

	A	B	C	D	E	F	G	H	I	J	K	L
					Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16
1	Rev	Marketing Budget	Personnel	Cost	13,034	13,585	10,874	13,295	16,392	12,282	20,175	24,768
2	10440	Personnel	1-Personnel	0	345	347	154	1,983	314	834	764	133
3	35348	Personnel	1-Personnel	1	321	434	178	519	1,852	343	343	343
4	16118	Personnel	1-Personnel	0	0	2,300	185	90	23	452	343	343
5	18521	Personnel	1-Personnel	1	12,800	16,446	11,195	15,852	18,034	10,680	28,320	28,320
6	23814	Personnel	1-Personnel	2	6,000	2,380	5,080	5,000	1,200	1,200	1,200	1,200
7	18518	Personnel	2-Marketing	1	2,000	5,420	3,000	2,100	900	500	4,282	3,824
8	10507	Personnel	2-Marketing	0	8,300	4,680	2,300	8,080	1,200	1,200	1,200	1,200
9	10507	Personnel	2-Marketing	1	78,200	12,820	18,000	14,800	10,100	5,312	10,252	10,074
10	11085	Personnel	3-Communications	2	1,200	180	1,245	432	134	317	2,488	4,782
11	94875	Personnel	3-Communications	1	823	431	373	323	12,880	13,554	24,880	45,782
12	16321	Personnel	3-Communications	1	16,343	10,433	16,000	16,000	12,880	13,554	24,880	45,782
13	16321	Personnel	3-Communications	0	0	532	158	1,000	314	343	343	343
14	16321	Personnel	3-Communications	0	0	1,343	13	587	34	343	343	343
15	16321	Personnel	3-Communications	0	0	12,800	12,416	10,595	12,804	18,128	28,812	28,812
16	16321	Personnel	3-Communications	4	16,300	15,333	15,300	15,880	12,000	1,800	317	478
17	16321	Personnel	3-Communications	0	0	200	180	200	180	180	180	180
18	16321	Personnel	3-Communications	0	0	400	500	600	700	800	900	1,000
19	16321	Personnel	3-Communications	0	0	600	700	800	900	1,000	1,100	1,200
20	16321	Personnel	3-Communications	0	0	800	900	1,000	1,100	1,200	1,300	1,400
21	16321	Personnel	3-Communications	0	0	1,000	1,100	1,200	1,300	1,400	1,500	1,600
22	16321	Personnel	3-Communications	0	0	1,200	1,300	1,400	1,500	1,600	1,700	1,800
23	16321	Personnel	3-Communications	0	0	1,400	1,500	1,600	1,700	1,800	1,900	2,000
24	16321	Personnel	3-Communications	0	0	1,600	1,700	1,800	1,900	2,000	2,100	2,200
25	16321	Personnel	3-Communications	0	0	1,800	1,900	2,000	2,100	2,200	2,300	2,400
26	16321	Personnel	3-Communications	0	0	2,000	2,100	2,200	2,300	2,400	2,500	2,600
27	16321	Personnel	3-Communications	0	0	2,200	2,300	2,400	2,500	2,600	2,700	2,800
28	16321	Personnel	3-Communications	0	0	2,400	2,500	2,600	2,700	2,800	2,900	3,000
29	16321	Personnel	3-Communications	0	0	2,600	2,700	2,800	2,900	3,000	3,100	3,200
30	16321	Personnel	3-Communications	0	0	2,800	2,900	3,000	3,100	3,200	3,300	3,400
31	16321	Personnel	3-Communications	0	0	3,000	3,100	3,200	3,300	3,400	3,500	3,600

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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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