

	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	194	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	1,280	1,280	1,280	1,280
7	18518	Personnel	2-Marketing	1	2,000	5,420	3,000	2,100	900	580	4,280	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	10,120	5,312	10,312	10,312
10	11085	Personnel	3-Communications	2	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
11	18521	Personnel	3-Communications	1	523	431	313	313	313	313	313	313
12	18521	Personnel	3-Communications	1	18,242	18,242	18,242	18,242	18,242	18,242	18,242	18,242
13	18521	Personnel	3-Communications	0	0	532	158	1,000	314	314	314	314
14	18521	Personnel	3-Communications	0	0	1,345	13	587	34	34	34	34
15	18521	Personnel	3-Communications	0	0	12,800	12,416	10,595	12,804	18,128	28,812	28,812
16	18521	Personnel	3-Communications	4	18,700	19,333	19,300	19,880	12,000	1,800	317	478
17	18521	Personnel	3-Communications	0	200	150	150	200	150	150	150	150
18	18521	Personnel	3-Communications	0	400	500	100	200	300	400	500	500
19	18521	Personnel	3-Communications	0	283	182	380	235	145	313	1,832	1,832
20	18521	Personnel	3-Communications	0	0	78,136	18,811	18,811	18,811	18,811	18,811	18,811
21	18521	Personnel	3-Communications	2	20,544	19,985	18,814	13,095	18,392	12,387	20,175	24,768
22	18521	Personnel	3-Communications	0	0	12,800	12,416	10,595	12,804	18,128	28,812	28,812
23	18521	Personnel	3-Communications	0	0	347	194	1,983	314	834	764	133
24	18521	Personnel	3-Communications	0	0	434	178	519	1,852	343	343	343
25	18521	Personnel	3-Communications	0	0	2,300	185	90	23	452	343	343
26	18521	Personnel	3-Communications	0	0	12,800	16,446	11,195	15,852	18,034	10,680	28,320
27	18521	Personnel	3-Communications	1	12,800	16,446	11,195	15,852	18,034	10,680	28,320	28,320
28	18521	Personnel	3-Communications	1	12,800	16,446	11,195	15,852	18,034	10,680	28,320	28,320
29	18521	Personnel	3-Communications	1	12,800	16,446	11,195	15,852	18,034	10,680	28,320	28,320
30	18521	Personnel	3-Communications	1	12,800	16,446	11,195	15,852	18,034	10,680	28,320	28,320

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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
15 – 19 June 2026	Istanbul – Turkey	Classroom	€2,850.-
20 – 24 July 2026	Vienna – Austria	Classroom	€4,250.-
3 – 7 August 2026	Barcelona – Spain	Classroom	€3,850.-
7 – 11 September 2026	Paris – France	Classroom	€4,500.-
12 – 16 October 2026	Frankfurt – Germany	Classroom	€3,250.-
9 – 13 November 2026	Barcelona – Spain	Classroom	€3,850.-
14 – 18 December 2026	Frankfurt – Germany	Classroom	€3,250.-

Live online option

Online delivery is available at €1,850.-.