Data Management, Manipulation & Analysis using Excel®
Excel with the Power of Data

25 - 29 May 2020, Kigali
30 Aug - 03 Sep 2020, Dubai
06 - 10 Dec 2020, Dubai
WHY CHOOSE THIS TRAINING COURSE?

This dynamic and interactive training 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 training 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 AZTech training course will feature:

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

WHO IS THIS TRAINING COURSE FOR?

This AZTech training 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

WHAT ARE THE GOALS?

By the end of this AZTech training 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

HOW WILL THIS TRAINING COURSE BE PRESENTED?

This training 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

DATA MANAGEMENT, MANIPULATION & ANALYSIS USING EXCEL®
## Data Management, Manipulation & Analysis using Excel®
Excel with the Power of Data

<table>
<thead>
<tr>
<th>DATE</th>
<th>VENUE</th>
<th>FEES(USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 - 29 May 2020</td>
<td>Kigali - Rwanda</td>
<td>$5,950</td>
</tr>
<tr>
<td>30 Aug - 03 Sep 2020</td>
<td>Dubai - UAE</td>
<td>$4,950</td>
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</tbody>
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**REGISTER NOW**

*This fee is inclusive of Documentation, Lunch and Refreshments and exclusive of 5% UAE VAT*

Complete & send by fax/mail to address given below. Please use BLOCK CAPITALS.

### REGISTRATION DETAILS

- **FAMILY NAME:**
- **FIRST NAME:**
- **POSITION:**
- **COMPANY:**
- **MAILING ADDRESS:**
- **TELEPHONE:**
- **MOBILE:**
- **FAX:**
- **EMAIL:**

### AUTHORISATION

- **AUTHORISED BY:**
- **POSITION:**
- **EMAIL:**
- **TELEPHONE:**
- **FAX:**
- **POSTAL ADDRESS:**

### MODE OF PAYMENT

- **PLEASE INVOICE MY COMPANY**
- **PLEASE INVOICE ME**
- **PLEASE FIND ENCLOSED A CHEQUE PAYABLE TO AZTECH**
- **ONLINE / CREDIT CARD**

### DOWNLOAD TRAINING PLAN 2020

Scan this code with your smart phone to download Training Plan 2020

Our training portfolio will provide you a number of seminars and courses to choose from depending on your organisational goals and personal development objectives.

### HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue. Please make your request for accommodation at least 3 weeks prior to the commencement of the course.

### EVENT DISCLAIMER

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor and alter the course content at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

### CANCELLATION & SUBSTITUTION

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a $250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

### CERTIFICATION

AZTech Certificate of Completion for delegates who attend and complete the training course

### 4 WAYS TO REGISTER

Toll Free: **800-AZTECH**
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