kod szkolenia: EX BIZ / 2016 ENG DL 2d

MS Excel - Data analysis and business modeling

Purpose of the training

The training is intended for management staff, financial analysts, employees of economic analysis and logistics departments who use Microsoft Excel application.

Benefits of completing the training

- Gaining skills of optimising financial decisions
- creating reports with the use of MS Excel tools
- an ability to optimise financial decisions by using MS Excel for business situation modelling
- becomign familiar with data analysis in MS Excel – pivot charts and pivot tables.

Expected Listener Preparation

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Training Language

- Training: English

Czas trwania

2 dni / 14 godzin

Training agenda

1. Functions supporting decision making process
   - Financial (the value of money in time, credits, deposits)
   - Investing (a criterion of discounted value net and internal rate of return)
   - Search functions
2. Array formulas
   - An alternative for absolute addressing
   - Expanding standard capabilities of Excel functions
3. Analysing vulnerabilities
   - Table object
   - Formants, navigation elements
   - Comparative analysis using Scenario Manager
   - Power View – report of results
4. Optimisation
   - The use of Solver add-on for: establishing an optimal production stock; solving transport and distribution problems, employment planning; investment outlays planning
5. Data analysis with the use of pivot tables
   - Consolidating a few charts – pivot table creator,
   - Creating data model – data analysis from several tables
   - Creating, modifying, selecting an appropriate table layout
   - Calculated fields and elements
   - Downloading data from pivot table
6. Predicting – a review of Analysis ToolPak add-on possibilities
   - Summing up dependencies with the use of correlation
   - Polishing time arrays – moving average and exponential smoothing
   - Setting the trend (line, exponential, power type)
   - Multiple regression: quantitative factors; qualitative factors; seasonality
   - Single- and two-factor variation analysis
7. Working on multiple documents