MICROSOFT EXCEL ADVANCED

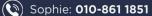Data Analysis Utilizing Microsoft Excel for Management Reporting

MODULE OVERVIEW

Unlock the full potential of Microsoft Excel with our advanced training program,tailored to propel your skills to new heights. Dive deep into the intricacies of data visualization, manipulation, and collaboration, gaining mastery over Excel's dynamic charting and tabular representation capabilities. Discover streamlined formatting options and validation features that enhance workflow efficiency and ensure data precision, empowering you to work with confidence and accuracy. Gain expertise in crafting complex formulas that leverage Excel's extensive library of built-in functions, from statistical analysis to financial modeling. Learn to extract valuable insights and uncover hidden trends within your data, equipping yourself with the tools needed to excel in today's data-driven landscape.

Whether you're a seasoned professional or aspiring analyst, our Excel Advanced course provides the essential knowledge and skills to thrive in the world of data analytics. Embark on this transformative journey and elevate your Excel proficiency to new heights.

MALAYSIA HR FORUM

TARGET PARTICIPANTS

The training is targeted at an average person who wants to leverage his or her Excel skills to analyze large datasets.

LEARNING OUTCOME

- Acquire advanced skills for extracting specific insights from large datasets and presenting them with dynamic charts, dashboards, and infographics,
- Gain proficiency in performing complex analyses using Excel's advanced capabilities to solve real-world data challenges,
- Have advanced expertise in leveraging Excel and Power Query to tackle complex data analysis tasks, create dynamic reports, and present your findings with sophisticated charts and dashboards,
- Equip you with the skills to use Excel as a powerful data analysis tool.

METHOD OF TRAINING

- Interactive Lectures
- PowerPoint Presentation
- Discussions
- Practical Exercise
- Activities

DURATION

- 2 Days

MALAYSIA HR FORUM

Course Content
Day 1 | 9 am - 5 pm

Module 1: Summarizing & Analyzing Data with Advanced Functions

- Master the IF function to handle multiple conditions using IFS for more efficient decision-making.
- Explore alternatives to VLOOKUP, XLOOKUP, and COUNTIF/S for more efficient analysis (e.g.: INDEX, MATCH, LOOKUP, FILTER, UNIQUE).
- Learn how to consolidate data from different ranges or worksheets for a unified analysis using INDIRECT, 3D references, and SUMPRODUCT.
- Use Array-based formulas to compare and extract data from multiple ranges efficiently, such as SUMPRODUCT for conditional summing.
- Apply SUMIFS, COUNTIFS, and AVERAGEIFS for multi-variable data analysis.
- Dive into Database functions (e.g.: DSUM, DAVERAGE) and understand how to extract and compare information from large datasets with precision.
- Clean and extract meaningful insights from raw data using advanced Text Functions (e.g.: TEXTJOIN, MID, SUBSTITUTE, LEFT, RIGHT, TRIM).
- Convert units of measurement seamlessly (e.g.: Celsius to Fahrenheit, Pounds to Grams) using CONVERT.

Module 2: Advanced Features of Excel for Data Analysis

- Use Scenario Manager to simulate and compare best, worst, and most likely business outcomes.
- Work with advanced Table functions to manage and analyze datasets more effectively (e.g.: Structured References, GETPIVOTDATA).
- Learn how to find cells containing data for specific time periods or criteria using SEARCH, FIND, and MATCH.
- Enhance data presentation by highlighting specific rows and alternating row colors using MOD, ROW, and COLUMN functions.
- Prevent sensitive formulas from being displayed to maintain data confidentiality using FORMULATEXT and formula protection.
- Create dynamic drop-down lists to offer multiple selection options within a single cell using Data Validation with INDIRECT references.
- Utilize data validation to trigger warnings if invalid options are selected.
- Perform powerful What-If analysis with Solver to maximize profits, minimize costs, or optimize solutions for complex problems.

Course Content
Day 1 | 9 am - 5 pm

Module 3: Working With Advanced Conditional Formatting

- Visualize data with advanced Data Bars, Color Scales, and Icons to enhance analysis.
- Apply Conditional Formatting to compare dates, highlighting critical trends and insights, and use formulas such as TODAY() and DATEDIF.
- Learn to apply formulas within Conditional Formatting to dynamically highlight key data points.
- Link Conditional Formatting to records in databases for automatic highlighting based on specific conditions using MATCH, INDEX, and LOOKUP.
- Use Conditional Formatting to highlight aging data in reports and track trends visually.
- Engage with real-life case studies to master the application of formulas in Conditional Formatting.

Course Content
Day 2 | 9 am - 5 pm

Module 4: Creating Complex Advanced Charts to Dashboards

- Learn to create Gantt Charts to track project timelines and progress.
- Use advanced charts like Histogram, Waterfall, and Speedometer charts to analyze the distribution of data and extract valuable insights
- Understand the concept of functional Excel dashboards and how they provide a dynamic visual summary of data using PivotCharts.
- Improve data visualizations by integrating dashboards with interactive charts and reports using Slicers and Timelines.
- Learn to manage and optimize the use of dashboard elements to display key data effectively.
- Utilize dynamic drop-down lists within dashboards to filter data and enhance interactivity using Data Validation and OFFSET functions.
- Master the OFFSET function for creating dynamic charts that update automatically with new data.
- Learn to create functional buttons in dashboards using the Developer Tab for interactive controls