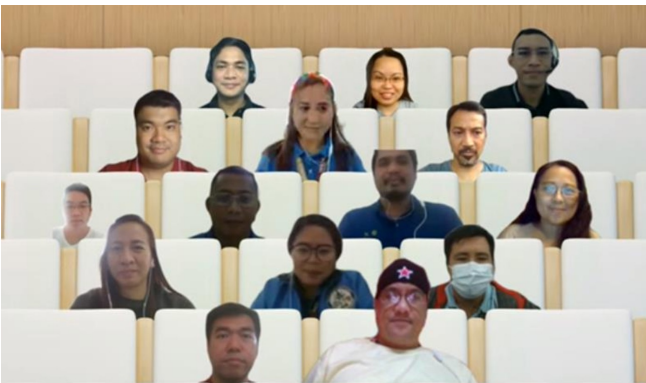# About Us

Insights Manila (registered as Insights MLA Business Solutions) is a training services company based in Makati. The company believes that the country's workforce requires ample training that is effective and insightful, yet affordable.

The consultants of Insights Manila are experienced professionals who had executed the courses several times for different companies under various training institutions.

Insights Manila mostly offers exclusive training for companies. The courses are customized to meet specific training needs. The company also offers public classes where individuals can enroll, and one-on-one training for people who wish focused training. Other than training, the company also accepts Excel automation projects and course development projects.

With Insights Manila, you are directly dealing with the consultants– no intermediary parties who just add costs to the training delivery.

- **Other courses offered:**

- Basic MS Excel Training
- Advanced MS Excel Training
- Macros and VBA Programming
- Advanced MS Word Training
- Advanced MS PowerPoint Training
- Basic MS Access Training
- Google Sheets Training
- LibreOffice Training

- Essential Supervisor Training
- Essential Manager Skills
- Assertiveness Workshop
- Root Cause Analysis
- Business Writing
- English in the Workplace
- Presentation Skills Training

- Sales Skills Training
- Customer Service Training
- 5S Implementation in the Workplace
- Train-the-Trainer Workshop
- Courseware Development and Instructional Design
- Call Center Workforce Management
- Call Center Representatives Foundation Skills

Just some of our Clients:

We are located at 7F Finman Centre, 131 Tordesillas St., Salcedo Village, Makati

insights TRAINING

Outline

Data Analytics using MS Excel

This training includes a thorough review of the use of MS Excel in connecting and transforming data, performing basic DAX calculations, and presenting in charts.

I. Using MS Excel Functions and Tools for Data Analytics

Review of Excel Functions
- Text Functions
- Logical Functions
- Math and Statistical Functions
- Lookup Functions

Data Tab Tools
- Conditional Formatting
- Subtotal Tool

II. Using Charts and Pivot Tables to Create Dashboards
- Review of Charts
- Creating Advanced Charts
- Pivot Table Features
    - Grouping
    - Slicers
    - Calculated Fields
    - Using "Show Values As"
- Pivot Charts
- Creating Dashboards
- Using Get Data Tool

III. What If Analysis Tools
_Goal Seek and Solver
_Scenario Manager

IV. Forecasting Tools
_Forecast Sheet
_Performing a Regression Analysis
_Manual Linear Regression Analysis
_Presenting Data Using Scatter Charts
_Using Regression Analysis in Toolpak

V. Data Modeling using PowerPivot
_Importing Data using PowerPivot
_Essential Power Query Tools
_Data Modeling in PowerPivot
_Creating PivotTables and PivotCharts in PowerPivot
_Creating Measures and KPIs

8 hours