

ACE Data Analysis with Excel ONLINE Workshops Jan-Apr 2024

How to join a workshop



Scan the QR code or email ace@qahighereducation.com and request a booking link. Or you can go to <https://qahighereducation.com/the-ace-team/>. 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.

January

Date	Day	Time	Topic
17-Jan	Wednesday	12:30	<p>Introduction to correlation and Excel scatter graphs- Intermediate</p> <p>This 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.</p>
18-Jan	Thursday	13:30	<p>Mean, Standard Deviation and Variance for grouped data in Excel- Descriptive Statistics- Advanced</p> <p>This workshop will look at calculating mean, standard deviation, and variance of grouped data (when it is grouped in a frequency table). You must have basic command of excel and understanding of mean and standard deviation before attending this workshop. Please attend Mean, Standard Deviation and Variance for ungrouped data or book a one to one appointment before you attend this workshop.</p>
19-Jan	Friday	13:30	<p>Understanding Linear Regression- Intermediate</p> <p>We will unpick and interpret the straight-line formula and its link with the correlation. We will learn to add a linear regression to a set of data and interpret the equation. We will also learn to make a prediction using the linear regression. Please attend the Introduction to correlation workshop or make a one-to-one appointment before attending this workshop. You must also have command of basic excel functions.</p>
23-Jan	Tuesday	13:30	<p>Introduction to Excel- Essential</p> <p>You will learn the layout of Excel and how functions are arranged in tabs and groups and where to find the most common formatting tools and functions. You will also learn the function of various shapes of pointers in Excel. You will work with functions in Font, Alignment and Number groups.</p>
29-Jan	Monday	12:30	<p>Introduction to Excel – Essential- Repeat</p> <p>You will learn the layout of Excel and how functions are arranged in tabs and groups and where to find the most common formatting tools and functions. You will also learn the function of various shapes of pointers in Excel. You will work with functions in Font, Alignment and Number groups.</p>

February

Date	Day	Time	Topic
------	-----	------	-------

06-Feb	Tuesday	12:30	<p>Excel for calculations and formulae- Essential</p> <p>You will be carrying out mathematical operations such as addition, subtraction, multiplication, and division using Excel. We will look at using the fill handle tool with relative cells and how to fix a cell. We will learn about some of the most common formulae such as SUM, AVERAGE and MIN, MAX</p>
--------	---------	-------	--

ACE Data Analysis with Excel ONLINE Workshops Jan-Apr 2024



How to join a workshop

Scan the QR code or email ace@qahighereducation.com and request a booking link. Or you can go to <https://qahighereducation.com/the-ace-team/> 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.

February

Date	Day	Time	Topic
08-Feb	Thursday	17:30	<p>Starting with Excel Pivot tables and charts- Intermediate</p> <p>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. Attend the Excel Starter workshop or book a one-to-one tutorial to learn the basics before you attend this workshop.</p>
13-Feb	Tuesday	16:30	<p>Excel for calculations and formulae- Essential- REPEAT</p> <p>You will be carrying out mathematical operations such as addition, subtraction, multiplication, and division using Excel. We will look at using the fill handle tool with relative cells and how to fix a cell. We will learn about some of the most common formulae such as SUM, AVERAGE and MIN, MAX</p>
15-Feb	Thursday	13:30	<p>Excel as a logical tool-Essential</p> <p>Learn how to use IF, AND OR Functions in Excel for data analysis</p>
19-Feb	Monday	12:30	<p>Time Series Analysis Part 1 Conceptual Understanding and Moving Averages- Intermediate</p> <p>We will understand why we need Time Series Analysis and what are its components. We will use the Moving Averages method to find a trend and isolate the seasonality. This is part 1 of the Time Series Analysis using the multiplicative model. We will continue in Part 2 to forecast by extrapolating and adjusting for seasonal variation. If you are new to Excel, please attend Introduction to Excel workshop and Excel for Calculations and Formulae before attending this workshop.</p>
20-Feb	Tuesday	12:30	<p>Excel as a logical tool- Essential- REPEAT</p> <p>Learn how to use IF, AND OR Functions in Excel for data analysis</p>

26-Feb	Monday	17:30	<p>Dashboard with Excel- Advanced</p> <p>We will be going one step further in working with Pivot Table by developing a dashboard in Excel. If you are new to Excel, please ensure you attend Starting With Pivot Table workshop first or make a one-to-one appointment before attending this workshop.</p>
27-Feb	Tuesday	16:30	<p>Time Series- Part 2 Forecasting with seasonal adjustments- Advanced</p> <p>You must have basic skills of Excel and concept of Time Series Moving Averages before joining this workshop where we look at forecasting after making seasonal adjustments.</p>

ACE Data Analysis with Excel ONLINE Workshops Jan-Apr 2024



How to join a workshop

Scan the QR code or email ace@qahighereducation.com and request a booking link. Or you can go to <https://qahighereducation.com/the-ace-team/> 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 sess

March

Date	Day	Time	Topic
04-Mar	Monday	17:30	<p>Pivot Table PLUS- Advanced</p> <p>We will go a little deeper into Pivot Tables to group the data, use the filters, and explore the calculated felids. Please attend Starting with Pivot Tables before attending this workshop if this is your first time discovering Pivot Tables.</p>
05-Mar	Tuesday	13:30	<p>Creating Frequency Distributions in Excel- Intermediate</p> <p>In preparation for calculating Mean, Standard Deviation and Variance for the grouped data, you will learn how to make frequency distribution in Excel. If you are new to Excel, please attend Excel for beginners and Excel for Calculations and Formulae before attending this workshop</p>
07-Mar	Thursday	17:30	<p>Starting with Excel Pivot tables and charts- Intermediate- REPEAT</p> <p>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. Attend the Excel Starter workshop or book a one-to-one tutorial to learn the basics before you attend this workshop.</p>

14-Mar	Thursday	12:30	<p style="text-align: center;">Central Tendency and Dispersion</p> <p style="text-align: center;">Mean, SD and Variance for Grouped Data- Intermediate</p> <p>This workshop will look at calculating mean, standard deviation and variance of grouped data (when it is grouped in a frequency table). You must have basic command of excel and understanding of mean and standard deviation before attending this workshop. Please attend Mean, Standard Deviation and Variance for ungrouped data or book a one to one appointment before you attend this workshop.</p>
18-Mar	Monday	12:30	<p style="text-align: center;">Introduction to Correlation and Scatter Graphs- Intermediate-REPEAT</p> <p>This 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.</p>
26-Mar	Tuesday	12:30	<p style="text-align: center;">Data Visualisation-Working with Charts in Excel-Intermediate</p> <p>Learn how to determine the best type of chart to fit your data set and how to work with the chart elements.</p>