

Hidden Secrets in Data Analysis with Excel 2003/2007

Achieve breakthrough performance in Data Management like never before

I now have a much better understanding of what can be done using Excel for my business and also know how to do it! As the course has real examples and each case study is a build up, it is easy to understand the context and immediately make reference to my own company and problems I have faced.

Neeraj Sundarajoo, Senior Consultant , Comwerks Interactive

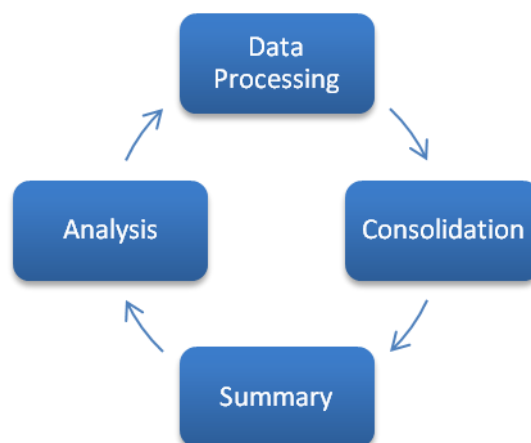
I discover the power of pivot tables and charts which allows me to chart very quickly. I now know what my staff can do to extract data and better design forms for feedback survey after each talk or event.

Ho Sun Yee, CEO, Singapore Heart Foundation

INTRODUCTION

4 Critical Excel Skills All Managers and Executives Must Have

Knowing every single function and formula in Excel does not make one an expert user of Excel. As observed so often, many Excel users who claim knowing everything about Excel are still spending a lot of time on their spreadsheets. And most unfortunately, they do not even know that the time spent on their Excel tasks can actually be significantly cut. If you want to really master Excel and save time on your Excel spreadsheets, you need to possess the following four critical skills in Excel to solve **Real, Unique Excel Problems**.



If you are not sure if this is a course you should attend, simply download the excel file from the following web address http://www.advanced-excel.com/excel_tests.html and find out if you could get the correct information asked for in **1 minute**. If you are unable to do this in less than a minute, attending this course would then be extremely valuable for you.

COURSE OBJECTIVES

Using **Real, Unique Excel Problems**, managers and executives are trained to use to manage their data more effectively, perform more accurate analysis and prepare better quality reports. This is our foundation course which we highly recommend all Excel users to attend before signing up for our other courses.

COURSE OUTLINE

Case 1 – Translating Data

Working with dates in Excel is one of the most important skills every Excel user must master. Dates is required in almost every business, be it finance, marketing, logistics, human resources, sales, etc. When you can master the skill of working with dates, you can effectively analyze the data given to you.

	A	B
4		
5		
6	Name	DOB
7	Adella	12/18/1955
8	Allen	8/26/1961
9	Anne	10/29/1941
10	Beverly	1/2/1971
11	Bonnie	12/28/1961
12	Brian	10/16/1979
13	Carol	4/2/1971

	A	B	C
6	Name	DOB	DOB Month
7	Adella	12/18/1955	
8	Allen	8/26/1961	
78	Theodore	5/18/1953	
79	Thomas	12/15/1959	
80	William	8/12/1960	
81	William	9/16/1960	
82	Subtotal		75
83			
84			
85			
86			
87			
88			
89			
90			

Case 2 – Selecting Records

Auto filtering is easy to learn. But to be able to exploit all the options in auto-filter means you can manage all sorts of data from numbers to text. Knowing how to highlight the data will boost your capability to accurately manage hundreds, even thousands rows of records with ease.

Case 3 – Building formulas

It is not how many formulas (or worksheet functions) you know that determine whether you are an advanced user. It is how conversant you are in making use of every single formula and combining them together that will differentiate you from the rest and helps you complete tedious task in minutes instead of hours.

Existing practice is to manually change the formula when the description changes

	B	C	D	E
1	Industry Class			
2	Wholesale - Telecom / Office Apparatus / Computers	Wholesale		
3	Wholesale - Telecom / Office Apparatus / Computers	Wholesale		
4	Construction - Fittings / Fixtures	Construct		
5	Construction - Structural / Mechanical Engineering			
6	Services - Printing / Publishing			

Common Practice is to apply the LEFT formula and manually change the input when the description

In this course, you will learn how to create formula that can generate the desired results in seconds.

	B	C
1	Industry Class	
2	Wholesale - Telecom / Office Apparatus / Computers	Wholesale
3	Wholesale - Telecom / Office Apparatus / Computers	Wholesale
4	Construction - Fittings / Fixtures	Construction
5	Construction - Structural / Mechanical Engineering	Construction
6	Services - Printing / Publishing	Services

In our course, the formula automatically changes when the description changes

Case 4 – Analyzing Data

Creating a pivot table, a popular and powerful business intelligence tool provided by Microsoft® Excel is easy but most people overlook the key ingredient required to create a proper pivot table. Find out how you should organize your data so that you can take full advantage of the capability of Pivot table.

Case 5 – Retrieving Databases

Retrieve office database records without having to do any export and import, and get up to date reports at regular interval without having to re-do the steps all over again.

Case 6 – Automating Processes

Learn how to automate work processes even when having ZERO knowledge on Macro programming.

Apply all these Excel functions and formulas in the case scenarios >>

1. Working with Date Functions
2. Working with Sub-Total Functions
3. Working with IF function
4. Using Auto filters
5. Using Goto
6. Counting records based on criteria
7. Getting relevant data from a cell
8. Merging data from two list of records
9. Using Pivot Table
10. Using Pivot Chart
11. MS Query
12. Handle errors in formulas
13. Introduction to Macro Programming

DURATION OF THE COURSE

The entire course is 2 days long.

CLASS SIZE

The course is conducted with a class of no more than 20 participants.

COURSE SCHEDULES

Date	:	Excel 2003		Excel 2007
		3 & 4 Mar 2011		21 & 22 Mar 2011
		9 & 10 May 2011		23 & 24 May 2011
		7 & 8 Jul 2011		21 & 22 Jul 2011
		6 & 7 Oct 2011		3 & 4 Nov 2011

Venue : 10 Anson Road #26-02A International Plaza Singapore 079903
 Price : \$600 Nett

Computers and Course materials will be provided by *everydayExcel* Business Lab Pte Ltd.

SOME OF OUR CLIENTS WHO HAVE BENEFITED FROM THIS COURSE

- | | |
|--|---|
| 3M Technologies (S) Pte Ltd | Honeywell Specialty Chemicals (S) Pte Ltd |
| Abacus International Pte Ltd | Igus Singapore Pte Ltd |
| Adam Khoo Learning Technologies Group | IIR Exhibitions Pte Ltd |
| BCH Retail Investment Pte Ltd (Bugis Junction) | Institute of Technical Education |
| Cummins Filtration Singapore | Jason Electronics Pte Ltd |
| Danfoss Industries Pte Ltd | Johnson & Johnson Vision Care, Singapore |
| Deltron Consultancy Pte Ltd | Marketing Institute of Singapore |
| Discovery Asia, Inc. | Microsoft Regional Sales Office |
| East West Executive Travellers Pte Ltd | National Council of Social Science |
| Eltra Aeronautics (S) Pte Ltd | NTUC Childcare |
| Giamso International Tours Pte Ltd | Rohde & Schwarz SCA Pte Ltd |
| Greene, Tweed & Co Pte Ltd | Singapore Press Holdings Ltd |
| Heineken Far East Pte Ltd | Sumitomo Corporation |
| Hewett Packard Asia Pacific Pte Ltd | Tan Tock Seng Hospital |
| Hin Lung Hyundai Pte Ltd | Taytonn Pte Ltd |
| Holcim Trading Pte Ltd | Trek Services |

OUR TRAINERS

EverydayExcel' trainers are all experts in spreadsheets and databases. They are specially hand-picked by the Master Trainer, Jason Khoo, based on their experiences in training and the business knowledge they possess. Jason has worked in local listed companies and foreign MNCs managing the companies' budgeting process and developed business models for forecasting. He was also a financial counsel for a Fortune 500 company's business unit which generated a total revenue of more than S\$100 million per annum.

EverydayExcel has helped many companies save thousands of dollars by providing simple and yet powerful business solutions through the use of Microsoft® Excel. Examples of such solutions include budget planning and forecasting, customer segmentation program, personalized email broadcast to targeted customers, and sales lead generation program (mini CRM), etc.

Hidden Secrets in Data Analysis Using Excel

Achieve breakthrough performance in Data Management like never before

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 per pax =	
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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)