

Scandinavian Academy Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Data Management, Manipulation and Analysis using Excel

Code	City	hotel	Start	End	price	Language - Hours
DAI-663SA	Abha	Hotel Meeting Room	2027-07-04	2027-07-08	10450 SR	En - 25

Why Choose this Course?

This course is aimed at professionals who have, or will soon have, responsibility for managing and manipulating data using MS Excel on a day to day basis. The course assumes zero knowledge, begins with an introduction to the Excel environment and ends with delegates being skilled in using 50+ MS Excel functions, sophisticated data management and charting techniques and advanced data analysis capability.

Do you still think that Excel is a tool that is used only by people in your company's finance department? If so, you are wrong. It does have fantastic financial modeling capability but it offers so much more than that. Excel is not reserved for financial data. Everyone in middle to senior management manages some kind of data and hence the need to attend this course.

This course will feature:

- Advanced data analysis
- Both textual and numerical data
- Forecasting
- Advanced charting
- Scenario analysis

What are the Goals?

By the end of this course, participants will be able to:

- Analyse relationships across information and data using MS Excel.
- Generate data forecasts using MS Excel.
- Organise your company’s data in a more structured manner.
- Analyse your data effectively using various MS Excel techniques.
- Select the appropriate chart for your data.

Who is this Course for?

This course is suitable to a wide range of professionals but will greatly benefit:

- Administrators using MS Excel at a very basic level
- Administrators with a need to improve data management techniques utilising MS Excel
- New Administrative Staff with no prior knowledge of MS Excel
- HR professionals seeking to use MS Excel to analyse employee data and inventory data
- Oil and Gas, telecommunications and electricity industry employees looking to improve their data management and data representation skills

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. The course will be split up into themes with a series of exercises based on each theme. The approach will also be incremental with each session building on prior knowledge. Each delegate will be introduced to practical, hands-on learning using MS Excel.

Delegates can bring their own Windows or Mac OS laptop also to the sessions, for them to be comfortable with the environment and version of MS Excel that they will be working on.

The Course Content

Day One

An Introduction to the MS Excel Environment

- Cell referencing, cell formatting and entering formula
- Workbooks versus Worksheets
- Copy and pasting
- Left click versus right click
- Paste Special
- Introductory charts

Day Two

Using MS Excel Functions for Fundamental Data Analysis

- Use of text function, FIND(), LEN(), LEFT(), RIGHT() and &
- Use of count functions, COUNTA(), COUNTIF(), COUNTIFS() and SUMIF()
- Basic statistical functions, Max and Average
- Filtering, sorting and use of conditional formatting
- Scatter diagrams

Day Three

Intermediate MS Excel Functions

- Use of VLOOKUP() and HLOOKUP()
- Date functions, YEAR(), MONTH(), DAY(), YEARFRAC()
- Selecting appropriate charts
- Introduction to Pivot tables

Day Four

Carrying out Statistical Analysis using MS Excel

- Using MS Excel to calculate mean, mode and median
- The difference between the various standard deviation and variance function in MS Excel
- Using MS Excel to examine inter-dependency
- Drawing histograms in MS Excel
- Introduction to Data Analysis functions

Day Five

What if and Scenario Analysis Using MS Excel

- Naming cells in MS Excel
- Linking cells together to undertake scenario analysis
- Introduction to solver
- Advanced charting
- Sharing MS Excel output with other office formats

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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