

EXCEL 2007 AND 2010 DATA ANALYSIS

Unit Standard	116943, 116940, 258878
NQF Level	2, 4
Credits	13
Duration	2 Days
Pre-Requisite	Learners must have demonstrated skills in Excel at the Intermediate Level

SYNOPSIS

This course provides an overview of the advanced capabilities of Microsoft Excel structured specifically for learners who wish to use the data analysis aspects of Excel for better decisions and bottom line results.

COURSE OUTLINE

- Using Formulas in Excel;
- Exploring Excel Functions;
- Using Names and Ranges in Excel;
- Functions for Financial Decisions;
- Circular References;
- The Auditing Tool;
- Analysis with Data Tables;
- The Goal Seek Command;
- Using Scenario Manager (Sensitivity Analysis);
- Conditional Formatting;
- The COUNT Functions;
- The SUMIF Function;
- Using Solver for Financial Planning;
- Using Pivot Tables to Describe and Extract Data;
- Filtering and Consolidating Data;
- Summarising Data with Database Statistical Functions;
- Array Formulas and Functions;
- Trendline Forecasts in Charts.

COURSE OUTCOMES

Upon successful completion of this workshop, learners will be able to demonstrate their ability to:

- Use of Relative and Absolute Cell addressing;
- Use Excel's Financial, Statistical, Look up and reference, Database, and Logical Functions;
- Use the lookup and reference VLOOKUP and HLOOKUP functions;
- Work with Range Names, IF Statements, Nested IF Statements;
- Work with and apply the Excel's DB and FV, PV PMT, PPMT, IPMT Financial Functions;
- Using Functions and AutoFill to Perform Difficult Calculations;
- Apply Formulas with Multiple Cell References;
- Work with Array Formulas;
- Use and Manage Tables (Databases) in Excel;
- Apply their knowledge practically to their advanced Excel usage of Formulas and Functions;
- Get the most from Excel data with the use Pivot Tables, Pivot Charts, Exploring Scenarios and What If Analysis;
- Consolidate and Combine Workbooks.