

Protecting Worksheets & Workbooks

Recording Macros for Tasks Automation

Summarizing Data Using Dashboards

Training Method

- Live group instruction through the online platform.
- Use of real-world examples, case studies and exercises.
- Interactive participation and discussion.
- Powerpoint presentation, and online activities.
- Self-assessment tests and group think exercises.
- Mini-individual presentation and sharing feedback.

Duration

Three-Day Program

Schedule

Daily Schedule*:

- | | |
|-------------|-------------------|
| • Session 1 | 12:00PM - 01:00PM |
| • Break | 01:00PM - 01:15PM |
| • Session 2 | 01:15PM - 02:15PM |
| • Break | 02:15PM - 02:30PM |
| • Session 3 | 02:30PM - 03:30PM |
| • Q & A | 03:30PM - 04:00PM |

** KSA time*

** Course agenda can be adjusted according to client's preference*

Course Fees*

- **700 USD**

**VAT is Excluded If Applicable*