



Data Analytics & Business Modeling with MS Excel | 2 Days | DABM2D

Are you fervent, ardent, zealous, obsessive, and fanatical about number crunching with Excel?

Welcome!!

Have you been using Excel since long and are passionate to take your analytical skills to the next level? Then, '**Data Analytics & Business Modeling with Microsoft Excel**' is for you!! This thoughtfully designed, power packed training program will ensure that you get a complete hang on select, cutting-edge Excel functionalities. But that's not all. By the end of the training program, you shall also learn to apply these functionalities in real world business situations and interpret results. To enable participants leverage advance Excel functionalities for data analysis and business problem solving, is the objective of this training program. Register now and take your data analysis skills in MS Excel to the next level.

In this unique training program, your favourite trainer shall share the best of his research, consulting and training experience. The trainer shall share the nuts-and-bolts details of using advance features of Microsoft® Excel coupled with his insights to apply them in real-world business. Each module of this one-of-its-kind training program shall advance your data analysis and business problem solving expertise using real-world examples and learn-by-doing exercises.

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Indicative Course Content

Module # 1 - Data Import – Getting Data into Excel

Day 1 - Duration: 2.5 Hrs.

Learn techniques of Data Import from varied sources like

- Text files (ASCII format, including .dat files),
- Web pages (including on-line connectivity to refresh data on real time basis),
- RDBMS like SQL Server, Tally database, etc.
- PDF files.

Module # 2 - Multi-Dimensional Analysis of Data & Reporting.

Day 1 – Duration: 3.5 Hrs.

Use Pivot tables to:

- Analyse data exceeding one million rows!!
- Slice & dice data with the help of slicers.
- Get the contribution of each customer as a percentage of total sales,
- Apply the Pareto's (80-20) principal to identify high value transactions,
- Group sales by weeks, months, quarters, etc.,
- Get running totals (e.g. running balance of a bank account holder or a customer),
- Tabulate, cross-tabulate data,
- Quickly rearrange data items in row / column,
- Produce top 3 or top 10 reports.

Module # 3 - What- if Analysis

Day 2 – Duration: 3.5 Hrs.

- Use Excel as a Decision Support System (DSS) to support semi-structured or un-structured decisions.
- Use Goal Seek to do reverse calculations.
- Use Scenario Manager to develop business models that consider impact of different scenarios on business.
- Use Data tables to do sensitivity analysis; to know how spreadsheet's outputs vary in response to changes to the spreadsheet's inputs.

Module # 4 - Optimisation

Day 2 – Duration: 2.5 Hrs.

Use Solver to optimise your objective under multiple constraints. E.g. determine the best mix of hiring and scheduling manpower with an objective to minimise cost.

Program Objective

To enable participants leverage advance Excel functionalities for data analysis, business problem solving, reporting and interpreting results is the objective of this training program.

Methodology

Hands-on exercises in Excel 2007 / 2013 using a learn-by-doing approach on real world (realistic) data files with brief lectures and brain storming sessions.

Program intended for

1. Managers and Executives (across industry segments) in: Accounting, MIS, Production, Sales and Marketing, Procurement, Financial controllers/Finance staff, Project managers, Commercial bankers, business and financial analysts who create reports, analyzes data, or use spreadsheets in their work and who need to take business decisions based on analysis of data

2. Since this program focuses on analytical, reporting and business problem solving skills, it is especially useful to people who report to Managers and/or Key Decision makers.

Additional / Optional Modules

AOM1 – Macros – A Definitive Guide

Duration: 3 Hrs.

Learn ALL that is required to automate routine tasks in Excel:

1. Introduction to Macros,
2. Recording Macros,
3. Editing recorded Macros,
4. Creating functions,
5. Creating macros to automate routine tasks,
6. Creating Macros that use data ranges which may vary in size,
7. Finding free Macro codes, editing them & adapting to your requirement.

AOM2 – MS Excel Top - Tips & Tricks

Duration: 3 Hrs.

This Module is a compilation of such questions the answers to which every Excel business user is keenly interested to know. To these have been added lesser know, but extremely powerful, 'secrets' of Excel. The result is a listing that is titled "Top Excel Tips and Tricks". Knowing these "Top Excel Tips and Tricks" would help participant save tens of hours every month.

The tips are carefully categorized and grouped under heads like:

- Data entry and Data Validation,
- Navigation & Selection,
- Insert, Format and Copy paste,
- Creating Custom Lists,
- Filling multiple ranges (including non-adjacent ranges),
- Working with Range Names,
- Cell Comments,
- Conditional Formatting,
- Protecting your worksheet (including accessing data from protected worksheets!!),
- Function Wizard, Common functions (AVERAGE, MIN, MAX, COUNT, COUNTA, ROUND, INT),
- Relative, Absolute, Mixed cell references : >,< ,= operators,
- Logical functions using IF, AND, OR, NOT including nesting and combinations thereof,
- The LOOKUP function, Date and time functions,
- INDEX and MATCH functions,
- Auto Filters and Advanced Filters.

Course Material

Participants shall be given:

1. Over 100 MB of realistic data files,
2. Comprehensive course material and
3. Stationery

Commitment Policy

We are committed to your success; It is our policy that every organization / individual who has ever been trained at one of our training programs is entitled to a FREE life-time email support for ideas / trouble shooting on implementing Excel for Data Analytics. NO Conditions apply!!

NOTE –

The above program content is indicative. Organizations opting for in-house trainings are free to add additional training modules (including optional modules) / delete modules as per their specific requirements.

Trainer's Profile

Mr. Nikunj S. Shah is a graduate in Commerce and in Law from Mumbai University. He is a qualified Chartered Accountant. He holds a post-qualification certification in Information Systems Audit. He is also a Certified Internal Auditor, a credential given by the Institute of Internal Auditors (USA). He is also an associate member of the Association of Certified Fraud Examiners (USA).

He is a partner with Shashikant J. Shah & Co., Chartered Accountants and practices mostly in the areas of Business & Assurance Analytics, Internal Audit, Information Systems Audit, Fraud Detection and Forensic Accounting.

He has been a Faculty / Group leader at more than 500 Conferences / Seminars / Workshops / Study Circles, including at:

- a. Several corporate like Godrej & Boyce Mfg. Co. Ltd., Knight Frank India, Saurashtra Cements, Kotak Mahindra Bank, Trent Ltd. (a Tata group company), Reliance Communications, etc., where he has trained participants on using advance features of MS Excel for data, decision making and business modeling.
- b. Bombay Chartered Accountants' Society (BCAS) and Western India Regional Council (WIRC) of the Institute of Chartered Accountants of India (ICAI) on 'Using Excel for Audit'.
- c. Academic Staff College, University of Mumbai Lecture on "Assurance Analytics".
- d. Certificate Course on Forensic Accounting and Fraud Detection using IT and CAATs by the ICAI on "Data Mining - Investigative Auditing using CAATs"
- e. Revision lectures for Final C.A. students conducted jointly by BCAS & WIRC Subject taken 'Information Systems - Control & Audit'.

He is contributor to the publication "Study on Unconventional Methods in Special Audits and Investigations" published by the research committee of the Institute of Chartered Accountants of India the basic draft of which is prepared by CA Chetan Dalal. He is contributor to the BCAS and WIRC Referencer on "MS Excel".

He was the Co-Convener of the Information Technology Committee of Bombay Chartered Accountants' Society.

Other Interests:

1. He reads Philosophy, does Gardening and has taken active part in Dramatics at College and Inter-College levels.
2. He holds a M.A. (Masters in Arts) degree from Mumbai University in Political Science.



Nikunj S. Shah

B. Com., LL.B., M.A., FCA, DISA, CIA

"I think trainer has got his purpose. To accommodate his knowledge / expertise in the mind of trainees!!"

CA Sanjay Sharma, Statutory Audit
M/s. Chaturvedi & Shah (CA Firm)
Date: 6th & 7th Jan '2015

"Mr. Nikunj's training is excellent as usual."

Mr. Manish Sanghai, Thermofisher Scientific (India) Pvt. Ltd.
Date: 23rd April '2014.

"Excellent communication and simple - Lucid way to present the topic effectively."

Mr. Kamlesh Joshi, D.G.M. (Finance & Accounts) - Supreme Industries Ltd.
Date: 16th & 17th May '2013

"Trainer was thorough expert in the subject and was able to give in depth explanation on any area of Excel."

Ms. Trina Das, Sr. Manager -HR, Reliance Infrastructure Ltd.
Date: 16th & 17th Feb'2012.

"All modules covered were effective, were properly explained."

Mr. Sunil Kumar, Vice President - Internal Audit - Reliance Communications Ltd.
Date: 14th & 15th Dec'2010.

"Extremely knowledgeable about the subject. The amount of hours that he must have spent on researching and experimenting can only be imagined."

Mr. Vivek Savla, Exe. Director - Savla Foods and Cold Storage Pvt. Ltd.
Date: 8th & 9th July '2010