

Power Excel[®]: Analysing Data to Make Business Decisions - 2 Days

Achieving Competitive Advantage

Course 195 Overview

You Will Learn How To

- Leverage features of Microsoft Excel to facilitate business decisions
- Develop intelligent worksheets to quickly identify Key Point Indicators (KPIs)
- Perform "what-if" analysis for developing budget and project plans
- Consolidate and process multidimensional worksheets
- Summarise and analyse large amounts of data using PivotTables and Excel features
- Automate Excel processes and enhance worksheet models

Course Benefits

In today's fast-paced business climate, it is vital that decisions are made quickly and accurately. In this course, you use Excel techniques to build sophisticated spreadsheets. You learn to perform "what-if" analysis, apply functions, manipulate PivotTables and present your results to make better decisions for planning, budgeting and more.

Who Should Attend

Business and technical professionals making decisions based on data analysis, or anyone who wants to increase their knowledge of intermediate to advanced features in Excel. Experience with Excel fundamentals at the level of Course 1361, "Excel Introduction", is assumed.

Hands-On Training

Hands-on exercises provide you with practical experience using Excel. Exercises include:

- Performing statistical and financial calculations
- Reducing speculation with "what-if" analysis
- Summarising data contained in 3-D worksheets
- Defining the best combination of values to solve complex business problems
- Creating and analysing interactive data reports with PivotTables
- Developing macros to simplify data analysis

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Course 195 Outline

Troubleshooting and Enhancing Professional Workbooks

- Deciphering and correcting functions for data integrity
- Accurately interpreting calculations
- Implementing Names to enhance your workbook model
- Monitoring KPIs using conditional formatting

Analysing Data with Functions Summarising business data with common functions

- Identifying the correct statistical function to aid analysis
- Applying basic financial functions
- Differentiating serial dates and date presentations
- Calculating the number of working days

Controlling calculations and nested formulas

- Interpreting data variations with the IF function
- Streamlining calculations using absolute and relative referencing
- Developing nested functions to cope with multiple conditions
- Capturing information with lookup functions
- Applying techniques to implement and troubleshoot nested calculations

Optimising Workbook Models with What-If Analysis

Planning for contingencies

- Managing variables in worksheets with Scenarios
- Comparing and contrasting different datasets with scenario reports

Quantifying variables in a workbook model

- Determining the magnitude of a variable with Goal Seek to achieve an end value
- Calculating the optimum variable values in a worksheet model with Solver

Summarising Business Information

Organising workbooks and links

- Arranging multiple workbooks with Workspaces
- Managing external links

Consolidating ranges

- Building 3-D formulas to analyse worksheet data

- Summarising multiple sources of Excel information into one worksheet

Formulating Decisions from Database Information

Distilling datasets for data analysis

- Managing multiple datasets on a single worksheet with the Table feature
- Defining an Excel dataset to ensure appropriate use of built-in features
- Extracting unique lists of records from an Excel dataset with the Advanced Filter
- Analysing datasets with filters and aggregation
- Calculating subtotals and grand totals

Interpreting and refining data with PivotTables and PivotCharts

- Developing interactive PivotTables for real-time data analysis
- Building PivotCharts to visually represent PivotTable data
- Defining data summaries interactively

Analysing large datasets with PivotTables

- Summarising datasets with grouping and aggregation
- Comparing related totals dynamically
- Filtering details with Report Filters and Slicers
- Presenting PivotTable reports effectively with charts
- Examining data patterns with Sparklines

Enhancing Excel Usage with Macros

Automating repetitive tasks

- Simplifying complex tasks and reducing errors with recorded macros
- Bulletproofing routine editing and formatting
- Invoking macros with Form controls

Recognising the code behind a macro

- Working with the Visual Basic Editor
- Identifying the composition of a macro
- Troubleshooting and interpreting code in a macro procedure
- Modifying macros in the code window