



Data Management and Analysis with Excel Excel 数据管理与统计分析

目标与内容 Objectives and Content

Learning Various Skills at Standardising Excel Lists
 Learning How to Sort, Filter and Subtotal Data in Complex Situations
 Learning How to Analyse Data with PivotTable
 Learning How to Quickly Consolidate Multiple Worksheets
 Understanding Variable Analysis
 Mastering How to Use Various Tools for Data Analysis in Excel

学习 Excel 数据表的规范化处理技巧
 学习复杂的排序、筛选、分类汇总方法
 学习用数据透视表分析数据
 学习快速合并多张表的数据
 了解变量求解分析方法
 学会应用多种 Excel 数据分析工具

参加对象 Target Group

This course is designed for people who are proficient in using MS Excel and often need to manage data in batches and also to collect and analyse data during work.

已能熟练应用 Excel，并需要在工作中对批量数据进行管理、汇总统计和分析的各类人员。

日期 Schedule

April 17,
 June 21,
 September 4,
 December 18,
 2018

价格 Price

Members:
 RMB 800
 Non-members:
 RMB 1000

Fee includes lectures, course materials and lunch.

包括会务，资料费，午餐费。

语言 Language

Chinese 中文

大纲 Outline

- Standardisation of Excel Lists and Data Maintenance
- Sorting and Filtering under Complex Conditions
- Using Subtotals and the "Format As Table" Feature
- Using PivotTable for Data Analysis
- Linking PivotTable with Source Data
- Consolidating Multiple Worksheets to a Single Sheet
- Using One-Input and Two-Input Data Tables
- Using Scenario Manager
- Using Goal Seek Function
- Using Descriptive Statistics Tools
- Using Rank and Percentile Tools
- Using One-Way or Two-Way ANOVA
- 数据表的规范和数据维护
- 多种复杂条件的排序和筛选
- 应用分类汇总和列表
- 应用数据透视表分析数据
- 数据透视表与源数据的关联
- 合并汇总多张工作表的数据
- 应用模拟运算表
- 应用方案管理器
- 应用单变量求解函数
- 应用描述统计工具
- 应用排位分析工具
- 应用单因素/双因素方差分析工具

培训顾问 Trainer

The VenusTrain Instructor Team:

VenusTrain, established in 1993, is dedicated to providing target-oriented computer training services to many multinational enterprises, such as Siemens, GM, Volkswagen, Dell, Roche, etc.

The instructors of VenusTrain are not only experts in computer technology, but, most importantly, they are also good at communicating and willing to share their knowledge with trainees. They pay close attention to improve trainee's ability of applying computer skills to practical work.

The instructors have benefited many clients and, therefore, they have been popularly recognised and trusted.