

ACE Data Analysis with Excel ONLINE Workshops July-Sep 2023

How to join a workshop



The easiest way to join a workshop is by going to our [booking page \(Scan QR code\)](#). Or you can email ace@qahighereducation.com and request a booking link. Here you can see when each session is taking place. To book, please select the date of the workshop on the calendar. Then book the session to receive an email, add to your calendar and get a reminder 12 hours before. It is not mandatory to register.

July

Date	Day	Time	Topic
13-Jul	Thursday	16:30	<p>Introduction To Probability</p> <p>In this Essential level workshop, we will look at the simple probability, the sample space and tree diagrams. This workshop does not include working with Excel.</p>
18-Jul	Tuesday	12:30	<p>Introduction to Excel</p> <p>In this essential level workshop, you will learn the layout of Excel and what are tabs and groups and where to find the most common tools are. This workshop will show you how to use Excel for basic calculations. You will also learn about relative cells and cell referencing. Additionally, you will discover a very convenient function which is called the "Fill Handle". Please have the Excel practice sheet open BEFORE you join the workshop. In your VLE, find the ACE page, access the learning materials, look for the folder named Maths, Excel and Computing. Open the Excel folder and find the relevant practice sheet. Get in touch with ACE if you can't find it.</p>
20-Jul	Thursday	12:30	<p>Excel Pivot tables and charts</p> <p>in this intermediate level workshop, learn how to create pivot tables and charts to calculate, summarize, and analyse data so you can see comparisons, patterns, and trends in your data. Please attend the Excel Starter workshop or book a one-to-one tutorial to learn the basics before you attend this workshop. Please have the Excel practice sheet open BEFORE you join the workshop. In your VLE, find the ACE page, access the learning materials, look for the folder named Maths, Excel and Computing. Open the Excel folder and find the relevant practice sheet. Get in touch with ACE if you can't find it.</p>
31-Jul	Monday	17:30	<p>Excel Dashboard</p> <p>You must have some knowledge of Pivot Tables before joining this workshop</p> <p>In this intermediate level workshop, learn how to use Excel dashboard from scratch using the built-in tools such as Pivot table. Please attend the Excel Starter workshop or book a one-to-one tutorial to learn the basics before you attend this workshop. Please have the Excel practice sheet open BEFORE you join the workshop. In your VLE, find the ACE page, access the learning materials, look for the folder named Maths, Excel and Computing. Open the Excel folder and find the relevant practice sheet. Get in touch with ACE if you can't find it.</p>

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Aug

Date	Day	Time	Topic
02-Aug	Wednesday	12:30	<p>Introduction to correlation and Excel scatter graphs</p> <p>This essential level workshop will look at the concept of correlation and how to make a scatter graph for a set of data in Excel to visualise correlation between two variables. Please have the Excel practice sheet open BEFORE you join the workshop. Find it in Excel folder in your VLE. Get in touch with ACE if you can't find it.</p>
07-Aug	Monday	17:30	<p>Correlation and Linear Regression in Excel.</p> <p>In this intermediate level workshop, we will very briefly recap the concept of correlation between two variables and then calculate it in two ways: the correlation formula and the correlation matrix. We will also look at how to insert a scatter graph for a set of data and add a Linear Regression trend. You must have command of basic excel functions before attending this and a basic understanding of Correlation. Please check materials on VLE for Excel starter or book a tutorial with ACE maths tutor. Please have the Excel practice sheet open BEFORE you join the workshop. Find it in Excel folder in your VLE. Get in touch with ACE if you can't find it.</p>
14-Aug	Monday	12:30	<p>Time Series- Moving Averages- Part 1</p> <p>This workshop will look at the concept of seasonality and the why and how of moving averages.</p>
15-Aug	Tuesday	12:30	<p>Time series- Deseasonalising- Part 2</p> <p>You must have basic skills of Excel and the concept of moving averages before joining this workshop where we look at deseasonalising the data and understand why we need to do it.</p>
30-Aug	Wednesday	16:30	<p>Ungrouped descriptive statistics- Mean, Variance and Standard Deviation- conceptual understanding</p> <p>In this essential level workshop, you will understand the association between Mean and Standard Deviation. You will also understand why, in addition to Mean, do we need variance and a standard deviation to interpret a set of data. This is NOT an Excel workshop</p>

Sep

Date	Day	Time	Topic
04-Sep	Monday	12:30	<p>Excel Grouped Data Descriptive Statistics (Mean, Variance, Standard Deviation)</p> <p>This intermediate level workshop will look at calculating mean, standard deviation and variance of grouped data (when it is grouped in a frequency table). You must have an understanding of mean, median, mode and standard deviation for ungrouped data before attending this workshop. Please book a tutorial with ACE maths tutor if you wish to review theoretical understanding of descriptive statistics for grouped data. Please have the Excel practice sheet open BEFORE you join the workshop. In your VLE, find the ACE page, access the learning materials, look for the folder named Maths, Excel and Computing. Open the Excel folder and find the relevant practice sheet. Get in touch with ACE if you can't find it.</p>

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12-Sep	Tuesday	12:30	<p>Introduction to Excel:</p> <p>In this essential level workshop, you will learn the layout of Excel and what are tabs and groups and where to find the most common tools are. This workshop will show you how to use Excel for basic calculations. You will also learn about relative cells and cell referencing. Additionally, you will discover a very convenient function which is called the "Fill Handle". Please have the Excel practice sheet open BEFORE you join the workshop. In your VLE, find the ACE page, access the learning materials, look for the folder named Maths, Excel and Computing. Open the Excel folder and find the relevant practice sheet. Get in touch with ACE if you can't find it.</p>
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19-Sep	Tuesday	12:30	<p>Excel for calculations and formulae:</p> <p>This Essential level workshop will look at how to format cells when dealing with Fractions, Decimals, Percentages and how to convert one into other. You will be working to calculate percentages of amounts and percentages and some basic formulae such as SUM and AVERAGES.</p>
28-Sep	Thursday	17:30	<p>Excel Pivot tables and charts</p> <p>In this intermediate level workshop, learn how to create pivot tables and charts to calculate, summarize, and analyse data so you can see comparisons, patterns, and trends in your data. Please attend the Excel Starter workshop or book a one-to-one tutorial to learn the basics before you attend this workshop. Please have the Excel practice sheet open BEFORE you join the workshop. In your VLE, find the ACE page, access the learning materials, look for the folder named Maths, Excel and Computing. Open the Excel folder and find the relevant practice sheet. Get in touch with ACE if you can't find it.</p>