

Advanced Excel for Analytics and Decision Making

BA04

Program Overview

Microsoft Excel® is an integral part of any business organization for various purposes ranging from record-keeping to reporting and analytics. Today's professionals deal with numbers daily, and their requirements are unique to the nature of their job. This program exposes the participants to the wide applications of excel features for business professionals and decision-making. Learning MS-Excel adds a precious asset to the employability portfolio, and this program aims to prepare the participants to position themselves ahead of others. Excel functionality, Business Management, and Business Modelling are the critical skills deliverable during the program. The program prepares the participants to become power users of Excel. The topics covered will explore inbuilt excel functions, custom formula techniques, and sophisticated lookups. Importing data, cleaning, and presenting in reusable templates is demonstrated during the program. The participants will learn to create dynamic templates for crucial decision-making and clean presentation of data with dynamic graphs and charts. The program will benefit those who work with large amounts of data and are responsible for effective and efficient decision-making.

Objectives

- To provide the knowledge and skills required to make use of the key features of Excel in order to increase daily productivity

Contents

- Advanced formulas and conditional logic
- Automating complex or repetitive tasks
- Advanced data analysis

- Collaborating on workbooks with other users
- Automating workbook functionality
- Data validation
- Recording macros
- Advanced charting techniques to build professional dashboards.

Pedagogy

In class lectures, PowerPoint presentations, Excel Templates and Case Studies

Key Takeaways

The numerous applications of Excel can be taken straight back into the workplace to use in everyday roles. The program will boost professional certifications like CIMA, ACCA, MBA, PMP, CMI, ILM, CMC, MIM, and others. The program provides practical, hands-on training on Excel's features and functions and enhances efficiency in the workplace and future employability apart from expansion of professional and personal network.

Who should Attend?

Industry Professionals (Preferably Entry / Middle Level) exploring opportunities in analytics and analyst roles, Academic Professionals engaging in excel and spreadsheet modelling/analytics, and Academic or Industry professionals aspiring or pursuing professional courses like CIMA, ACCA, MBA, PMP, CMI, ILM, CMC, MIM, and others.

Program Director

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