

ADVANCED EXCEL AND DATA ANALYTICS

COURSE OBJECTIVES

This program is organized to raise qualified Data analyst with the ability to analyse Financial, Economic, Banking, Business and Accounting data for Management decisions taking. Microsoft Excel is one of the top tools for data analysis and the built-in pivot tables are arguably the most popular analytic tool. This program will walk you through the entire data analysis process, which includes: Posing a question; Wrangling your data into a format you can use and fixing any problems with it; Exploring the data, finding patterns in it, and building your intuition about it; Drawing conclusions and/or making predictions and Communicating your findings.

This Program is Organized for Accountants, Financial controllers, Financial Managers, Business analysts, financial analysts, Business Owners and Entrepreneurs, Individuals for personal finance, Business development managers, SMEs Advisers, Master's Degree and PHD Students.

COURSE FEE: ₦20,000

Course Outline

Section 1 Advanced worksheet Functions

- 1.1 Introduction
- 1.2 Understanding excel interface;
- 1.3 Work with ribbons;
- 1.4 Most powerful excel dialogue boxes;
- 1.5 20 hottest excel shortcuts.

Section 2 Data Separation and Data Joining

- 2.1. Flash Fill and Auto
- 2.2. Delimiters
- 2.3. Ampersand
- 2.4. Concatenate

Section 3 Cell Reference

- 3.1. Relative Cell Reference
- 3.2. Absolute Cell Reference
- 3.3. Mixed Cell Reference

Section 4 Conditional & Logical Functions

- 4.1. Using logical functions
- 4.2. Using If and Nested IF Function

Section 5 Views, Scenarios, goal seek and solver

- 5.1. Goal Seeking and Solving
- 5.2. What if

5.3. Views & Scenarios

Session 6 Pivot Tables and Pivot Charts

- 6.1. Using the PivotTable Wizard
- 6.2. Using Pivotable and Subtotal
- 7.3. Using Calculated Field
- 6.4. Using Timeline for Filtering Report
- 6.5. Creating Pivot Charts
- 6.6. Using Slicers to manipulate PivotTables

Session 7 working with Large Data

- 7.1. 3D Formular (sum)
- 7.2. Data Consolidation

Session 8 Lookups functions

- 8.1. The VLOOKUP functions
- 8.2. The HLOOKUP function
- 8.3. INDEX and MATCH function

Session 9 Loan Repayment Schedule

- 9.1. Calculating Monthly Payment with PMT function
- 9.2. Calculating Payment on Principal with PPMT function
- 9.3. Calculating payment on Loan Interest with IPMT function

Session 10 Sorting and Filtering

- 10.1 Using of advanced sorting and filtering
- 10.2 Using Text and Number Filter

Session 11 Advanced list management

- 11.1. Using data validation
- 11.2. Setting criteria for entry of text, values and dates
- 11.3. Creating a dropdown list

Section 12 Auditing Formular

- 12.1 Auditing Features