

Data Analysis

using Advance Excel

*B*usiness decisions are now increasingly based on numbers rather than ideas. Any decision on company policy has to be backed by detailed and accurate data that can stand the scrutiny of both management and stakeholders.

This course is intended to provide an integrative foundation in the field of business intelligence at the operational, tactical, and strategic levels. The objective is to develop the process of identifying, analysing, interpreting and presenting results so as to transfer the data into decisions. A critical success factor in Business Intelligence is the ability to communicate one's analyses and recommendations to decision-makers

This is especially true for financial management where consistent and correct application of modelling techniques can help you accurately forecast 'what if' scenarios and design realistic forecasts which in turn lead to successful business decisions. Your ability to construct a better and more comprehensive financial model will determine the success or failure of your organisation's growth and development. This highly successful and practical course will help you take your analytical skills to the next level of accuracy. Intensive and hands-on, the course is designed to equip you with step-by-step guides for effectively data analysis.

www.ifs.ac.in

Institute of Financial Studies

PROSPECTS

- ✓ COMPANIES NEEDING TO ANALYSE DATA STORED IN BACKEND SERVERS SUCH AS SAP OR ORACLE
- ✓ COMPAINES REQUIRING REGULAR MIS REPORTS
- ✓ COMPANIES REQUIRING STATISTICAL ANALYSIS ON LARGE POPULATION OF DATA
- ✓ CONSUMER FINANCE COMPANIES REQUIRING SOPHISTICATED PRICING TOOLS
- ✓ FINANCIAL INSTITUTIONS AND STOCK BROKING COMPANIES
- ✓ NON-BANKING FINANCIAL INSTITUTIONS
- ✓ MANUFACTURING COMPANIES LOOKING FOR PRODUCTION MANAGERS FOR OPTIMISING RESOURCES NOT LIMITED TO PRODUCTION PLANNING, MATERIAL MANAGEMENT, BUT ALSO TO INTEGRATE SALES AND MARKETING WITH PRODUCTION FOR OPTIMISING INVENTORY AND CUSTOMER SATISFACTION IN ENTIRE VALUE CHAIN

STUDY CENTER

INSTITUTE OF FINANCIAL STUDIES

- ✓ C19, "LOTUS VILLA", PANKAJ SINGHVI MARG, LALKOTHI, JAIPUR
- ✓ 14/55 "SNEH SADAN" SHIPRA PATH, MANSAROVAR, JAIPUR
- ✓ www.ifs.ac.in/elearning (*)
- ✓ ONSITE TRAINING FOR CORPORATES FOR 5 – 10 EMPLOYEES

COURSE FEES AND DURATION

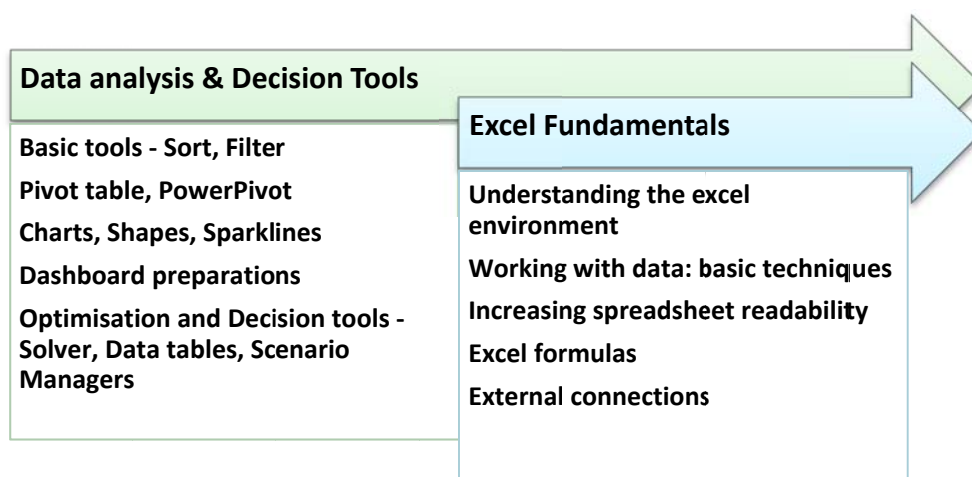
TUITION FEES: RS 15,000

DURATION: 50 –60 HOURS

COURSE ESSENTIALS:

- ✓ NOTEBOOK / LAPTOP WITH MICROSOFT WINDOWS XP / VISTA / 7 / MACBOOK
- ✓ WIFI CARD (INTERNAL / EXTERNAL) (INTERNET ACCESS WILL BE PROVIDED BY IFS)
- ✓ MICROSOFT OFFICE 2010 PROFESSIONAL PLUS (EXCEL, WORD, ACCESS, SHARE POINT) / MICROSOFT OFFICE 2007 / MICROSOFT OFFICE 2011 (MAC USERS)
- ✓ MICROSOFT SQL SERVER R2 – POWER PIVOT
- ✓ ORACLE - CRYSTAL BALL / PALASIDE - DECISION TOOLS - @RISK
- ✓ ADOBE ACROBAT PROFESSIONAL / NITRO PDF / NOVAPDF/ ANY OTHER PDF MAKER
- ✓ IFS –CUSTOMISED SCREEN SHARING SOFTWARE

DETAILED COURSE CURRICULUM



EXCEL FUNDAMENTALS

UNDERSTANDING THE EXCEL ENVIRONMENT

Opening a workbook → The Excel 2007/2010 Ribbon and its customisation → The Quick Access Toolbar and its customisation → Configuring global settings of Excel → Moving around a Worksheet and Workbook → Page settings and Printing a Worksheet and Workbook → Creating custom sort lists → Saving a Workbook File/ Creating PDF → Various file formats associated with excel → Clipboards → Themes and Styles

WORKING WITH DATA: BASIC TECHNIQUES

Cells and Ranges → Table vs. Ranges → Selecting Ranges → Selecting All Cells in a Dataset Using Shortcut Keys → Selecting All Cells on a Worksheet → Selecting Non-contiguous Ranges → Selecting Cells and Named Ranges → Selecting Otherwise Difficult to Select Cells with Go To Special → Hierarchy of Mathematical Operations → Filling Series → Copying and Moving Cell Entries → Naming conventions and Methodologies → Cleaning worksheets → Use of Data Tools: Text to column, remove duplicates, Data validations, Consolidate → Outline data using Sub totals and groups → Working efficiently with multiple workbooks / worksheets with large data sets.

INCREASING SPREADSHEET READABILITY

Working with Rows and Columns → Making Better Use of Screen Space → Cell Formatting → Formatting keyboards shortcuts → Conditional Formatting → Custom number Formatting → Other Options with Paste Special

EXCEL FORMULAS

Text functions, Logical functions, Date and Time functions (including DAX Measures → Lookup and reference functions, Database functions, Array functions → Conditional counts and sums → Copying Formulas → The Auto Complete Formula Option → Entering Formulas by Pointing → Other Ways to Copy Formulas → Absolute – Mix – Relative referencing and Using the F4 Key → Error checking, Editing or Correcting Formulas, Formula auditing → Showing the Actual Formula in all Cell. → Using calculation options i.e. automatic or manual/ Iterations

EXTERNAL CONNECTIONS

Hyperlinks → Creating linked table → Web query → Access Database → SQL Database → ODBC Connectors → Microsoft query → XML Data imports

SHARING, SECURITY AND PROTECTION

Protect sheet → Protect workbook → Shared workbook → Digital signature → Co-authoring → Using Share Point

DATA ANALYSIS & DECISION TOOLS

BASIC TOOLS - SORT

Sorting → Major sort & Minor sort → Sort by colour → Randomise Sort → Filtering → Data filters → Text filters → Number filters → Handling problems Copy Past filter data → Advance filters based on criteria → Creating unique lists

PIVOT TABLE

Creating a Pivot Table → Sorting and Filtering Pivot Table → Calculations in a Pivot → Formatting a Pivot Table → Grouping and Totalling Pivot Table Data → Modifying a Pivot Table → Updating a Pivot → Pivot Table Security, Limits, and Performance → Pivot Charts → Printing and Extracting Pivot Table Data

POWERPIVOT

Getting Your Data into PowerPivot → Creating and Managing Relationships → Understanding OLAP → Using Data Sheet View → Using DAX for Aggregate Functions → Named Sets, GetPivotData, and Cube Formulas → Pros and cons of PowerPivot

CHARTS, SHAPES, SPARKLINES

Understanding chart types and basics of interpretation of various chart types → Using those as visual aids with use of Shapes, Smart Arts and Sparkline → Creating Charts → Resizing and Moving Charts → Basic Formatting of Charts → Adding or removing data series → Formatting Axes and Data Series → Creating Chart Templates → Customizing Charts Use of Primary and Secondary Axis → Changing the Plot order → Using Multi-level categories → Applying trend lines → Creating Error Bars → Creating stacked charts, Bubble chart, Doughnut charts, Surface charts, Spider charts Bubble Charts, 3D Charts → Customised charts such as Waterfall chart, Tornado chart, Thermometer charts, Speedometer charts → Creating charts for Distributions, Mass functions, cumulative functions, Histograms and Ogives

DASHBOARD PREPARATIONS

Reports → Management Information system (MIS) → Data capture for Key Performance indicators

OPTIMISATION AND DECISION TOOLS

What-if Analysis tools: Goal seek, One way and Two way Data tables. Scenario manager

Simulations using @Risk / Crystal ball or any other add-in

Solving real time business problems → Linear and nonlinear problems, transportation problems,

Assignment Problems and other optimisation problem formation using Solver Add-in