

Microsoft® Office Excel®: Part 4

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course will help participants learn about the advanced features of *Microsoft Excel* to attain proficiency as an Excel power user.

NOTE: This course presents information and skills that are appropriate for users of either the Office **2010**, **2013**, **2016** or **2019** desktop applications. Any inconsistencies between the details in the manual and in the applications will be pointed out by the instructor.

Target Audience

This course is intended for:

- Advanced Excel users who may work or be interested in the domain of finance, statistics, project analysis, and market analysis including the fields of micro-and macro-economics.

Prerequisites

To attend this course, candidates must have:

- Practical, real-world experience creating and analysing datasets using Excel. To meet these prerequisites, they can take the following courses, or possess the equivalent knowledge and skills:
 - *Microsoft Office Excel: Part 1*
 - *Microsoft Office Excel: Part 2*
 - *Microsoft Office Excel: Part 3*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Manipulate data using statistical and lookup functions.
- Analyse data using data analysis tools in Microsoft Excel.
- Make investment decisions using financial functions in Excel.
- Examine data using math functions in Excel.
- Manipulate data using text and information functions in Excel.
- Create templates and work with Excel's advanced chart options.
- Manage data in Excel workbooks.



Course Topics

Module 1: Manipulating Data Using Statistical and Lookup Functions

- Forecast GDP Using Statistical Functions
- Evaluate Sales Data Using Statistical Functions
- Analyse Stock Data Using Statistical Functions
- Mine Data Using the Lookup and Reference Functions

Module 2: Analysing Data Using Data Analysis Tools

- Analyse Sales Data Using Descriptive Statistics
- Analyse Time Series Data Using Exponential Smoothing
- Analyse Data Using Regression
- Identify the Beta Value of a Security
- Analyse Sector Data Using Correlation and Covariance Matrices
- Optimize a Stock Portfolio Using Solver

Module 3: Working with Data Using Financial Functions

- Develop an Investment Schedule Using Financial Functions
- Make Investment Decisions Using Financial Functions

Module 4: Examining Data Using Math Functions

- Analyse Sales Data Using Math Functions
- Calculate Stock Returns Using Math Functions
- Aggregate GDP Data Using Math Functions

Module 5: Manipulating Data Using Text and Information Functions

- Manipulate Data Using Text Functions
- Validate Data Using Information Functions

Module 6: Working with Templates and Charts

- Create Advanced Templates
- Create Advanced Charts

Module 7: Managing Data in Workbooks

- Retrieve and Paste Data
- Clean Data in Workbooks

Appendix A: Commonly Used Excel Functions

ACTIVITIES INCLUDED

