

## Course Overview:

In this practical course, we are going to focus on how to perform data analysis using Microsoft Excel. Excel is a very used tool in several companies and has very powerful data analysis capabilities that can be used by data analysts and marketing experts. Even if you work with a lot of statistics you'd be surprised at how valuable Excel is for calculating hypothesis tests and the most common metrics you can calculate on a dataset. There are several basic and advanced functions you can use to get the best from your data and that's why Excel is a very useful tool for anybody who needs to crunch data and perform analyses of various kinds.

Before attending this course, students must have:

- Basic knowledge of the Microsoft Windows operating system and its core functionality.
- Extensive knowledge of Excel spreadsheets including formulas, charts, filtering, sorting, and sub-totals.

## Course Objective:

- Learn the basics and functions of Microsoft Excel.
- Learn about data organization and search tools VLOOKUP, HLOOKUP
- Apply filters, pivot tables, and charts.
- Application of advanced graphics and charts.

## Course Outline:

### Microsoft Excel - The Essentials

- Getting started
- Entering and editing data
- Modifying a worksheet
- Functions

### Managing Data and Large Workbooks

- Managing workbooks and worksheets
- Advanced formatting
- Cell and range names
- Data structure and tables
- Documenting and auditing
- Templates and settings

### Data Analysis and Reporting

- Advanced functions and formulas
- Lookups and data tables
- Advanced data management
- Advanced charting
- PivotTables and PivotCharts
- Preparing Data & Creating PivotTables
- Analyzing Data Using PivotTables
- Working with PivotCharts

### Application of graphics and charts

- Data Visualization Best Practices
- Customizing Charts in Excel

## Training Language:

English-Arabic

## Training Methodology:

This is a very hands-on, non-intimidating, course – delegates work through various exercises under the supervision, and with the help, of the facilitator to get to grips with the nuances of Excel's functions. You need a laptop with pre-installed Excel

-Mastering Basic Charts & Graphs

**Who Should Attend:**

This course is intended for anyone responsible for analyzing data with Excel. This includes -and not limited to: Data analysts, Marketing experts, Supervisors and Managers.