



MICROSOFT® EXCEL® FOR ECONOMISTS, ANALYSTS, AND BUSINESS PROFESSIONALS WORKSHOP



**GLOBAL
INSIGHT**



▶ **MICROSOFT EXCEL FOR ECONOMISTS, ANALYSTS, AND BUSINESS PROFESSIONALS WORKSHOP**

The workshop focuses on intermediate-to-advanced spreadsheet techniques, graphing, shortcuts and features with great practical use, and data manipulation with Excel. Some of the more advanced topics covered are regression analysis, handling large datasets with pivot tables and filters, automating graph updating, and other useful techniques.

Although the course deals with pure Excel features, it has evolved over time (based on the combined practical experience and insights of a number of skilled and creative Excel users) to focus on how to solve problems, combining explanations of principles with practical class work. This is an interactive course that teaches by doing.

Attendees are required to indicate their areas of interest before the commencement of the course. Attendees are also welcome to bring practical examples of their work or problems as well as their own laptop.

The workshop is presented by a senior lecturer at a leading South African university who has more than 10 years of experience as a lecturer in microeconomics, macroeconomics, mathematical economics, econometrics, monetary economics, economic analysis, and financial systems. As an economist with the National Department of Agriculture and the Central Economic Advisory Services, he has gained valuable exposure to and knowledge of quantitative work, including model building, sector analysis, input-output analysis, social accounting matrices, and computer languages. His ability to apply his theoretical background and experience in econometric packages, databases, economic data, and spreadsheets adds greatly to the value of this workshop.



Who Should Attend This Course?

This workshop will benefit those with a working knowledge of Microsoft Excel who perform statistical analysis in an economic, business, or government environment. The course covers shortcuts, features, and techniques associated with data manipulation and analysis. This is an invaluable course for individuals who want to polish or improve their Excel skills. Users may include:

- Economists in the banking, private, or government sectors
- Econometricians
- Statisticians
- Data specialists
- Business professionals
- Personal assistants of business professionals
- Local and provincial government officials
- Financial sector analysts
- Individuals performing forecasting and analysis

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Course Outcome

Participants who have completed the workshop will feel comfortable undertaking intermediate-to-advanced spreadsheet techniques, graphing, and data manipulation with Excel.

Upon completion of the course, the participant will:

- Be familiar with the basic concepts of navigation, displays, formatting, and ranges
- Be able to handle large datasets for economical or statistical applications
- Know the shortcuts and techniques used in data manipulation
- Be confident in visual Excel
- Understand the principles and applications of functions or calculations within Excel
- Have a good comprehension of lists, filters, pivots, and AddIns in Excel
- Have deepened and broadened their Excel skills

Pre-Requisites

- A good understanding of the basics of Excel
- A pre-workshop session is advised to determine the level of participants' knowledge
- Participants' are grouped according to their skill level

▶ COURSE OPTIONS

The course is offered in packages of up to 5, or up to 10 participants. A customised workshop may be arranged for clients who require a specialised session.

▶ A UNIQUE TRAINING SERVICE

IHS Global Insight's training workshops are uniquely designed to meet your company's needs and demands, helping clients develop skills to increase business efficiency. Our different workshops are aimed at deepening the participants' knowledge of South African and international data sources, spreadsheet applications, modelling techniques, and exercising economics. As a result of these workshops, your business and team competitiveness in the field of economic analysis will vastly increase.



In addition to the Microsoft Excel For Economists, Analysts, and Business Professionals Workshop, we offer:

Economics and Applications Workshop

The Economics and Applications Workshop aims to increase participants' confidence in the application of economic theory in analysing the South African economy on a national and sub-national level, and may be adapted to suit client needs individually. Attention is given to the methodology used in calculating economic and socioeconomic variables, the interpretation of these variables, as well as the relationships between variables. Applied practical exercises incorporate data manipulation, statistical techniques, and effective report writing.

Economics in Practice Workshop

This workshop focuses on economic theories and covers topics such as the business cycle, international creditworthiness, economic growth, economic policy, and inflation. Practical applications include the concept of forecasting, the impact of HIV/AIDS, personal finances, and navigation of economic-related topics.

Modelling With EViews Workshop

EViews is an internationally recognised econometric package that is widely popular for advanced econometric analysis. The package provides powerful econometric functions, a very capable database, and an intuitive interface. EViews has powerful capabilities for the analysis of time series, forecasting, and model building. Upon completion of the workshop, participants will feel comfortable undertaking econometric analysis and forecasting, both at a basic and advanced level. The participant will be trained in a wide range of tasks, from importing data and running regressions to full-scale model building and the EViews programming language. The workshop has a practical angle and is tailored to the user's level of competency.

▶ CONTACT US!

For more information, please contact the IHS Global Insight South Africa team:

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THE POWER OF PERSPECTIVE

ABOUT IHS GLOBAL INSIGHT: IHS Global Insight (www.ihsglobalinsight.com) provides the most comprehensive economic and financial information available on countries, regions, and industries available from any source. IHS Global Insight's immediate and insightful analysis of market conditions and key events enables innovative and successful decision making for clients around the world. IHS Global Insight employs approximately 700 employees in 13 countries.

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