

Corporate Training



Certificate in Data Analysis & Management utilizing Microsoft Excel for Reporting

Programme Aim:

Hands-on program provides participants with intermediate to advanced Excel skills for data analysis, reporting, and decision-making. The course focuses on logical functions, lookup formulas, PivotTables, dashboards, data cleansing, forecasting, and financial analysis to transform raw data into meaningful insights. Through real-world examples and practical exercises, participants will learn how to manage, analyze, and visualize data with confidence—elevating their ability to solve complex business problems and improve reporting accuracy and efficiency.

Mode of Delivery:

Physical

Duration & Total Learning Hours:

Duration: 2 Days

Module Structure:

1. Useful Tips, Techniques & Features of Excel
2. Understanding Logical Functions
3. Lookup Functions
4. Analyzing Data using Pivot Tables
5. Data Cleansing Technique
6. Date & Time Calculations
7. Forecasting & Analysis using Statistical Functions
8. Understanding differences in Loan Calculations