

ACE

with **Excel** Jorkshops 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	Introduction to correlation and Excel scatter graphs- Intermediate 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.
18-Jan	Thursday	13:30	Mean, Standard Deviation and Variance for grouped data in Excel- Descriptive Statistics- Advanced This workshop will look at calculating mean, standard deviation, and



06-Feb	Tuesday	12:30	Excel for calculations and formulae- Essential 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
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26- Feb	Monday	17:30	Dashboard with Excel- Advanced 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
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14-Mar	Thursday	12:30	Central Tendency and Dispersion Mean, SD and Variance for Grouped Data- Intermediate 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.
18-Mar	Monday	12:30	Introduction to Correlation and Scatter Graphs- Intermediate-REPEAT 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.
26-Mar	Tuesday	12:30	Data Visualisation-Working with Charts in Excel-Intermediate Learn how to determine the best type of chart to fit your data set and how to work with the chart elements.