COURSE BROCHURE

Data Analysis with Excel

A foundation course that teaches participants to clean data, summarize it with PivotTables and lookup functions, and turn it into clear charts and reports in Excel.

Code	HT-DAT-101
Category	Data & Analytics
Duration	1 week
Level	Beginner

Introduction

Many staff spend hours copying, pasting and fixing numbers by hand, yet a small set of well-used Excel tools can turn scattered spreadsheets into quick, trustworthy answers that refresh every month.

Objectives

- Organize data in tables that are easy to analyze and update later
- Clean data of duplicates, errors and inconsistent formatting
- Use conditional and lookup functions to answer business questions
- Summarize data with PivotTables from several angles
- Present results with suitable charts and formatting that highlights exceptions

Who should attend

- Administrative staff who prepare recurring reports in Excel
- Sales, purchasing and inventory coordinators
- Monitoring and reporting specialists in government entities
- Recent graduates in analysis and planning roles

Skills you will develop

- Data cleaning and organization
- Conditional and lookup functions
- PivotTables
- Excel charts

Learning Outcomes

- Turn a messy raw file into a clean table ready for analysis
- Join two tables on a shared key using XLOOKUP
- Build a PivotTable summarizing performance by period, category and region
- Prepare a one-page report combining headline figures and charts

Course Outline

Day 1: Organizing Data

- What a good table looks like: one row per record, one column per field
- Converting ranges into Excel tables with sorting and filtering

- Data types and fixing dates and numbers stored as text

Day 2: Cleaning Data

- Removing duplicates and extra spaces and standardizing entries
- Text functions such as TRIM, LEFT and TEXTJOIN
- An introduction to Power Query for saving and rerunning cleaning steps

Day 3: Analysis and Lookup Functions

- COUNTIFS, SUMIFS and AVERAGEIFS
- Conditional logic with IF and IFS
- Joining tables with XLOOKUP and with INDEX and MATCH

Day 4: PivotTables

- Building a PivotTable and grouping dates and categories
- Showing values as percentages and adding calculated fields
- Slicers and PivotCharts

Day 5: Presenting Results

- Matching the chart type to the question being asked
- Conditional formatting to flag high and low values
- Applied project: a monthly sales report built from a raw file through to a summary page with charts

Training methodology

Hands-on practice on each participant's laptop after every short explanation
Training files containing the kind of errors and duplicates found in real work data
Quick business questions that participants answer with a PivotTable in minutes
Group review of the final report and how easily it can be refreshed

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Amsterdam	11 – 15 January 2027	EN	EUR 6,100
Online	18 – 22 January 2027	AR	EUR 2,800
Istanbul	21 – 25 June 2027	EN	EUR 5,400
Dubai	28 June 2027 – 2 July 2027	AR	EUR 4,800
London	5 – 9 July 2027	EN	EUR 5,800
Amsterdam	12 – 16 July 2027	AR	EUR 6,100
Online	19 – 23 July 2027	EN	EUR 2,800

Fees are per participant.

Contact us

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To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/data-analysis-excel