



Course Title: DATA MODELLING AND REPORTS (USING MS-EXCEL ANALYSIS & TOOLS)

This course is designed for graduates, professionals and executives who are already familiar with the basics of Microsoft Excel, and who would like to work with more advanced features of Microsoft Excel that help in improving their efficiency in working with worksheets, analyzing data, creating MIS reports, and automating various tasks.

Course Duration: 3 Days (Week Ends)

DATE: February 14 – 16, 2014

TIME: 10am to 4pm Daily

Course FEE:

FEE: N30,000.00 (Inclusive of lunch and materials)

NOTE

- i. Registration must be done before event date
- ii. 10% discount available for early registration till 12 February 2014
- iii. Pay at any GTBank: A/C Name: BABATUNDEAJALA & CO and A/C number 0007289768 or Zenith Bank account number 1011614943

Course Venue:

Our training room is exquisite and seat 13 people only befitting of executives. It is a place to be.

Executive Meeting Room 1
Babatunde Ajala & Co. (Chartered Accountants)
58A, Kudirat Abiola Way
Oluyole Bus Stop
Oregun, Ikeja
Lagos.



Program Objectives

This training course will empower the participants to do the following:

- Performing complex calculations more efficiently, using various Excel functions.
- Organizing and analyzing large volumes of data.
- Creating MIS reports.
- Creating Data Models
- Consolidating and managing data from multiple workbooks.

Table of Lessons

Day	Topic
Day 1	Understanding advanced lookup formulas (VLOOKUP, HLOOKUP and LOOKUP)
	Using Array Formulas & named Formulas
	Data Modeling Methodology (a step by step guide)
	Understanding Form Controls & intelligent use of validations
	Constructing tables in Excel and make Excel worksheets behave like a database
	Consolidating Large Data for Analysis and Reporting
	Converting Ranges to an Excel Table

Day 2	Creating advanced formulas that adapt using key worksheet functions like IF, SUMPRODUCT, SUMIF, INDEX, INDIRECT, COUNTIF, ROW, COLUMN, ROWS, COLUMNS, MATCH, COUNTA, OFFSET, ADDRESS, AND, OR and the IS Functions.
	Using Microsoft Query to communicate manually with data stored in worksheets and databases
	Getting External Data using various methods
	Using Data Analysis Toolpak (Histogram, Correlation, Random Numbers Generation etc.)
	Using Goal Seek, Data Input Table, Scenario Manager and Solver for Complex Data Analysis and processes
Day 3	Automatically creating Charts and Pivot tables using VBA
	Creating VBA user forms for your Reports
	Constructing VBA function procedures for modeling purposes that can be run from the worksheet
	Creating Pivot Tables and Charts for Data Models and Analysis.
	Creating Charts for Data Model presentations
	Understanding Sparklines and Chartless Visualization Techniques
	Automating Data Models and Reports