

			Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
1	Marketing Budget									
2	Personnel	1	13,000	13,500	10,074	13,295	18,392	12,282	20,175	24,775
3	Personnel	0	345	347	194	1,983	834	834	764	133
4	Personnel	1	321	434	178	519	1,852	543	345	345
5	Personnel	0	0	2,300	185	90	23	452	28,320	28,320
6	Personnel	1	13,800	18,848	11,195	15,852	18,034	12,660	1,508	4,892
7	Personnel	2	6,000	2,380	5,080	5,000	1,200	500	4,282	3,824
8	Personnel	1	2,000	5,420	3,000	2,100	900	500	6,800	7,500
9	Personnel	0	8,300	4,880	2,300	8,080	5,312	10,352	18,076	18,076
10	Personnel	3	78,200	12,820	18,000	14,800	10,120	3,017	2,488	45,782
11	Personnel	2	1,200	180	1,245	432	314	452	300	108
12	Personnel	1	523	431	373	323	12,880	13,554	24,880	45,782
13	Personnel	1	18,242	10,455	18,000	18,000	12,880	13,554	24,880	45,782
14	Personnel	0	1,345	134	134	134	134	134	134	134
15	Personnel	0	13,800	18,848	11,195	15,852	18,034	12,660	1,508	4,892
16	Personnel	4	18,700	19,332	15,300	18,880	12,076	1,508	2,397	108
17	Personnel	0	200	180	180	200	180	180	180	770
18	Personnel	0	400	500	100	200	300	400	500	248
19	Personnel	2	683	182	380	235	124	374	1,832	1,700
20	Personnel	4	28,544	18,136	18,811	18,811	18,811	12,387	20,175	24,775
21	Personnel	2	28,544	18,136	18,811	18,811	18,811	12,387	20,175	24,775
22	Personnel	0	12,824	13,985	18,814	13,295	18,392	12,282	20,175	24,775
23	Personnel	0	345	347	194	1,983	834	834	764	133
24	Personnel	0	321	434	178	519	1,852	543	345	345
25	Personnel	1	0	2,300	185	90	23	452	28,320	28,320
26	Personnel	0	0	2,300	185	90	23	452	28,320	28,320
27	Personnel	1	13,800	18,848	11,195	15,852	18,034	12,660	1,508	4,892
28	Personnel	2	6,000	2,380	5,080	5,000	1,200	500	4,282	3,824
29	Personnel	1	2,000	5,420	3,000	2,100	900	500	6,800	7,500
30	Personnel	0	8,300	4,880	2,300	8,080	5,312	10,352	18,076	18,076

Data Management, Manipulation & Analysis using Excel®

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Course content

Why Attend

Course Introduction

Data has become more accessible than ever, generated through our daily activities, purchases, and business operations. This wealth of information offers immense potential for problem-solving and driving improvements, especially in commercial environments. Historically, addressing such challenges required advanced quantitative expertise. However, Excel—a widely available yet often underutilized tool—can effectively meet these demands.

In the "Data Management, Manipulation & Analysis using Excel®" training course, participants will learn to leverage Excel for data querying, hypothesis testing, and solving complex problems.

By course completion, attendees will gain proficiency in over 50 Excel functions, various chart types, and an array of analysis tools, enabling them to harness data for actionable insights and informed decision-making.

Course Objectives

By attending this training course, participants will achieve the following objectives:

- Develop proficiency with over 50 Excel functions.
- Identify the most appropriate chart for specific tasks.
- Effectively manipulate both textual and numerical data.
- Conduct data analysis using suitable tools.
- Analyse relationships between variables and generate accurate forecasts.

Who should Attend?

This training course is designed for middle and senior managers responsible for divisional or organizational outcomes, as well as consultants and professionals who support them. Suitable participants include:

- Individuals with line management responsibilities.
- HR professionals.
- Engineers in the Oil and Gas, Energy, and Telecom sectors.



Course content

Course Objectives

- Senior finance professionals.
- Board-level executives and non-executive directors.

Course outline

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

Course content

Course outline

- 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

Seminar dates

Available seminar dates

Live dates and pricing for Data Management, Manipulation & Analysis using Excel® generated from the course details page.

Date	Location	Format	Fee
7 - 11 September 2026	Paris - France	Classroom	€3,600.-
12 - 16 October 2026	Frankfurt - Germany	Classroom	€2,600.-
9 - 13 November 2026	Barcelona - Spain	Classroom	€3,080.-
14 - 18 December 2026	Frankfurt - Germany	Classroom	€2,600.-
18 - 22 January 2027	Istanbul - Turkey	Classroom	€2,280.-
15 - 19 February 2027	Vienna - Austria	Classroom	€3,400.-
15 - 19 March 2027	Barcelona - Spain	Classroom	€3,080.-
19 - 23 April 2027	Paris - France	Classroom	€3,600.-
17 - 21 May 2027	Frankfurt - Germany	Classroom	€2,600.-
21 - 25 June 2027	Barcelona - Spain	Classroom	€3,080.-
19 - 23 July 2027	Frankfurt - Germany	Classroom	€2,600.-
16 - 20 August 2027	Istanbul - Turkey	Classroom	€2,280.-
20 - 24 September 2027	Vienna - Austria	Classroom	€3,400.-
18 - 22 October 2027	Barcelona - Spain	Classroom	€3,080.-
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