

Advanced Data Management & Analysis with Excel

Duration: 5 Days

Language: en

Course Code: PI2-106

Objective

Upon completion of this course, participants will be able to:

- Master advanced Excel functions for data manipulation.
- Develop skills in data visualisation and charting.
- Perform complex data analysis using Excel.
- Implement effective data management strategies.
- Utilise statistical tools for informed decision-making.

Audience

This course is intended for

- Data analysts and managers.
- Business professionals who use Excel for data tasks.
- Finance and accounting professionals.
- Anyone seeking to enhance their Excel skills.

Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Including:

- Interactive lectures and discussions.
- Practical case studies and real-world examples.
- Group projects and collaborative exercises.
- Hands-on training with Excel tools and functions.

Summary

This comprehensive course equips participants with advanced skills in managing, manipulating, and analysing data using Microsoft Excel. Emphasising practical application, the course covers a range of Excel functions, data visualisation techniques, and statistical analysis methods. Participants will learn to leverage Excel's powerful tools for effective data management and decision-making through interactive sessions and hands-on exercises.

Course Content & Outline

Section 1: Introduction to Advanced Excel Functions

- Overview of Excel’s capabilities
- Key functions for data management
- Advanced formula techniques

Section 2: Data Manipulation Techniques

- Sorting and filtering data
- Using lookup functions (VLOOKUP, HLOOKUP)
- Text and data manipulation functions

Section 3: Data Visualisation and Charting

- Creating and customising charts
- Selecting the right chart type for data
- Advanced charting techniques

Section 4: Statistical Analysis with Excel

- Descriptive statistics and data analysis
- Performing regression analysis
- Using pivot tables for data summarization

Section 5: Data Management Best Practices

- Organising and structuring data
- Ensuring data accuracy and integrity
- Implementing efficient data workflows

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

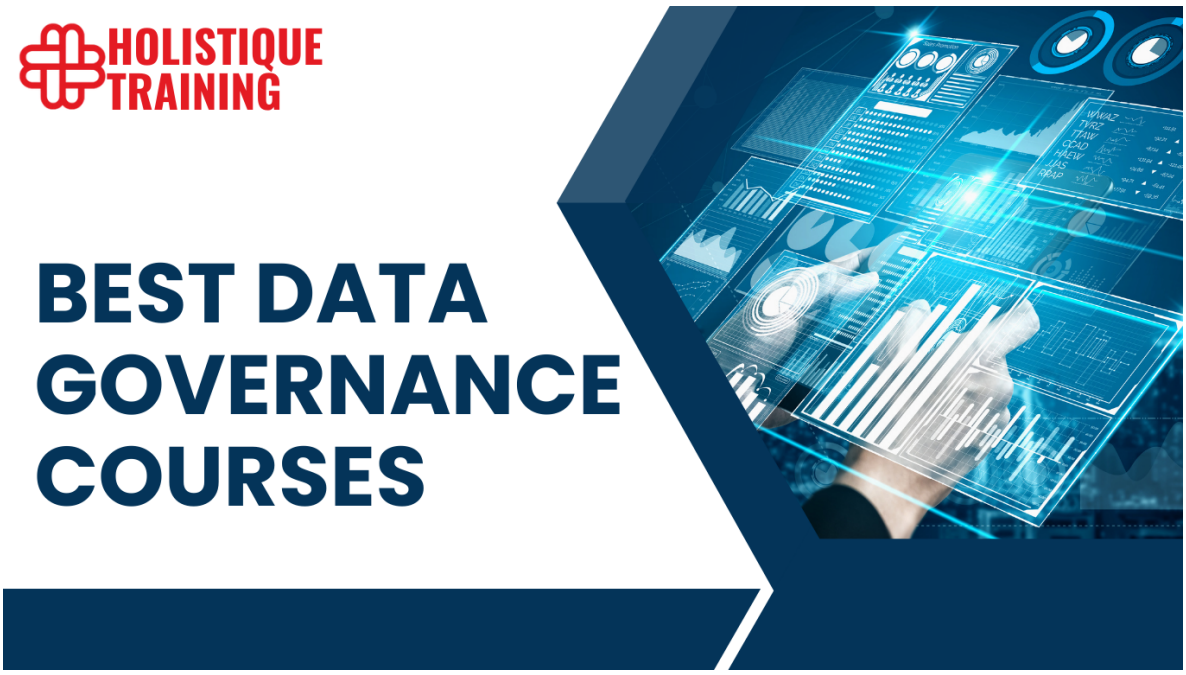
Categories

AI, Data and Visualisation, IT & Computer Application, Technology

Tags

Excel, Data Analysis, Data Management, Data Governance

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