



**SMART  
SPARK**  
By TeleDevelopment



the **FUNDAMENTALS** of  
**DATA ANALYTICS USING EXCEL**

Thursday, November 16 at 9 AM - 6 PM  
35th/F Robinsons Equitable Tower,  
ADB Ave, Ortigas Center

the **FUNDAMENTALS** of

# DATA ANALYTICS USING EXCEL

## OVERVIEW

This course will help guide you through the process of transforming your data to provide accurate insights which drive your strategy, and shift your business into competitive high gear by ensuring that you leverage off industry best-practices and technology.

## COURSE AIMS

- Differentiate between Business Intelligence and Business Analysis and be able to relate applications of each
- Learn all about different types of data; how to manage and present it.
- Learn the Intermediate and Advanced-level formula, features and operations in order to quickly build and analyze tables and charts that present quick insights.
- Create clean and comprehensive reports/charts that are scalable and customizable
- Discover the best configuration of factors that contribute to the success of a business with the aim of optimization of process.
- Predict future needs of a business through Excel's data modelling features

## TARGET AUDIENCE

Professionals and teams who already use MS Excel for their work and want to learn more to maximize time and effort. Specifically, those that work with data in information technology, project management, database, finance, administrative, education, sales/marketing and BPO industries.



## COURSE CONTENT

- A. Compare specific data types and identify which tables, measures and charts to use with each
- B. Transform data in order to determine the data's quality, scope and characteristics
- C. Apply alerts that are triggered by events to business data to capture exceptions and inconsistencies in a business process
- D. Configure data to quickly organize, dissect and present a customized data report that is relevant for a particular purpose or problem statement
- E. Learn how to optimize a process through Special Excel features and employ basic predictive modelling to anticipate the future needs of the business

## OUR FACILITATOR

The Facilitator has been in the BPM/BPO Industry for 15 years with focus on Training, Quality, Process-Improvement, Consulting Projects and technology-related work. Having worked in Banking, Information Technology, Advertising and Web Media, he is able to vividly convey industry stories and best-practices to fit participants from a wide range of backgrounds. Also a project leader and resident expert in MS Excel, E-Learning in TDS, the facilitator is able to embellish training with future-proof ideas aligned to work optimization and effectiveness which past learners have taken away and have found invaluable to their jobs and careers.

## EVENT DETAILS

November 16 9AM-6PM

35F Robinsons Equitable Tower, ADB Avenue

Ortigas Pasig City

Course Fee: 4,999

## REGISTRATION

- To reserve your seat/s, please complete the registration form attached, and send to [marketing@teledevelopment.com](mailto:marketing@teledevelopment.com).
- For inquiries or other workshop details, call us at (02) 631 8230