training code: EX BIZ / ENG DL 2d / EN

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
- becomign 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

*

Duration

2 days / 14 hours

Language

- Training: English