

Hidden Secrets in Data Analysis with Excel

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

With the advancement in technology, companies are capturing more and more data about the customers, including their contacts, purchasing patterns, etc. And there arises a need to process the data and analyze the information which could be used to generate sales. While the IT departments are capable of capturing the information, majority of them are not able to sieve information based on the business needs of the company. And you are left on your own to figure out how you should make use of this data.

In most cases, you are likely to make use of common desktop applications like MS Excel to analyze the data and to present the summary to the management. Depending on how conversant you are in using Excel, you could be spending minutes or days on getting the same information. Being able to exploit the power of Excel will help you progress beyond your current level of work efficiency and productivity.

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

Taking a hands-on approach and making use of common business decision-making scenarios, participants will learn how to apply useful Excel functions and worksheet formulas to the process of data management, from data manipulation to data reporting / analysis.

COURSE OUTLINE

Case Example

You have maintained a listing of your customers and their birthdays. The company believes that it is always good to keep in touch with the customers by remembering their birthdays. You are told that from now on, you are to send birthday cards to them. Find out how many birthday cards you have to send each month and the names of these customers.

Through the use of business scenarios such as the one given above, participants will learn how to exploit the Excel functions in a creative way to achieve the business objectives.

Case 1 – Translating Data

Translating Raw Data Into Useful Business Information

	A	B
4		
5		
6	Name	DOB
7	Adella	12/18/1955
8	Allen	8/26/1963
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	8/26/1963	
78	Theodore	5/18/1953	
79	Thomas	12/15/1959	
80	William	8/12/1960	
81	William	9/18/1960	
82	Subtotal	75	
83			
84			
85		Month	
86		1	
87		2	
88		3	
89		4	
90		5	

Case 2 – Selecting Records

Select all records that meet a certain criteria (such as blank cells, contains conditional formats, visible rows, etc) at once using a simple and very rarely explored function in Excel

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. In part **ONE**, participants will learn how to use and apply the functions listed in the course outline. In part **TWO**, participants will focus on reviewing the functions learnt by raising examples and difficulties that they have encountered when applying the functions in their jobs.

CLASS SIZE

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

DETAILS ON THE COURSE

Date : 15 Jan & 22 Jan 2010
23 Apr & 30 Apr 2010
9 Jul & 16 Jul 2010
11 Oct & 18 Oct 2010

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
Hewlett Packard Asia Pacific Pte Ltd	Tan Tock Seng Hospital
Hin Lung Hyundai Pte Ltd	Taytonn Pte Ltd
Holcim Trading Pte Ltd	Trek Services
	Wywy Office Solutions Pte Ltd

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.

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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 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 **3150 8248**