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
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.-.