THINK OF CPD AS YOUR LIFETIME PARTNERSHIP WITH LEARNING.

**6 CPD UNITS**

# DATA ANALYSIS WITH EXCEL – INTERMEDIATE

This one-day course offers quick tips to better utilizing the power of Excel. The course involves analyzing large data sets, using a variety of reporting tools, array formulae and CSE keystrokes, nesting functions, data manipulation, as well as an intro into macro automation. The course contains some more advanced functions and complex nesting techniques which are used to control tables and charts. There are segments where we clean up data and create robust formulas.

In addition to the Online Classroom, you will need to have your own version of Excel open to complete the exercises. It does prove to be challenging to follow-on with the exercises using only 1 screen as you will need to be regularly switching between open windows. We recommend to either:

- Extend from a computer to a 2nd screen - please refer to this link for guidance on how to correctly setup a second monitor https://support.microsoft.com/en-us/help/4340331/windows-10-set-up-dual-monitors or
- Use 2 computers, or
- Use a tablet for the online classroom and a computer for the Excel

Please note that the course is based on Excel for Windows, and it is recommended that you are using at least Excel 2010 or a later version

### TARGET GROUP

This course is for those using Excel on a regular basis wishing to learn more about performing various forms of analysis. Also support junior accountants, decision makers, finance professionals and data analysts wanting to increase their functional knowledge of Excel.

### INSTRUCTOR

Professionally BPP experienced tutors with real life industry experience and professionals of the subjects they teach.

### LANGUAGE OF INSTRUCTION

English

## TOPICS TO BE COVERED

Time Savers
Pivot Tables & Charts
- Control a chart via a Pivot Table
- Summarize data and automate the chart

The 'LOOKUP Family'
- Flexible lookup techniques
- Understanding the limitations of a VLOOKUP
- Practical solutions for complex data sets

Functions
- Logical, Conditional & Error
- Text-string (for manipulation)
- Nesting (for increased power)
- Array

The CSE keystroke method
- Simplifying IF functions
- Multi-cell array functions

Analyze trends in business data via a Frequency Distribution Table
- The calculative technique using "bins array"
- The non-calculative technique via a Pivot Table

Bonus topics:
- Complex problem solving
- Extensive Conditional Formatting
- Using formula-based rules
- Introduction to scenario building

Increased automation techniques using macros
- Applying meaningful macro functionality
- Viewing and simple editing of macro-VBA code

All exercises and project files used on the course will be available to take home

**ONLINE WEBINAR**

## DATES & TIMES

**LIVE ONLINE WEBINAR**

**25/04 | THURSDAY | 13.30-20.30**

COST: €407+VAT

DISCOUNTS ARE AVAILABLE FOR MULTIPLE REGISTRATIONS FROM THE SAME ORGANIZATION

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