Analysing Data to Make Business Decisions with Excel

Course Duration

2 Days

Objectives & Expected Outcomes

Leverage features of Microsoft Excel to facilitate business decisions by:
Develop intelligent worksheets to quickly identify KPIs
Perform "what-if" analyses for developing budget and project plans
Summarize and analyse large amounts of data using PivotTables and Excel features
Automate Excel processes
Automating lookup calculations
Reducing speculation with "what-if" analyses
Consolidating and summarizing data contained in multiple worksheets and workbooks
Defining the best combination of values to solve problems
Creating interactive reports with PivotTables

Pre-Requisites

To have attended the Intermediate course or gained similar knowledge in the workplace; specifically, the delegate should be familiar with formulae and functions, be able to work with large amounts of data and with multiple worksheets and workbooks.

Subjects

Troubleshooting and Enhancing Professional Workbooks

Deciphering and correcting functions for data integrity • Accurately interpreting calculations • Implementing Names to enhance your workbook model • Monitoring KPIs using conditional formatting

Analysing Data with Functions: Summarising Business Data with Functions

Identifying the correct statistical function to aid analysis • Applying basic financial functions • Differentiating serial dates and date presentations • Calculating the number of working days

Controlling Calculations and Nested Formulas

Interpreting data variations with the IF function • Streamlining calculations with referencing • Developing nested functions for multiple conditions • Capturing information with lookup functions • Applying techniques to implement and troubleshoot nested calculations

Optimising Models with What-If Analysis: Planning for Contingencies

Managing variables in worksheets with Scenarios • Comparing and contrasting different data sets with Scenarios reports

Quantifying Variables in a Workbook Model

Determining the magnitude of a variable with Goal Seek to achieve an end value • Calculating the optimum variable values in a worksheet model with Solver

Summarising Business Information: Organising Workbooks and Links

Arranging multiple workbooks with Workspaces • Managing external links

Consolidating Ranges

Building 3D formulas to analyse worksheet data • Summarising multiple sources of Excel information into one worksheet

Formulating Decisions from Database Information: Distilling Data Sets for Data Analysis

Managing multiple data sets on a single worksheet with the Table feature • Defining an Excel data set to ensure appropriate use of built-in features • Extracting unique lists of records from an Excel data set with the Advanced Filter • Analysing data sets with filters and aggregation

Interpreting and Refining Data with PivotTables

Defining data summaries interactively • Summarising data sets with grouping and aggregation • Comparing related totals dynamically • Filtering details with Report Filters and Slicers

Visualising and Exploring PivotTable Reports

Presenting PivotTable reports effectively with PivotCharts • Examining data patterns with Sparklines • Analysing multiple tables of data with Power Pivots • Discovering and presenting information with Power View

Enhancing Excel Usage with Macros: Automating Repetitive Tasks

Simplifying complex tasks and reducing errors • Bullet-proofing routine editing and formatting • Invoking macros with Form controls