

# MS Excel - Data analysis and business modeling



## Training recipients

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



## Benefits

- 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
- becoming familiar with data analysis in MS Excel – pivot charts and pivot tables.



## Training program

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



### Expected preparation of the participant

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### Duration

2 days / 14 hours

### Language

- Training: English