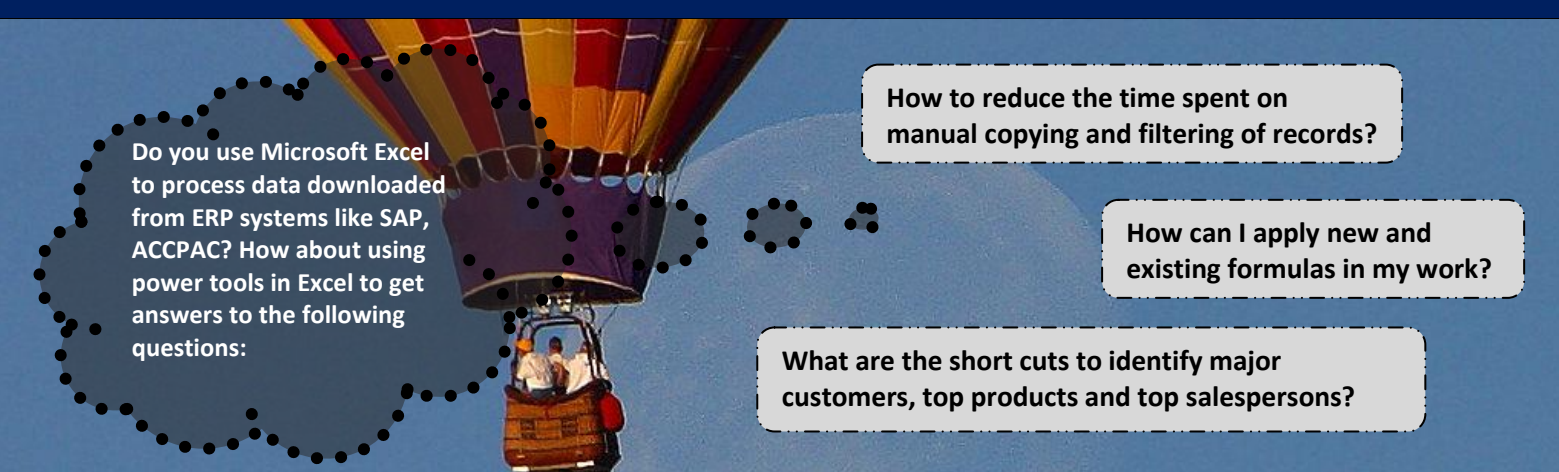


Hidden Secrets in Data Analysis with Excel

Achieve breakthrough performance in Data Management like never before



Do you use Microsoft Excel to process data downloaded from ERP systems like SAP, ACCPAC? How about using power tools in Excel to get answers to the following questions:

How to reduce the time spent on manual copying and filtering of records?

How can I apply new and existing formulas in my work?

What are the short cuts to identify major customers, top products and top salespersons?

Who Should Attend

Managers and Executives who have to manage, analyse and prepare reports using data downloaded from systems. They must have some basic to intermediate knowledge of Excel i.e. navigate around a worksheet, format cells, auto-filter, sorting, create a simple template and enter simple formulas (e.g. SUM) into the worksheet.

Learning Objectives

Upon completion of the course, participants will be able to:

- ✓ Apply useful built-in functions in Excel to process data and enhance the usefulness of the data.
- ✓ Apply the function learnt to consolidate records.
- ✓ Acquire skills to analyse the records for operations and reporting purposes.
- ✓ Employ new ways of tabulating and managing data.

"I have always been clueless about the power of Excel, doing many things the manual way like counting amount in cells and doing manual layouts. To me Excel has always been just another program I layout my reports with. But after attending this Excel course, I realize that there is **so much more power stored in Excel** to help enhance and make efficient daily work reports that I have to do especially **with ensuring accurate details in figures in big amounts**. I'm sure as I continue to explore what has been taught, I will be able to save a lot more time and stop pulling my hair out while I face my reports again."

Rachael Low, Trade Marketing Executive,
Johnson and Johnson Vision Care SG

Course Outline

- **Manage The Use of Dates**
 - MONTH, YEAR, DAY, DATE, COUNTIF, SUBTOTAL, DATEDIF formula, Advanced Auto-Filter Function, Absolute and relative reference
- **Quick and Accurate Way to Select Records**
 - GOTO function
- **Building Complex formulas**
 - MID, SEARCH
- **Merging Two Lists into One**
 - VLOOKUP formula, SUBTOTAL, REPLACE ALL function
- **Unleashing The Power of Formulas**
 - SUMIF Formula, TEXT TO COLUMN Function
- **Analyzing Business Data in Double Quick Time**
 - PIVOT TABLE function
- **Making Your Report Update Automatically**
 - MS Query Function
- **Consolidate Data From Multiple Workbooks**
 - MS Query Function
- **Tapping the Power of Pivot Chart**
- **Recording Macros to Speed Up Repetitive Tasks**

Dates:

Excel 2003

- 28 & 29 Jun 2012
- 4 & 5 Oct 2012

Excel 2007 / 2010

- 1 & 2 Mar 2012
- 10 & 11 May 2012
- 16 & 17 Aug 2012
- 1 & 2 Nov 2012

Time	: 9am – 5pm
Duration	: 14 hours (2 days)
Venue	: International Plaza, 10 Anson Road #26-02A
Course Fee	: S\$600

Our trainers are practitioners of spreadsheets and databases and have extensive knowledge in applying the different functions and formulas in Excel to real business needs and scenarios. They are specially hand-picked and trained by our Chief Trainer, Jason Khoo, based on their experiences in training and the business knowledge they possess.

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Course Location : 10 Anson Road #26-02A
International Plaza
Singapore 079903

Time : 9 am to 5 pm

Course Date : _____

Salute	Participant Name	Designation	Email Address

Company Name:	
Company Address:	
Tel/Fax:	

Contact Person (if different from above)

Name:	
Designation:	
Tel/Fax:	
Email Address:	

Amount Payable :		Pax X S\$600	
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We would like to register the personnel listed above for the course. We can withdraw any of them from the course after registration with no obligation if it is done **2 weeks from the course**.

If it is less than 2 weeks, we can either substitute another person for the course or pay 50% of the course;

If it is less than 1 week, we can either substitute another person for the course or pay 100% of the course.

Name:

Designation

Please email your registration form to **enquiry@everydayexcel.com** or fax it to **3150 8248 (fax no starts with the number 3)**