

Smart Analytics for Startups & Businesses – Excel Track

Course Outline

Day 1 (8 hours)

- Combining Multiple Functions
- Utilizing Sort, Filter, Advanced Filter
- Working with Conditional Logic functions (If, Ifs, And, Or, Not)
- Using Conditional Summary Functions (Sumif, Averageif, Countif, Sumifs, Averageifs, Countifs)
- Slicing & Dicing Data with PivotTables (PivotChart, Slicer, Filter, Calculated Field)
- Mastering Lookup functions (Vlookup, Hlookup, Index, Match)
- Getting started with Business Data Analysis Project (teamwork)

Day 2 (8 hours)

- Predicting & Decision-Making with What-If-Analysis (1Variable & 2Variable Data Table, Scenario, Goal Seek, Solver)
- Protecting Worksheets & Workbooks
- Automation with Macros and Button
- Complete and Present your Business Data Analysis Project (teamwork)

Trainer's Profile

Nikki Ng

Nikki Ng spent over 10 years of her career as a Business Analyst & Project Manager in both MNCs and public service before embarking into education. She is experienced in conducting effective regional and adult training. She specializes in Project Management, Business Analytics, and Business Process Re-engineering & Improvement. She has been supporting businesses in leveraging MS Office and other cost-effective apps through business process management and data optimization. She is a certified Project Management Professional (PMP) and Microsoft Office Specialist (MOS) in MS Excel.

Dickson Lim

Dickson Lim is an IT professional with experiences in implementing, managing and supporting large enterprise-wide applications in robotics, real-time systems, e-commerce, commercial banking and telecommunications. His earlier career responsibilities include software development, project management, business analysis and systems integration. He is a certified Microsoft Office Specialist (MOS) in MS Excel and Blockchain Developer.