

				Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
1										
2	10000	Personnel	1	10,000	10,000	10,000	10,000	10,000	10,000	10,000
3	20000	Marketing	2	2,000	2,000	2,000	2,000	2,000	2,000	2,000
4	30000	Research	3	3,000	3,000	3,000	3,000	3,000	3,000	3,000
5	10000	Personnel	1	1,000	1,000	1,000	1,000	1,000	1,000	1,000
6	20000	Marketing	2	2,000	2,000	2,000	2,000	2,000	2,000	2,000
7	30000	Research	3	3,000	3,000	3,000	3,000	3,000	3,000	3,000
8	10000	Personnel	1	1,000	1,000	1,000	1,000	1,000	1,000	1,000
9	20000	Marketing	2	2,000	2,000	2,000	2,000	2,000	2,000	2,000
10	30000	Research	3	3,000	3,000	3,000	3,000	3,000	3,000	3,000
11	10000	Personnel	1	1,000	1,000	1,000	1,000	1,000	1,000	1,000
12	20000	Marketing	2	2,000	2,000	2,000	2,000	2,000	2,000	2,000
13	30000	Research	3	3,000	3,000	3,000	3,000	3,000	3,000	3,000
14	10000	Personnel	1	1,000	1,000	1,000	1,000	1,000	1,000	1,000
15	20000	Marketing	2	2,000	2,000	2,000	2,000	2,000	2,000	2,000
16	30000	Research	3	3,000	3,000	3,000	3,000	3,000	3,000	3,000
17	10000	Personnel	1	1,000	1,000	1,000	1,000	1,000	1,000	1,000
18	20000	Marketing	2	2,000	2,000	2,000	2,000	2,000	2,000	2,000
19	30000	Research	3	3,000	3,000	3,000	3,000	3,000	3,000	3,000
20	10000	Personnel	1	1,000	1,000	1,000	1,000	1,000	1,000	1,000
21	20000	Marketing	2	2,000	2,000	2,000	2,000	2,000	2,000	2,000
22	30000	Research	3	3,000	3,000	3,000	3,000	3,000	3,000	3,000
23	10000	Personnel	1	1,000	1,000	1,000	1,000	1,000	1,000	1,000
24	20000	Marketing	2	2,000	2,000	2,000	2,000	2,000	2,000	2,000
25	30000	Research	3	3,000	3,000	3,000	3,000	3,000	3,000	3,000
26	10000	Personnel	1	1,000	1,000	1,000	1,000	1,000	1,000	1,000
27	20000	Marketing	2	2,000	2,000	2,000	2,000	2,000	2,000	2,000
28	30000	Research	3	3,000	3,000	3,000	3,000	3,000	3,000	3,000
29	10000	Personnel	1	1,000	1,000	1,000	1,000	1,000	1,000	1,000
30	20000	Marketing	2	2,000	2,000	2,000	2,000	2,000	2,000	2,000
31	30000	Research	3	3,000	3,000	3,000	3,000	3,000	3,000	3,000
32	10000	Personnel	1	1,000	1,000	1,000	1,000	1,000	1,000	1,000



DIGITAL INNOVATION AND TRANSFORMATION | COURSE

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Course content

Why Attend

Course Introduction

Data has become more accessible than ever, generated through our daily activities, purchases, and business operations. This wealth of information offers immense potential for problem-solving and driving improvements, especially in commercial environments. Historically, addressing such challenges required advanced quantitative expertise. However, Excel—a widely available yet often underutilized tool—can effectively meet these demands.

In the "Data Management, Manipulation & Analysis using Excel®" training course, participants will learn to leverage Excel for data querying, hypothesis testing, and solving complex problems.

By course completion, attendees will gain proficiency in over 50 Excel functions, various chart types, and an array of analysis tools, enabling them to harness data for actionable insights and informed decision-making.

Course Objectives

By attending this training course, participants will achieve the following objectives:

- Develop proficiency with over 50 Excel functions.
- Identify the most appropriate chart for specific tasks.
- Effectively manipulate both textual and numerical data.
- Conduct data analysis using suitable tools.
- Analyse relationships between variables and generate accurate forecasts.

Who should Attend?

This training course is designed for middle and senior managers responsible for divisional or organizational outcomes, as well as consultants and professionals who support them. Suitable participants include:

- Individuals with line management responsibilities.
- HR professionals.
- Engineers in the Oil and Gas, Energy, and Telecom sectors.



Course content

Course Objectives

- Senior finance professionals.
- Board-level executives and non-executive directors.

Course outline

Day One: An Introduction to the MS Excel Environment

- Cell referencing, cell formatting and entering formula
- Workbooks versus Worksheets
- Copy and pasting
- Left click versus right click
- Paste Special
- Introductory charts

Day Two: Using MS Excel Functions for Fundamental Data Analysis

- Use of text function, FIND(), LEN(), LEFT(), RIGHT() and &
- Use of count functions, COUNTA(), COUNTIF(), COUNTIFS() and SUMIF()
- Basic statistical functions, Max and Average
- Filtering, sorting and use of conditional formatting
- Scatter diagrams

Day Three: Intermediate MS Excel Functions

- Use of VLOOKUP() and HLOOKUP()
- Date functions, YEAR(), MONTH(), DAY(), YEARFRAC()
- Selecting appropriate charts



Course content

Course outline

- Introduction to Pivot tables

Day Four: Carrying out Statistical Analysis using MS Excel

- Using MS Excel to calculate mean, mode and median
- The difference between the various standard deviation and variance function in MS Excel
- Using MS Excel to examine inter-dependency
- Drawing histograms in MS Excel
- Introduction to Data Analysis functions

Day Five: What if and Scenario Analysis Using MS Excel

- Naming cells in MS Excel
- Linking cells together to undertake scenario analysis
- Introduction to solver
- Advanced charting
- Sharing MS Excel output with other office formats

Seminar dates

Available seminar dates

Live dates and pricing for Data Management, Manipulation & Analysis using Excel® generated from the course details page.

Date	Location	Format	Fee
15 - 19 June 2026	Istanbul - Turkey	Classroom	€2,850.-
20 - 24 July 2026	Vienna - Austria	Classroom	€4,250.-
3 - 7 August 2026	Barcelona - Spain	Classroom	€3,850.-
7 - 11 September 2026	Paris - France	Classroom	€4,500.-
12 - 16 October 2026	Frankfurt - Germany	Classroom	€3,250.-
9 - 13 November 2026	Barcelona - Spain	Classroom	€3,850.-
14 - 18 December 2026	Frankfurt - Germany	Classroom	€3,250.-
Live online option		Online delivery is available at €1,850.-.	