

ESSENTIALS OF DATA ANALYTICS USING EXCEL

18
CPE HOURS

29TH (WED) APRIL – 1ST (FRI) MAY 2020 – TANOVA PLAZA HOTEL – SUVA, FIJI ISLANDS



PRESENTED BY:
**Prof. Arif Ahmed &
Prof. Veena Hingarh**
South Asian Management
Technologies Foundation

BENEFITS OF ATTENDING

- Introduces you to a wide array of practical tools that you would be able to implement immediately
- Ready Templates that are used in real life
- Identify critical factors of risks that impact the very existence of the organization in this competitive environment

Other Courses:

**Certified Information Security Manager (CISM)
Examination Preparation Course**

4th (Mon) – 7th (Thu) May 2020 – Sofitel Fiji Resort & Spa

Tools & Techniques for Budgeting & Forecasting

4th (Mon) – 5th (Tue) May 2020 – Sofitel Fiji Resort & Spa

Masterclass in Transforming from Manager to Leader

6th (Mon) – 8th (Wed) May 2020 – Sofitel Fiji Resort & Spa

Organised by:



In collaboration with:



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Essentials of Data Analytics using Excel

29th (Wed) April – 1st (Fri) May 2020 – Tanoa Plaza Hotel – Suva, Fiji Islands

Dear Delegates,

Understanding, analysing, and reporting of data using excel has become a need in every organization no matter what their business is. Sometimes handling large volumes of the data is beyond the scope of manual analysis and again is not so big to justify investing in a data analysis software. A standard spreadsheet like Excel® comes up with a tool that allows us to conduct various analytical studies on the data. During this workshop, the participants would deep dive and perform hand-on on various aspects of Excel that they may use at their workplace. During the session you would achieve the following:

- 1) Have fun with excel formula and functions
- 2) Identify errors and fix them
- 3) Use Excel for numerical computation
- 4) Play with data and its presentation
- 5) Understand lookup, logical, reference and data relationships
- 6) Prepare data analytical reports
- 7) Getting into the groove of statistical analysis
- 8) Be your crystal ball – learn predictive techniques
- 9) Dress up your reports with charts



All modules will have number of hands-on examples and cases

So be there and bring in your problems to the table. We are sure that in the workshop you will find a way to solve your problem.

Cordially,

Arif Ahmed and Veena Hingarh

Instructional Delivery Methods

Group - Live

Course Pre-requisite

Conversant with very basic use of Excel®

Advance Preparation

None

Program Level

Basic to Intermediate

Recommended CPE Credit and Field of Study

A maximum of 18 hours of CPE credit can be awarded in the field of management subject to completion of participation requirements.

The workshop introduces you to a wide array of practical tools that you would be able to implement immediately using a ready excel based template. This template will be shared with participants which can be subsequently used in real life.

Participants would be able to use business analysis techniques to identify valuable information that may impact decision making.

WHO SHOULD ATTEND

- All professionals & leaders who want to understand data analysis
- Everyone who is interested in developing better reporting
- Financial analysts
- Strategic planners
- Accountants
- Financial professionals
- Underwriters
- Statisticians
- Internal Auditors
- Human Resources
- IT

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Day I

- 1) **Introduction to Data Analytics**
 - a) The process of data analytics
 - b) Common objectives of data analytics
- 2) **Putting fun into Excel Functions: A quick review of the function fundamentals to ensure that the participants are ready with understanding of Excel functions – a first step towards analysis and reporting. This will include the following function groups:**
 - a) Introducing formulas and the formula ribbon, copying formulas, and assembling formulas the right way
 - b) Using Functions in formulas
 - i) Text Functions: CONCATENATE, LEFT, RIGHT, LEN, FIND, ETC.
 - ii) CAPEX Functions: PV, NPV, IRR, MIRR
 - iii) Time and Date Functions
 - c) Saving time with the functions tool
 - d) Nesting functions
 - e) Using arrays in formulas
- 3) **Fixing errors in formulas: Spreadsheets come with many internal error diagnosis tools which are generally reported as an error. An understanding of these error messages makes management of the spreadsheet easier. In addition, one may commit logical errors which cannot be identified by the spreadsheet. One needs to review the formula to identify these. In this section we will familiarise the participants with the inbuilt tools in Excel that helps in keeping the spreadsheet error free.**
 - a) Getting parentheses to match
 - b) Circular references
 - c) The watch window
 - d) Formula Auditing
 - e) Spreadsheet error trapping
- 4) **Be a math master – Speed your computations**
 - a) Using math functions
 - i) Summing, rounding and truncating values
 - ii) Using and removing signs from numbers
 - iii) Multiplying multiple numbers
 - iv) Subtotals, sumproduct, sumif
 - v) Formatting numbers
 - b) **Calculating loan and interest payments**
 - c) **Depreciating what you have**

Day II

- 5) **Data Management: Often the data to be used is presented and stored in different locations. One often needs to combine the data and test integrity of the data. In this section focus will be on tools to manage the data so that they can be reviewed at one go after being satisfied of their integrity.**
 - a) Append / Merge
 - b) Calculated Fields
 - c) Cross Tabulation
 - d) Conditional Formatting
 - e) Duplicate and missing data
 - f) Join and relate
 - g) Summarize

- 6) **Analytical Tools: You may need to conduct analytical tests to understand the behaviour of the data. In this section we will talk about the various tools and reports for understanding data further**
 - a) Horizontal and vertical analysis
 - b) Extracting and filtering data
 - c) Stratification- Groups and Outlines
 - d) Ageing Analysis
- 7) **Lookup, logical, reference and data relationships: While some tools analyses the data to provide insight from various perspectives, some other tools help you forecast for future and finds optimal resource allocation under constraints. This section of the workshop will review these tools, techniques, and applications.**
 - a) Using IF to take a course of action
 - b) Returning a value with CHOOSE
 - c) Applying logic with AND, OR, and XOR
 - d) Finding where values are with HLOOKUP and VLOOKUP
 - e) Looking up values in a table with MATCH and INDEX
 - f) Pivot Tables

Day III

- 8) **Getting into the groove of Statistical Analysis: Understanding the nature of data is made easier by conducting a statistical analysis of the data. This summarizes the data behaviour in a manner that the auditor can easily spot unusual patterns. In this section the focus will be on**
 - a) Testing central tendencies with average, median and mode
 - b) Assessing deviation in a data sample
 - c) Comparing data sets
 - d) Analysing data with percentile and bins
 - e) Min, Max, Large and small
 - f) Frequency
 - g) Descriptive statistics
- 9) **Your crystal ball – Predictions**
 - a) Slope and intercept
 - b) What if analysis
 - c) Goal Seek
 - d) Trend analysis
 - e) Forecasting
 - f) Growth
- 10) **Charts and Graphs – The visualization effects**
 - a) Creating Charts
 - b) Line charts or scatterplots?
 - c) Combining charts and secondary axis
 - d) Sparklines
 - e) Actual Vs Target Charts
 - f) Milestone Chart
 - g) Gantt Chart
 - h) Hands-on exercises on application of the above



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ABOUT THE FACILITATORS: PROF. ARIF AHMED & PROF VEENA HINGARH

Prof. Arif Ahmed and Prof. Veena Hingarh are Director and Joint Director of South Asian Management Technologies Foundation, an institute specialising in training and consulting in the area of Finance and Risk Management. The detailed scope includes IFRS, Banking Risk Management, Enterprise Risk Management, Cost Control, Cash Flow Management, Financial Intelligence, Strategic Financial Dashboard, and various financial processes that enhance the value of an organisation.

Prof. Ahmed is Chartered Accountant, MBA, and a Lead Auditor in Information Security Management Systems. Prof. Hingarh, also a Chartered Accountant, Company Secretary, Certified Information Systems Auditor, and MSc. Prof. Ahmed has almost 25 years of post-qualification experience and Prof. Hingarh enjoys more than 15 years of post-qualification experience. They have been associated with various Universities and professional training institutions across various countries in their area of specialisation.

Both Prof. Ahmed and Prof. Hingarh have worked closely with industry in the area of strategic consulting. The industry verticals they have served include Banking, Energy, Oil and Gas, Lubricants, Minerals, Metals, Engineering, Paper, Electronic Media, Print Media, and host others. Aligned with their expertise their consulting experience forms a backdrop of their knowledge which they share with the participants. They have also served as consultants in projects of The World Bank. They have also been speakers at World Accounting Forum.

Professors Ahmed and Hingarh have authored various books and articles in their areas of expertise and they have been highly acclaimed by the professional community. Their latest books in the area of IFRS and IT Audit are being published by the 200 year old publishing giant John Wiley & Co, Inc.

Professors Ahmed and Hingarh have designed their unique training methodology that encourages the participants to learn in an interactive way from their combined expertise. Presence of both of them opens up discussions in a much greater way than what one person can initiate. In addition, it allows the participants to benefit from different points of view that they present.

The courses they present are recognised by **NASBA** for award of CPE credits.

Both Prof. Ahmed and Prof. Hingarh have been involved in delivering courses in Dubai, Kuwait, Malaysia, Mauritius, Singapore, Thailand, UK, India, Bangladesh, Sri Lanka, Nepal, and other countries for over 15 years.

Complaint resolution policy

All complaints and grievances regarding course can be emailed to grievances@south-asian.org or physical copies sent to the registered office of the foundation at the address mentioned in the website www.south-asian.org. For more information about grievance email services services@south-asian.org or call + (91) (33) 22804553/0830.

Official NASBA sponsor statement, if an approved NASBA sponsor



South Asian Management Technologies Foundation is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org

WORKSHOP TIMING:

Registration at	08:30
Workshop starts at	09:00
Morning Coffee Break	10:30 – 10:45
Lunch at	12:30 – 13:30
Afternoon Coffee Break	15:15 – 15:30
Workshop ends at	17:00

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REGISTRATION CONTRACT

Please complete this form immediately and fax
back to **+(65) 6469 8183**

Please write in **BLOCK CAPITALS**

I. Delegate's details

1. Name: _____

Position: _____

E-mail : _____

2. Name: _____

Position: _____

E-mail : _____

3. Name: _____

Position : _____

E-mail : _____

Company : _____

Address : _____

Country/ State: _____ Postcode: _____

Nature of Business : _____

Tel : _____ Fax: _____

Company Size : 100-249 250-499 500-999 1000+

II. The Invoice should be directed to Mr/Ms (Dept):

Name: _____

Dept: _____

Tel: _____

E-mail: _____

III. Authorising Manager's details

Name : _____

Title : _____

Tel: _____

Signature : _____

Date: _____

This booking is invalid without a signature

REGISTER NOW!

3 - Day Workshop Fees:

* IIA members entitled to either US\$150/pax discount

IIA membership no. _____

OR group discount

US\$ 2,090 (Priority Booking) per delegate

US\$ 2,290 (Standard Rate) per delegate

5% Discount for group registration of **2** delegates

10% Discount for group registration of **3** delegates
or more

PRIORITY BOOKING before 9th March 2020

(Fee includes documentation, refreshment &

Lunch but **EXCLUDES** Accommodation & Bank charges)

MODE OF PAYMENT :

Payment is required within **5 working days** from the invoice date.

SGD Bank Draft Made payable to:

KEN KNOWLEDGE INTERNATIONAL PTE LTD

Or Telegraphic Transfer to Bank:

United Overseas Bank Limited

Clementi Branch

Account Number: 130-900-204-6

USD Corporate Current Account

Swift Code: UOVBSGSG

(Quoting your Company Name and Inv No. As Reference)

CANCELLATIONS & SUBSTITUTIONS :

All bookings carry a 50% liability immediately after a fully completed Registration Contract has been received by Ken Knowledge International. All cancellations of registration must be made in writing. Regrettably, no refund will be made for cancellation after 13th April 2020. However, a complete set of documentation will be sent to you. Substitutions are welcomed at any time.

NOTE:

Due to unforeseen circumstances, we may change the content and timing of the event, speaker(s) or venue. Every effort will be made to inform the participants of the change. KEN Knowledge International should not be held liable for any costs arising from this change.

HOTEL ACCOMODATION:

Accommodation is not included in the workshop fees. To reserve accommodation at the workshop venue, please contact Hotel directly.

For further information, Contact the

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