

# Data Analysis Using Microsoft Excel

Course Brochure

# Data Analysis Using Microsoft Excel

## Course Overview

Data analysis is a process of inspecting, cleansing, transforming, and modelling data with the goal of discovering useful information, suggesting conclusions, and supporting decision-making. Organizations and enterprises analyse data from a multitude of sources using Big Data management solutions and customer experience management solutions that utilize data analysis to transform data into actionable insights. Our data analysis course will equip you with the skills required to analyse business data and make decisions using same data

### Delivery Option

Weekday

### Duration

Weekday

4 days

### Course Location

Lagos



# Course Content

## Outline

- ✓ Basic spreadsheet modelling
- ✓ Range Names
- ✓ LOOKUP Functions
- ✓ INDEX Function
- ✓ MATCH Function
- ✓ Dates and date functions
- ✓ IF statements
- ✓ Time and time functions
- ✓ Sensitivity analysis with data tables
- ✓ The SUMIF, AVERAGEIF, SUMIFS, and AVERAGEIFS functions
- ✓ Sorting in Excel
- ✓ Tables
- ✓ Importing data from a text file or document
- ✓ Summarizing data by using histograms and Pareto charts



# Course Benefits

## For Whom

- ✓ Data Analysts
- ✓ Business owners
- ✓ Students
- ✓ Accountants
- ✓ Business developers

## Benefits

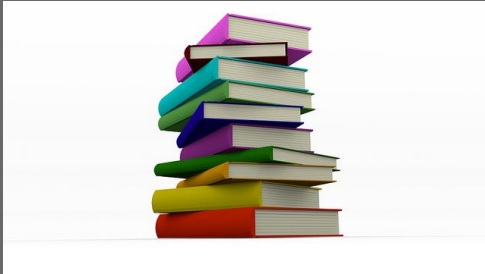
- ✓ Data analytics is now a priority for top organizations
- ✓ You will have various job titles from which to choose
- ✓ You will be at the core of decision-making in the company
- ✓ It represents perfect freelancing opportunities
- ✓ Develop new revenue streams



# Course Fit For

## Industry/Sector      Discipline

- |                      |                  |
|----------------------|------------------|
| ✓ Oil and Gas        | ✓ Engineering    |
| ✓ Aviation           | ✓ Science        |
| ✓ Construction       | ✓ Social Science |
| ✓ Development        | ✓ Business       |
| Sector               | Management       |
| ✓ Public Sector      | ✓ Information    |
| ✓ Financial Services | Technology       |
| ✓ Agriculture        | ✓ Finance        |



# Course Pack

## What you get

- Certificate
- Training books
- Examination Pack
- Tea & lunch
- Qualified Instructor

## Support Materials

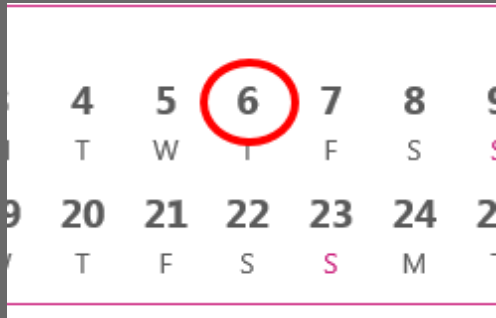
- Refreshment (Tea & Lunch)
- Placement support (*Optional*)



# Course Approach

## How We Deliver The Course

1. Facilitator will lead the sessions
2. Participant will work in groups to solve problems
3. Participants will complete various tasks
4. Examination will be conducted at the end of the training on the same day



# Course Calendar

Locations	Dates for Upcoming Classes	
	Weekday	Weekend
<b>Lagos</b>	21st May - 23rd May	27th Jul - 4th Aug
<b>Abuja</b>	Contact Us	Contact Us
<b>Port Harcourt</b>	Contact Us	Contact Us

Options	Days & Time for Classes	
	Training Days	Training Time
<b>Weekday</b>	Tue - Fri	9 am - 5 pm
For training dates for subsequent months kindly contact our course coordinator.		





# Course Fees

Locations	Fees	
	Registration	Tuition
Lagos	₦	₦
Abuja	₦	₦
PH	₦	₦



# Payment Policy

Registration Policy	Tuition Policy
<ul style="list-style-type: none"> <li>✓ Reg. closes 2 weeks before lectures</li> <li>✓ Late reg. will attract N3000 additional admin fee</li> <li>✓ Reg. fee should be paid to P&amp;F Accounts</li> <li>✓ Reg. fee is non-refundable</li> <li>✓ After reg. payment complete reg. form on our website</li> </ul>	<ul style="list-style-type: none"> <li>✓ Tuition can be paid one off or in instalment</li> <li>✓ Installment payment will be paid in 2 equal instalment</li> <li>✓ To commence lectures full/half tuition must have been paid</li> <li>✓ Tuition is non-refundable, but can be transferred to other courses</li> <li>✓ Tuition for classes attended is non-refundable</li> </ul>
<p><b>Account Name: Piston &amp; Fusion Ltd</b>  <b>Account Number: 2015242578</b>  <b>Bank: First Bank of Nigeria</b></p>	



# Steps To Enroll

## Steps

1. Pay the registration fee 2 weeks before training kick off
2. Send your payment details to [fees@pistonandfusion.org](mailto:fees@pistonandfusion.org)
3. Visit [www.pistonandfusion.org](http://www.pistonandfusion.org) click on register now tab and complete Registration form.
4. Upon confirmation of your registration an electronic receipt will be sent to your mail.
5. Pay the tuition on or before lecture kick off

**Account Name:** Piston & Fusion Ltd

**Account Number:** 2015242578

**Bank:** First Bank



# Contact Us

Location	Addresses
Lagos	122A Obadina street, Omole Phase 1, Ikeja Lagos
Abuja	Suite 106 A, Samfa Plaza Ndola Crescent, Wuse Zone 5, Abuja.
Port Harcourt	Randolph Hotel, 101, Old Aba Road, Rumuogba, Port- Harcourt
<p>Mobile: +234 (0) 8185744692, +234 (0) 8086615585</p>	
<p>Email Address: <a href="mailto:info@pistonandfusion.org">info@pistonandfusion.org</a>            Website Address: <a href="http://www.pistonandfusion.org">www.pistonandfusion.org</a></p>	