



MS EXCEL – DATA ANALYSIS FOR MANAGERS

A two day workshop for managers and business decision-makers

DATA ANALYSIS FOR MANAGERS provides an introduction to data analysis for managers and business decision-makers. A range of statistical tools for organising, presenting, analysing and interpreting business data is presented. The focus of the subject is on the various methods and analytical tools available to business executives operating in a global business environment. The objective is for delegates to understand the essence of modern data analysis, with an emphasis on collaborative problem-solving through exploration of actual business problems and data.

Who should attend?

- Managers/Directors / CEOs wishing to improve their quantitative and analytical skills
- Executives involved in information collection and data mining.
- Analysts seeking to refresh their knowledge and gain a broader perspective of statistical methods
- Decision makers who need to make sense of general spreadsheets and databases

Learning objectives

Upon completion of this subject, students should be able to

- Identify and select appropriate techniques for practical data analysis
- Analyze and interpret the results obtained from a range of data using advanced techniques
- Apply the input from data analysis to business decision-making
- Present the results of data analyses and explorations to a professional audience

Delivery method

The Seminar will be developed through lectures, discussions and case studies using audiovisual equipments. Practical case studies and discussions help to stimulate learning and knowledge exchange.

Prerequisites

Participants need to have a working knowledge of Excel. No previous knowledge of the course outline is required.

Software

Microsoft Excel 2003.

Course Material

Samples and Course materials will be provided by the Instructor.

Course Content

- Data tables
- Advanced range names, including formulas and naming conventions
- Advanced conditional formatting, including formula-driven formatting
- Auto filter & Advanced filter options
- List function V/S Filter
- Subtotals
- Pivot Tables & Charts
- Create graphical displays
- Use logical operators, such as IF, AND and OR
- Lookup functions: VLOOKUP, HLOOKUP, INDEX, MATCH
- Understanding formulas and Functions.
- Advanced data validation techniques and forms controls
- Creating own templates.

This course stresses more on data analysis part to provide a sound understanding of both the principles of data analysis and the practical application of these to real-world situations through the use of spreadsheets.

Finally, the course describes how to both detect and prevent errors from occurring.

About Us

The MHD Training Center has been designed primarily to serve as an educational institution that assists, fosters, cultivates and contributes to the development of our mother Organization MHD LLC. The Training Centre provides a comprehensive range of courses that cater for all the requirements of the various divisions of MHD LLC. These requirements have been assessed as meeting the quality and standards of the organization to ensure scientific methods of work are in place to meet all operational requirements.

The centre was upgraded to an Institute in June 2008 and henceforth kept pace with technology and training demands through a series of upgrades and modernization programmes. The Training Institute ensures that it efficiently meets the needs internal and external customers via effective monitoring of quality and the use of management systems that accurately identify training needs and solutions.

The Institute has sufficient spare capacity in terms of space and resources to facilitate any additional demands that may be placed on it. Subject to sufficient numbers, courses can be tailor-made to meet individual training needs.

Data analysis provides businesses with greater insight and relevant data that can be used to offer service in a more consistent manner!!

This class is limited to a maximum of 15 delegates!!

Delegates will carry out practical activities and learn how to use Excel to its maximum potential.

For arranging a course at your facility, contact us:

Abdul Azeez Pulikkol, Programme coordinator, MHD Training Institute LLC, GSM: 99522125, PH: 24702283/2486, FAX: 24702698, E MAIL: azeez@mhd.co.om, WEB: www.mhdti.com.