informatech




DIGITAL INNOVATION AND TRANSFORMATION | COURSE

# Data Management, Manipulation & Analysis using Excel®

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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 |
|---|---|---|---|
| 9 - 13 November 2026 | Barcelona - Spain | Classroom | **€3,080.-** |
| 14 - 18 December 2026 | Frankfurt - Germany | Classroom | **€2,600.-** |
| 18 - 22 January 2027 | Istanbul - Turkey | Classroom | **€2,280.-** |
| 15 - 19 February 2027 | Cape Town - South Africa | Classroom | **€3,400.-** |
| 15 - 19 March 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 19 - 23 April 2027 | Paris - France | Classroom | **€3,600.-** |
| 17 - 21 May 2027 | Frankfurt - Germany | Classroom | **€2,600.-** |
| 21 - 25 June 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 19 - 23 July 2027 | Frankfurt - Germany | Classroom | **€2,600.-** |
| 16 - 20 August 2027 | Istanbul - Turkey | Classroom | **€2,280.-** |
| 20 - 24 September 2027 | Vienna - Austria | Classroom | **€3,400.-** |
| 18 - 22 October 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 15 - 19 November 2027 | Paris - France | Classroom | **€3,600.-** |
| 20 - 24 December 2027 | Frankfurt - Germany | Classroom | **€2,600.-** |

**Live online option** — Online delivery is available at €1,850.-.