



▲ Instructions



How to Edit

Click [Edit This Slide](#) in the plugin to make changes.

Don't have the Nearpod add-on? Open the "Add-ons" menu in Google Slides to install.



COURSE EVALUATION

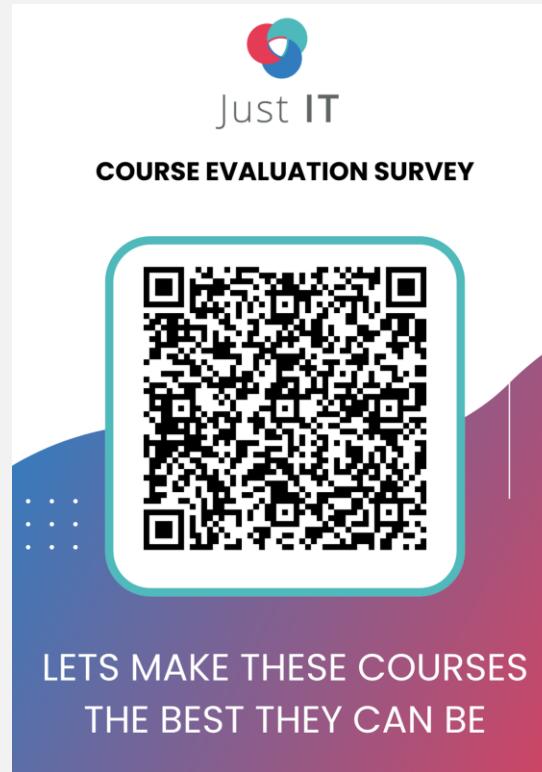
These courses are built for you and I want them to be the best they can be.

Any feedback would be greatly appreciated.

Thank you for all your hard work this week team!

Use your phone and scan the QR code

Or [click here](#).



Safeguarding Contact: besafe@justit.co.uk

1. Learner Name *

Enter your answer

2. Trainer Name *

Dan Petrusow

3. Training Programme *

- Level 2 Digital & IT Skills
- Level 3 Social Media for E-Commerce
- IT Skills Bootcamp
- Software Skills Bootcamp
- Data Skills Bootcamp
- Career Support Session

DATA TECHNICIAN

INTRODUCTION TO DATA ANALYSIS & EXCEL -DAY 4-



Just IT
B2W group

Apprenticeships | Training | Recruitment

OBJECTIVES - DAY 4

- **Intent:**

To understand the basics of predictive analysis and to be aware of stakeholder management, presentation skills and dissemination.

- **Implementation:**

Delivered using practical labs. Concepts explained through examples and exercises/quizzes

- **Impact:**

Gain the skills and confidence needed to understand data analysis processes and their types , preparing for more advanced studies or real-world applications. The impact measured through in-class mini-projects, labs & Quiz

Classroom Expectations

BE PREPARED, BE PROFESSIONAL,
BE READY TO LEARN!

01

CAMERAS ON



Cameras should be switched on with an appropriate background, and with you visible at your screen. If you have technical/ personal difficulties, inform your tutor.

02

MICS ON MUTE



Place your mics on mute unless asking or answering a question. Use the 'raise hand' function in MS teams to gain attention.



03

APPROPRIATE LANGUAGE USED



Use appropriate and professional language at all times.

04

BE READY



Be focused, ensuring you all have all equipment ready and a drink by your side. Be prepared to learn without interruption.

05

ENGAGE - TAKE NOTES AND ASK QUESTIONS!

Take notes throughout your session, ask questions and support each other.
Help create a positive learning environment for everyone.



REFRESHER & TIPS



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TIPS USING EXCEL

1. Organise Your Data Properly

- Ensure your data is clean and well-structured, with each column representing a single variable and each row representing a single observation.
- Avoid merging cells or adding unnecessary blank rows/columns, as they can hinder analysis.

2. Use Shortcuts to Save Time

- Learn basic keyboard shortcuts to navigate and manipulate data efficiently:
 - **Ctrl + Arrow keys:** Quickly move to the edges of data.
 - **Ctrl + Shift + L:** Toggle filters on/off.
 - **Alt + =:** Quickly apply AutoSum.

TIPS USING EXCEL

3. Master Basic Formulas and Functions

- Start with essential formulas:
 - **SUM()**, **AVERAGE()**, **COUNT()**, **IF()**, and **VLOOKUP()**.
- Practise applying these to perform quick calculations and comparisons.

4. Visualise Data with Charts

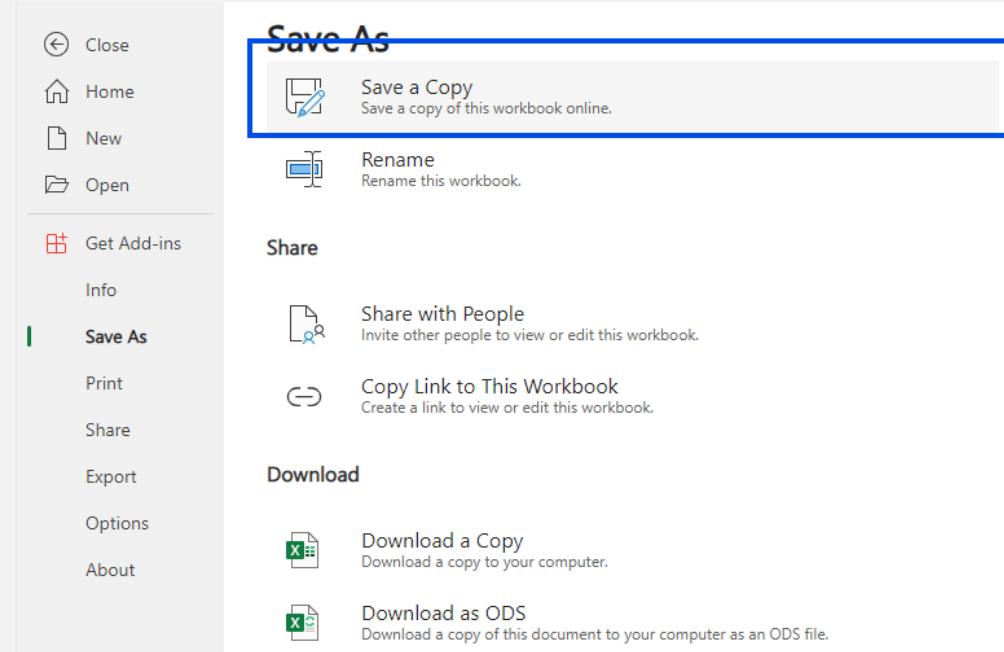
- Use simple charts like bar charts, pie charts, and line graphs to visualise trends and distributions.
- Explore the "Recommended Charts" feature for easy chart creation.

5. Use Pivot Tables for Summarising Data

- Pivot Tables are a powerful way to summarise and explore data:
 - Drag and drop fields to view totals, averages, and counts.
 - Experiment with filtering and sorting to answer specific questions.

A NEW DATA SET

- Please find our latest data set, called 'Human Resources-1'
- Either download and upload to your 365 account, or save a copy online
- Hands up when you're ready and any questions, pop them in the chat / jump on the mic

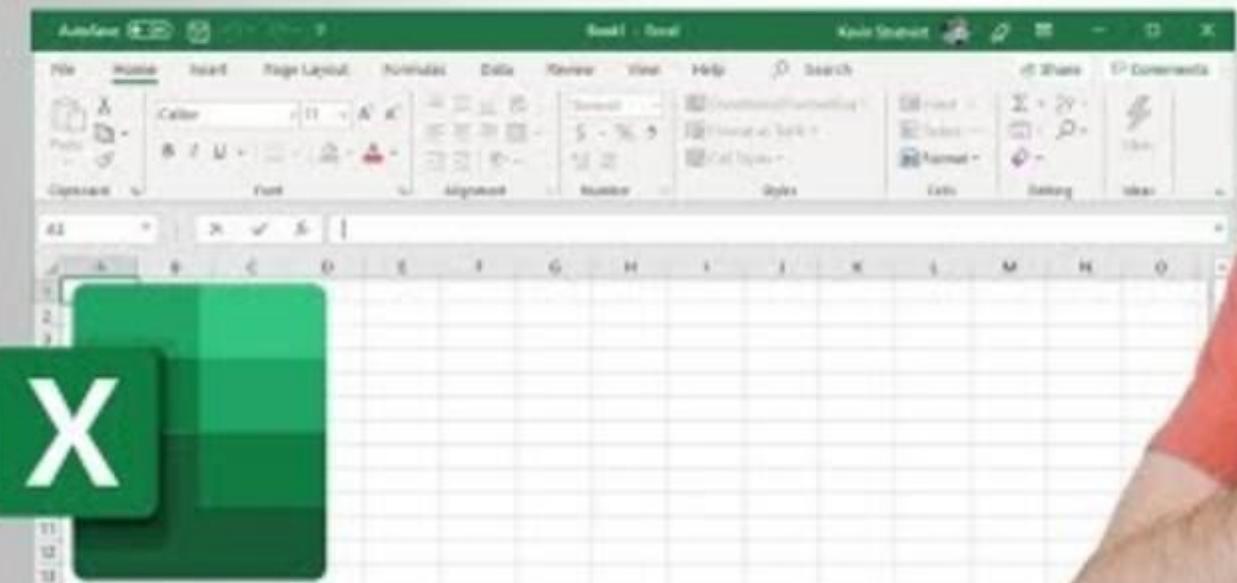


PROTECTION

- You'll regularly work with sensitive and confidential data
- Our current dataset should be protected as it contains payroll information
- In Excel you can password-protect workbooks and sheets
- You can also lock and unlock cells



Password Protect Spreadsheet



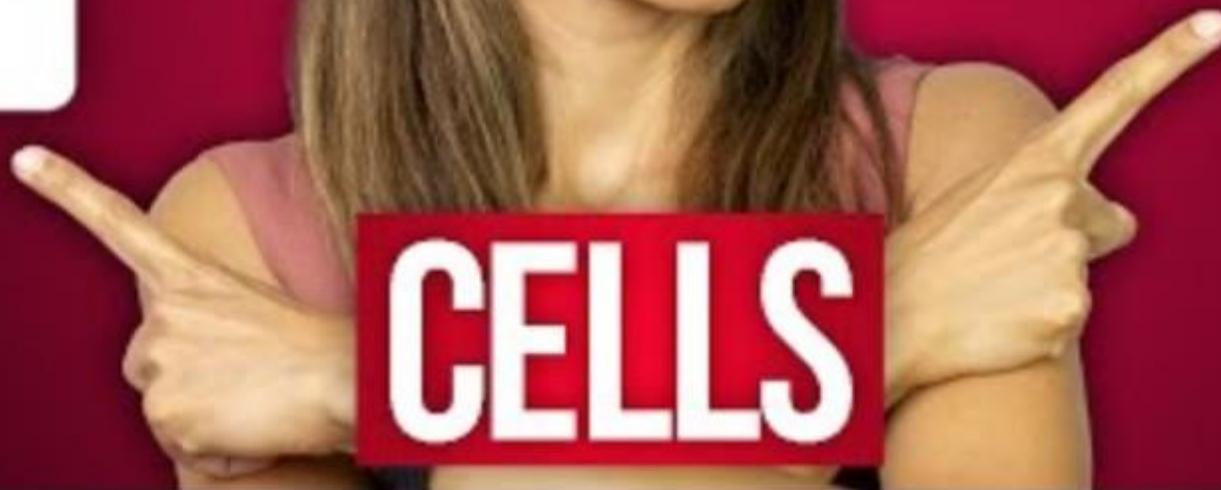
LOCK



UNLOCK

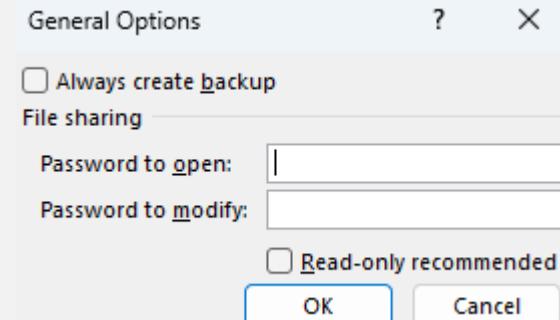
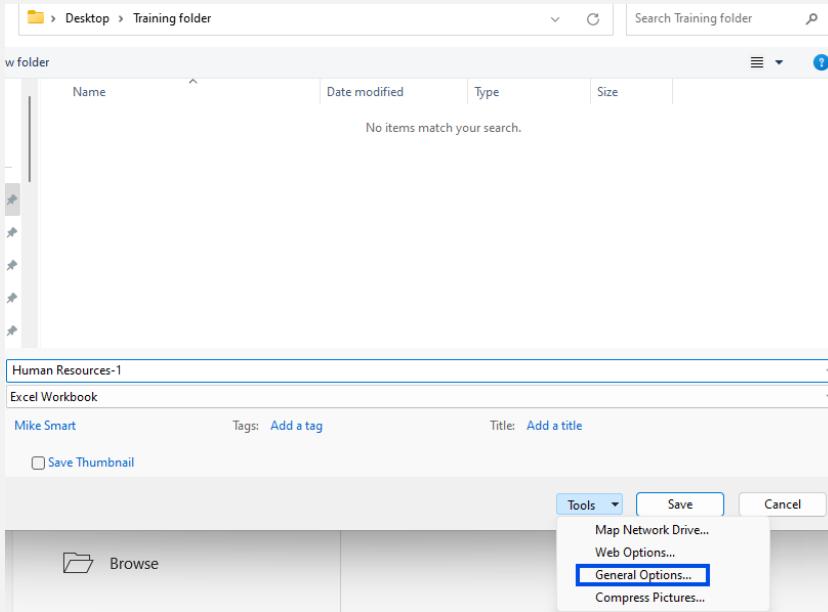


CELLS



PROTECTING THE WORKBOOK

- File > Save As > Tools > General Options > set your password

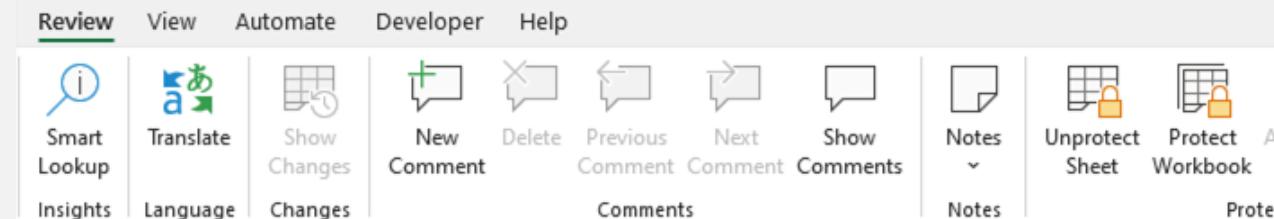
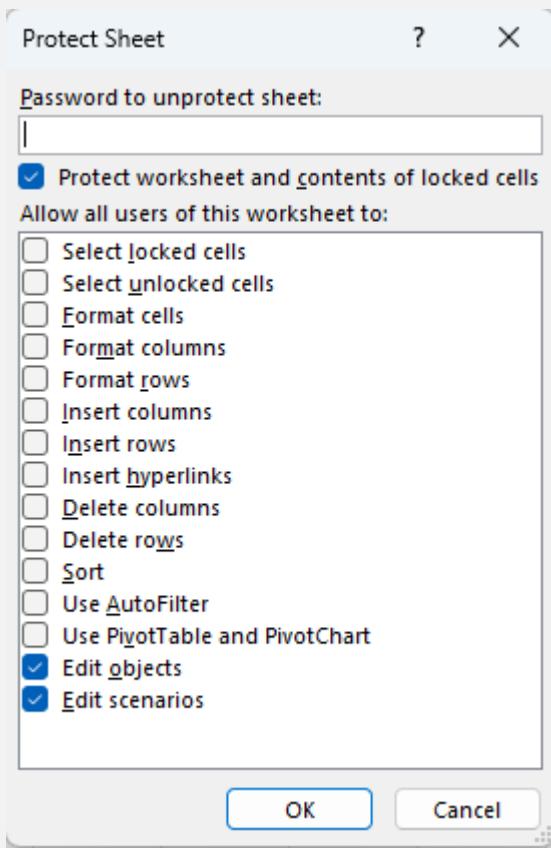


PROTECTING THE WORKSHEET

- To protect a worksheet within a workbook
1. Select any cell in the worksheet you want to protect
 2. On the Review tab, in the Changes group, click the Protect Sheet command



PROTECTING THE WORKSHEET



EXTRA PROTECTION

Info

Human Resources-1_Trainer_Copy

Documents > Delivery > Data > Week 1 > Day 4

Upload Share Copy path Copy local path Open file location

Protect Workbook

Control what types of changes people can make to this workbook.

Always Open Read-Only

Prevent accidental changes by asking readers to opt-in to editing.

Encrypt with Password

Require a password to open this workbook.

Protect Current Sheet

Control what types of changes people can make to the current sheet.

Protect Workbook Structure

Prevent unwanted changes to the structure of the workbook, such as adding sheets.

Restrict Access

Grant people access with ability to edit, copy, or print.

Add a Digital Signature

Ensure the integrity of the workbook by adding an invisible digital signature.

Mark as Final

Let readers know the document is final.

Reset Changes

Permission

Restrict permission to this workbook

Specify users by email address or domain (Ex: 'someone@example.com' or '@example.com') separated by semicolons or click the Read or Change buttons to select from the address book.

Read... Can read this workbook, but can't change, print or copy content.

Change... Can read, change, and copy content from this workbook, but can't print it.

Give everyone in my organization read access

OK Cancel

Microsoft Excel

This document has been marked as final to indicate that editing is complete and that this is the final version of the document.

When a document is marked as final, the status property is set to "Final" and typing, editing commands, and proofing marks are turned off. You can recognize that a document is marked as final when the Mark As Final icon displays in the status bar.

Don't show this message again

OK

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EXTRA PROTECTION

A screenshot of Microsoft Excel showing a context menu for the 'Headcount & Salaries' sheet tab. The menu includes options like Insert..., Delete, Rename, Move or Copy..., View Code, Protect Sheet..., Tab Color, Hide, Unhide..., Select All Sheets, and Link to this Sheet. A color palette overlay is also visible, showing theme colors and standard colors, with 'Red' selected. The main spreadsheet area shows salary data for various employees.

	Salary	Headcount
asing	179,898	
atics	137,557	
:	73,601	
	391,056	
er		
	253,587	
:	137,469	
	391,056	

Payroll Headcount & Salaries

Accessibility: Good to go

A screenshot of Microsoft Excel showing a color palette and a 'Unhide' dialog box. The color palette displays theme colors and standard colors, with 'Red' highlighted. The 'Unhide' dialog box lists 'Headcount & Salaries' as the sheet to be unhidden. The main spreadsheet area shows salary data for various employees, with the total salary for the 'Headcount & Salaries' sheet highlighted in red.

Name	Sex	Salary	Dep
Johnny Caine	M	37,864	Sales
George Marley	M	26,148	Purch
Betty Anan	F	26,345	Logis
Paris Winfrey	F	23,562	Sales
Ozzy Dickens	M	19,888	Logis
Johnny Roberts	M	32,918	Purch
Charles Monroe	M	18,931	Sales
Ronnie Bush	M	32,829	Sales
Michal Jolie	M	38,296	Purchasing
JK Spears	F	28,554	Sales
Ozzy Rowling	M	27,368	Logistics
Oprah Hilton	F	20,850	Purchasing
Bill Biggs	M	19,345	Purchasing
Angelina Osbourne	F	38,158	Sales
Total		391,056	

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TRANSPOSE - COPY AND SPECIAL PASTE

The image shows a Microsoft Excel interface with three main windows:

- Left Window:** A context menu is open over a table of employee data. The "Copy" option is highlighted with a blue box.
- Middle Window:** The "Paste Special..." dialog box is open. The "Transpose" checkbox is checked and highlighted with a blue box.
- Right Window:** A preview of the transposed data is shown, with the columns labeled "Department", "Salary", and "Headcount". The "Ctrl" key is also indicated.

Employee Data Table:

Employee Name	Gender	
Johnny Caine	M	
George Marley	M	
Betty Anan	F	
Paris Winfrey	F	
Ozzy Dickens	M	
Johnny Roberts	M	
Charles Monroe	M	
Ronnie Bush	M	
Michal Jolie	M	
JK Spears	F	
Ozzy Rowling	M	
Oprah Hilton	F	
Bill Biggs	M	
Angelina Osbourne	F	
Total		391,056

Department Summary Table:

Category	Value	
Department	Salary	Headcount
Sales	179,898	
Purchasing	137,557	
Logistics	73,601	
Total:	391,056	

Gender Summary Table:

Category	Value	
Gender	Salary	Headcount
M	253,587	
F	137,469	
Total:	391,056	

TRANSPOSE - FORMULA

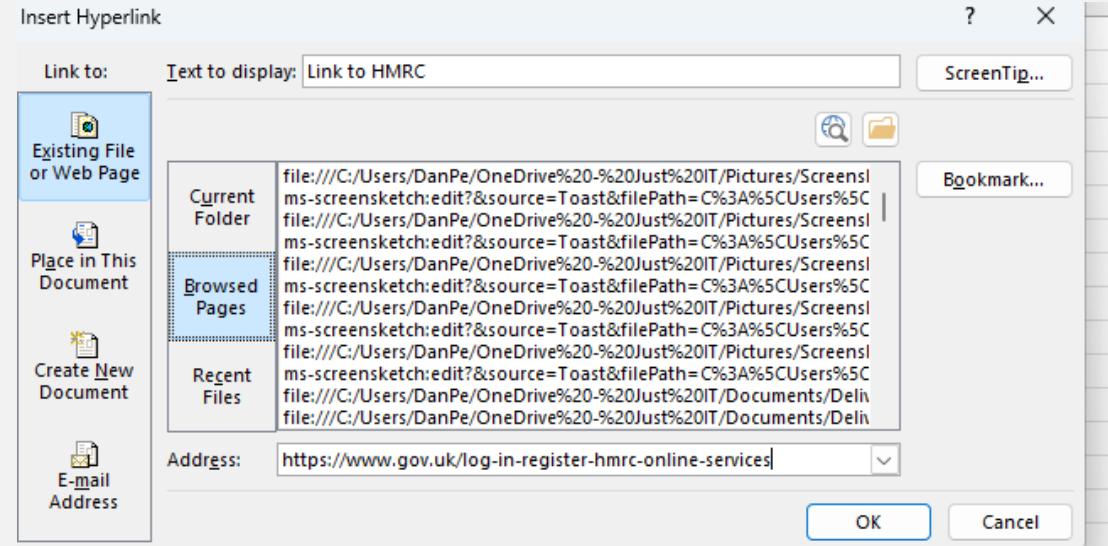
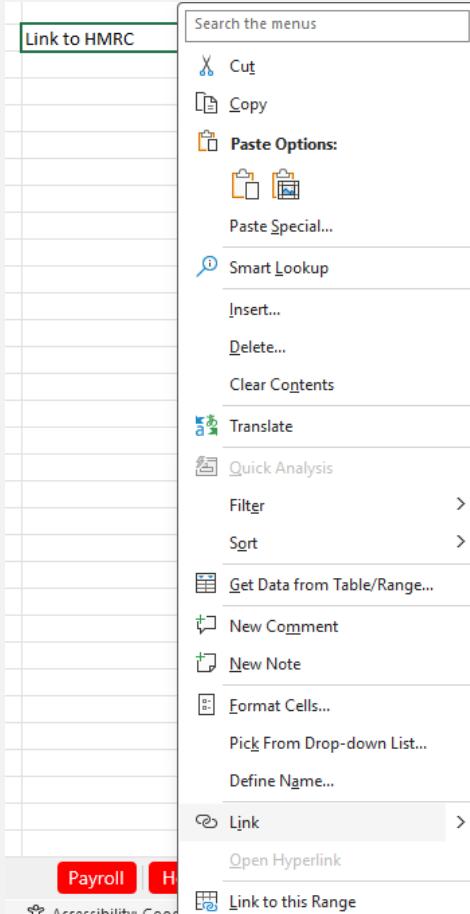
Department
Salary
Headcount

=TRANSPOSE(J11:J13)

Department
Salary
Headcount

Departme	Salary	Headcount
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HYPERLINKS



Link to HMRC

https://www.gov.uk/log-in-register-hmrc-online-services - Click once to follow. Click and hold to select this cell.

OBJECTS

Review View Automate Developer Help

Comments

3D Models SmartArt Screenshot Controls Recommended Charts Charts Maps PivotChart Line Column Win/Loss Sparklines Filters Links Comments Text Box Header & Footer WordArt Signature Line Object Equation Symbol Symbols

Browse

Organize New folder

	Name	Date modified	Type	Size
Videos	Book1	19/09/2024 17:40	Microsoft Excel M...	14 KB
Screenshots	Skills_Bootcamps_funding_and_perform...	20/09/2024 11:35	Adobe Acrobat D...	621 KB
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Day 3				
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Microsoft Excel				

File name: Skills_Bootcamps_funding_and_performance_management_guidance_2024_-_2026 All Files Tools Insert Cancel

Object

Create New Create from File

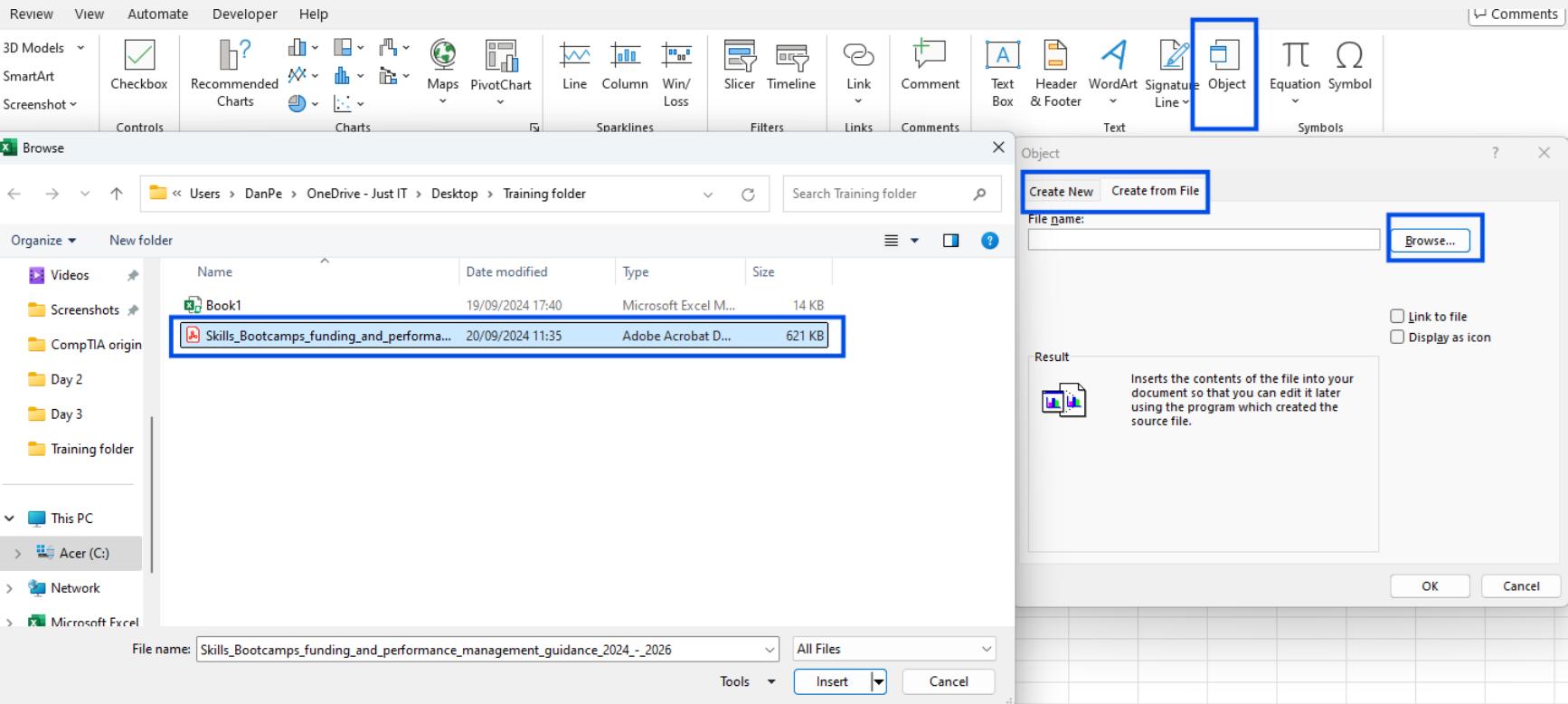
File name: Browse...

Link to file Display as icon

Result

Inserts the contents of the file into your document so that you can edit it later using the program which created the source file.

OK Cancel



OBJECTS



Skills Bootcamps

Funding and performance management
guidance 2024 to 2026 for Jaggaer
projects 7848, 8279, 8280, 8290, 8335,
8337, 8338 and 8339

December 2023 (updated August 2024)

AUTOSUM

Home Insert Page Layout Formulas Data Review View Automate Developer Help

Cut Copy Format Painter

Font Alignment Number Styles Cells

Clipboard

Font: Calibri 11pt, Alignment: Wrap Text, Number: Accounting, Styles: Heading 4, Title, Total, Conditional Formatting, Format as Table.

Cell Address: =B19-B20-B21-B22

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oll Rules																						
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on	8%																					
	5%																					
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esday	10	9	8	7	9	8	6	8	7	8	8	8	6	6	6	8						
day	6	8	6	10	9	7	6	6	7	8	8	8	6	6	6	9						
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	250.48	172.98	170.23	145.00	134.63	212.70	110.67	181.82	206.21	188.90	160.00	125.10	110.12	223.08								
Security	62.62	43.24	42.56	36.25	33.66	53.18	27.67	45.46	51.55	47.22	40.00	31.28	27.53	55.77								
on	39.14	27.03	26.60	22.66	21.04	33.23	17.29	28.41	32.22	29.51	25.00	19.55	17.21	34.86	Total (Using AutoSum)							
ay	430.52	297.31	292.58	249.21	231.39	365.58	190.22	312.51	354.42	324.66	275.00	215.02	189.26	383.41								

AutoSum dropdown menu:

- Σ Sum
- Average
- Count Numbers
- Max
- Min
- More Functions...

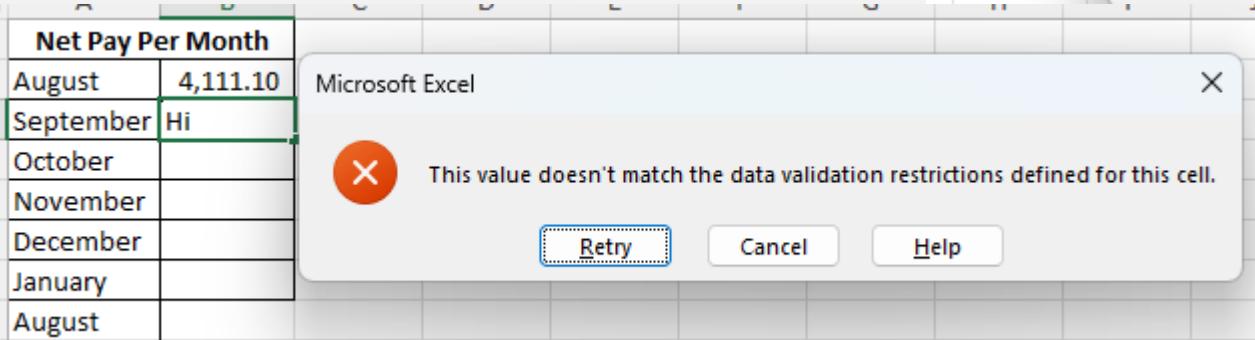
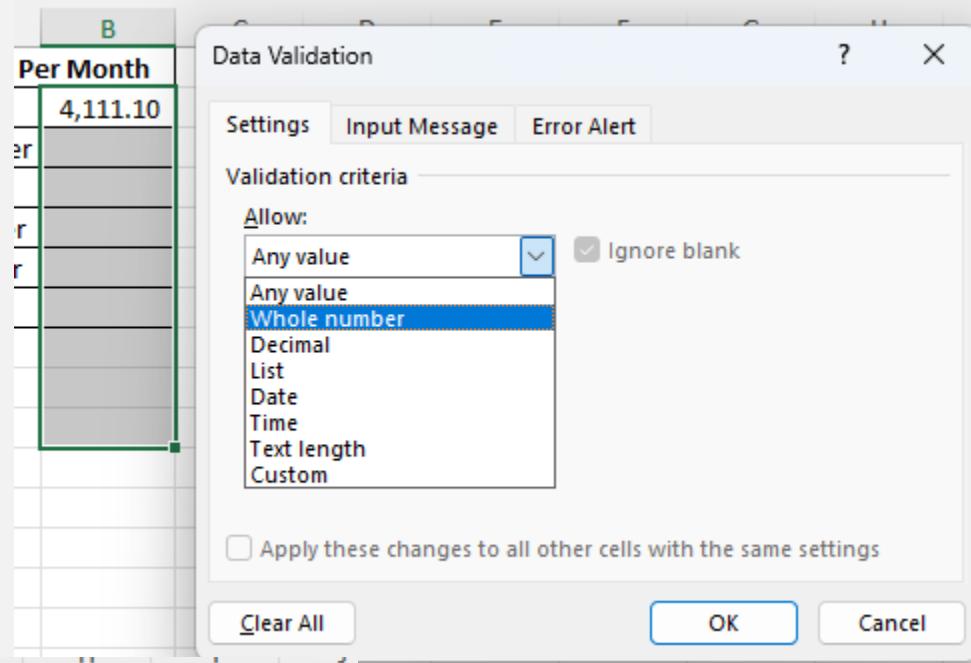
AUTOFILL & FLASHFILL - FOLLOWS A PATTERN

Drag the cell corner to the direction of interest, if a pattern can be followed, it will autofill

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DATA VALIDATION

Used to ensure data entered is what is expected and so it doesn't throw any surprises when being analysed



WORKING BETWEEN WORKSHEETS

P23 ▾ : X ✓ fx = 'August Payroll'!P23

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Payroll																	
Payroll Rules																	
4 Tax 32%																	
5 Social Security 8%																	
6 Pension 5%																	
	Johnny Caine	George Marley	Betty Anan	Paris Winfrey	Ozzy Dickens	Johnny Roberts	Charles Monroe	Ronnie Bush	Michal Jolie	JK Spears	Ozzy Rowling	Oprah Hilton	Bill Biggs	Angelina Osbourne			
8	Hourly Rate	18.20	12.57	12.67	11.33	9.56	15.83	9.10	15.78	18.41	13.73	13.16	10.02	9.30	18.35		
9	Hours Worked	9	10	10	10	7	7	7	7	7	7	10	8	6			
10	Monday	9	10	10	10	7	7	7	7	7	7	10	8	6			
11	Tuesday	8	9	8	6	10	10	10	7	6	10	7	8	7	9		
12	Wednesday	10	9	8	7	9	8	6	8	7	8	8	6	6	8		
13	Thursday	6	8	6	10	9	7	6	6	7	8	8	6	6	9		
14	Friday	10	7	10	7	9	10	9	8	8	10	8	9	10	6		
15	Total	43	43	42	40	44	42	38	36	35	43	38	39	37	38		
16	Gross	782.77	540.56	531.97	453.12	420.71	664.69	345.85	568.19	644.40	590.30	499.99	390.94	344.12	697.12		
17	Tax	250.48	172.98	170.23	145.00	134.63	212.70	110.67	181.82	206.21	188.90	160.00	125.10	110.12	223.08		
18	Social Security	62.62	43.24	42.56	36.25	33.66	53.18	27.67	45.46	51.55	47.22	40.00	31.28	27.53	55.77		
19	Pension	39.14	27.03	26.60	22.66	21.04	33.23	17.29	28.41	32.22	29.51	25.00	19.55	17.21	34.86	Total (Using AutoSum)	
20	Net Pay	430.52	297.31	292.58	249.21	231.39	365.58	190.22	312.51	354.42	324.66	275.00	215.02	189.26	383.41	4,111.10	
21																	
22																	
23																	
24																	

B2 ▾ : X ✓ fx = 'August Payroll'!P23

	A	B	C	D	E	F
1	Net Pay Per Month					
2	August	4,111.10				
3	September					
4	October					
5	November					
6	December					
7	January					
8						

DATE & TIME FUNCTIONS

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- To enter a date in Excel, use the "/" or "-" characters.
- To enter a time, use the ":" (colon). You can also enter a date and a time in one cell.
- We can identify the year, month and day and add onto a previous value
- =NOW() provides the date & time now

Date	Time	Date & Time	Year	Month	Day
06/06/2024	06:00	06/06/2024 06:00	2024	6	6

SWITCH : fx

A	B	C	D	E	F	G
1						
2 Date	Time	Date & Time	Year	Month	Day	Increase the days

A3 06/06/2024 06:00 06/06/2024 06:00 2024 6 6 =A3+10

H3 : fx

H	I	J	K	L
1				
2 Add years, months or days				
3 16/11/2028				

I3 : fx

I	J	K
Date & time now		
20/09/2024 12:21		

GROUP DISCUSSION

- A client has approached you with several workbooks full raw data, they ask you to analyse it, how do you approach this task?
- What features and functions would we use?
- Excel is great, but what are the limitations and alternative choices?

✓ Quiz

- A. Create pivot tables
- B. Format the data as a table
- C. Clean and organise the data
- D. Apply conditional formatting

How to Edit

Click [Edit This Slide](#) in the plugin to make changes.

Don't have the Nearpod add-on? Open the "Add-ons" menu in Google Slides to install.



WHAT-IF & PREDICTIVE ANALYSIS

The screenshot shows a Microsoft Excel spreadsheet with a PivotTable set up. The PivotTable Fields pane is open, displaying fields from the PivotTable:

- Field List:** Donation ID, Donor ID, Type, Method.
- Filters:** None.
- Columns:** None.
- Rows:** Donation ID.
- Values:** None.

The PivotTable itself contains the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	Donation ID	Donor ID	Type	Method	Status	Amount	Date				
2	D153	S067	Donation	Credit card	Completed	\$100.00	02.05				
3	D154	S123	Shirt	Credit card	Abandoned	\$25.00	03.05				
4	D155	S345	Shirt	Paypal	Completed	\$25.00	07.05				
5	D156	S367	Donation	Cash	Completed	\$50.00	07.05				
6	D157	S121	Shirt	Paypal	Failed	\$25.00	07.05				
7	D158	S112	Donation	Credit card	Completed	\$75.00	10.05				
8	D159	S055	Donation	Credit card	Completed	\$100.00	12.05				
9	D160	S089	Donation	Paypal	Completed	\$60.00	13.05				
10	D161	S523	Shirt	Credit card	Failed	\$25.00	15.05				
11	D162	S123	Shirt	Cash	Completed	\$25.00	17.05				
12	D163	S165	Donation	Paypal	Abandoned	\$35.00	17.05				
13	D164	S094	Donation	Paypal	Completed	\$75.00	21.05				
14	D165	S054	Donation	Credit card	Completed	\$50.00	22.05				
15	D166	S031	Shirt	Credit card	Completed	\$25.00	24.05				
16	D167	S451	Donation	Cash	Completed	\$100.00	24.05				
17	D168	S112	Shirt	Credit card	Abandoned	\$25.00	27.05				
18	D169	S002	Donation	Paypal	Failed	\$50.00	27.05				
19	D170	S112	Shirt	Credit card	Completed	\$25.00	30.05				
20	Total May					\$895.00					
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											

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What If?

Analysis

Sample Workbook - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Scenarios:

Change ticket sales

Changing cells: \$D\$41:\$D\$44

Comment: Change the ticket sales amount

Show Close

Insert Delete

What If Analysis

Share

Sheet1 Sheet2

WHAT-IF ANALYSIS

Definition:

What-if analysis allows users to experiment with different scenarios by changing values in a model to observe potential outcomes.

Purpose:

- To forecast results based on varying inputs.
- Useful in decision-making by analysing "what-if" scenarios.

Book Store		
	total number of books	% sold for the highest price
	number of books	unit profit
highest price	60	£ 50.00
lower price	40	£ 20.00
total profit	£ 3,800.00	

WHAT-IF ANALYSIS

The screenshot shows a Microsoft Excel spreadsheet titled "Book Store". The data includes:

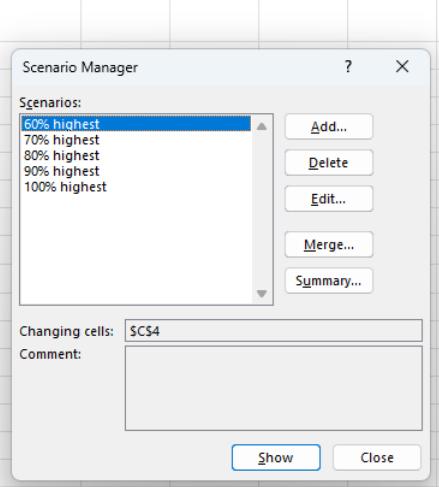
	total number of books	% sold for the highest price
	100	60%
	number of books	unit profit
highest price	60	£ 50.00
lower price	40	£ 20.00
	total profit	£ 3,800.00

The "What-If Analysis" ribbon tab is selected, with the "Scenario Manager..." option highlighted.

WHAT-IF ANALYSIS

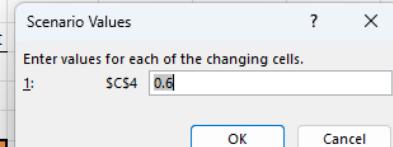
Book Store

total number of books	% sold for the highest price	
100	60%	
highest price	number of books	unit profit
	60	£ 50.00
lower price	40	£ 20.00
		total profit £ 3,800.00

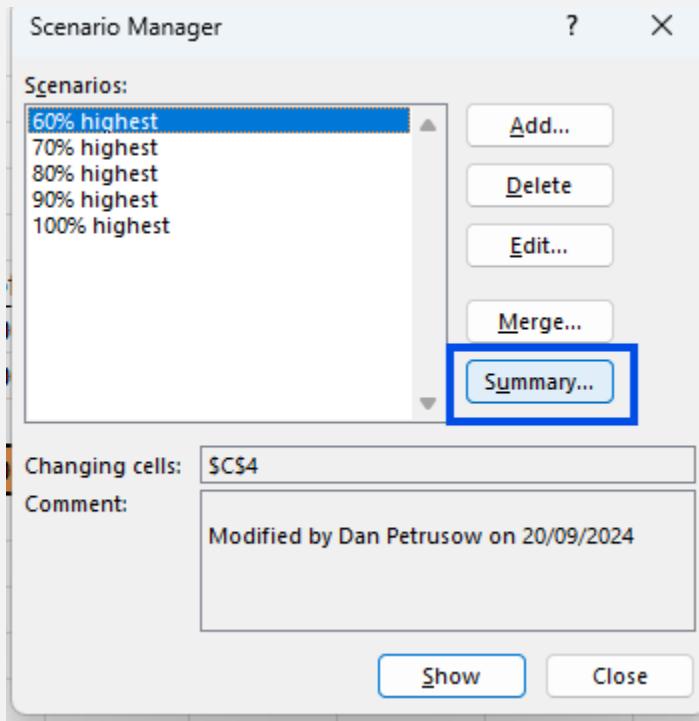


Book Store

total number of books	% sold for the highest price	
100	60%	
highest price	number of books	unit profit
	60	£ 50.00
lower price	40	£ 20.00
		total profit £ 3,800.00



WHAT-IF ANALYSIS



Scenario Summary						
	Current Values:	60% highest	70% highest	80% highest	90% highest	100% highest
Changing Cells:	\$C\$4	60%	60%	70%	80%	90%
Result Cells:	\$D\$10	£ 3,800.00	£ 3,800.00	£ 4,100.00	£ 4,400.00	£ 4,700.00

Notes: Current Values column represents values of changing cells at time Scenario Summary Report was created. Changing cells for each scenario are highlighted in gray.

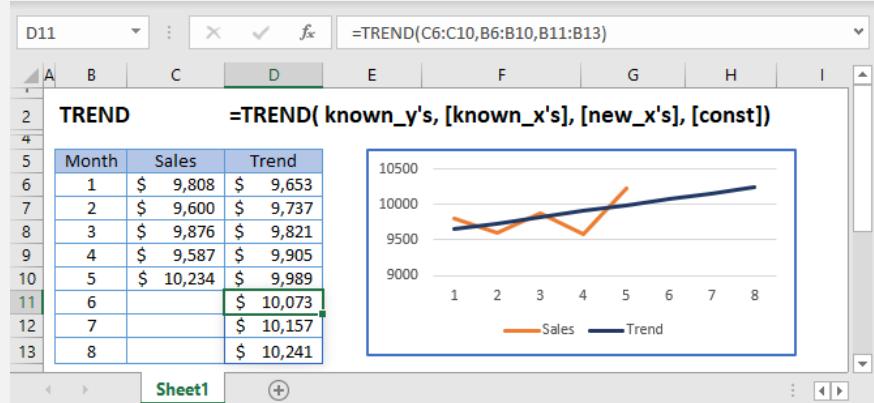
WHAT-IF ANALYSIS & PREDICTIVE ANALYSIS

Are they they same?

PREDICTIVE ANALYSIS

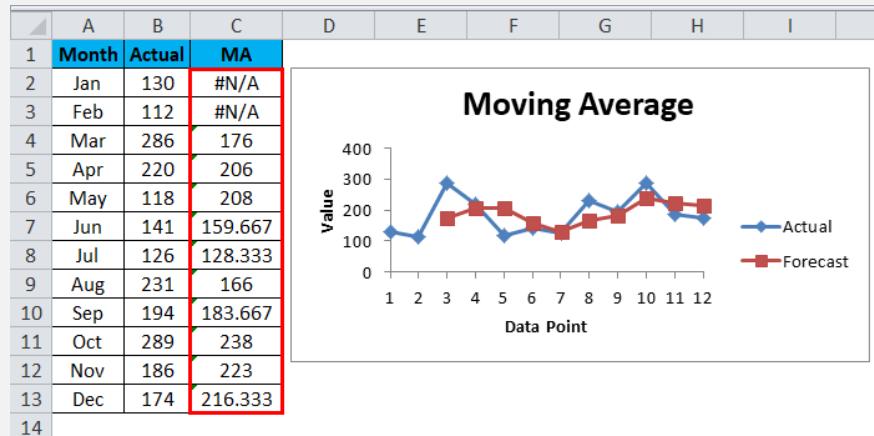
Using the TREND Function:

- Predict future sales based on past monthly sales data.



Regression Example:

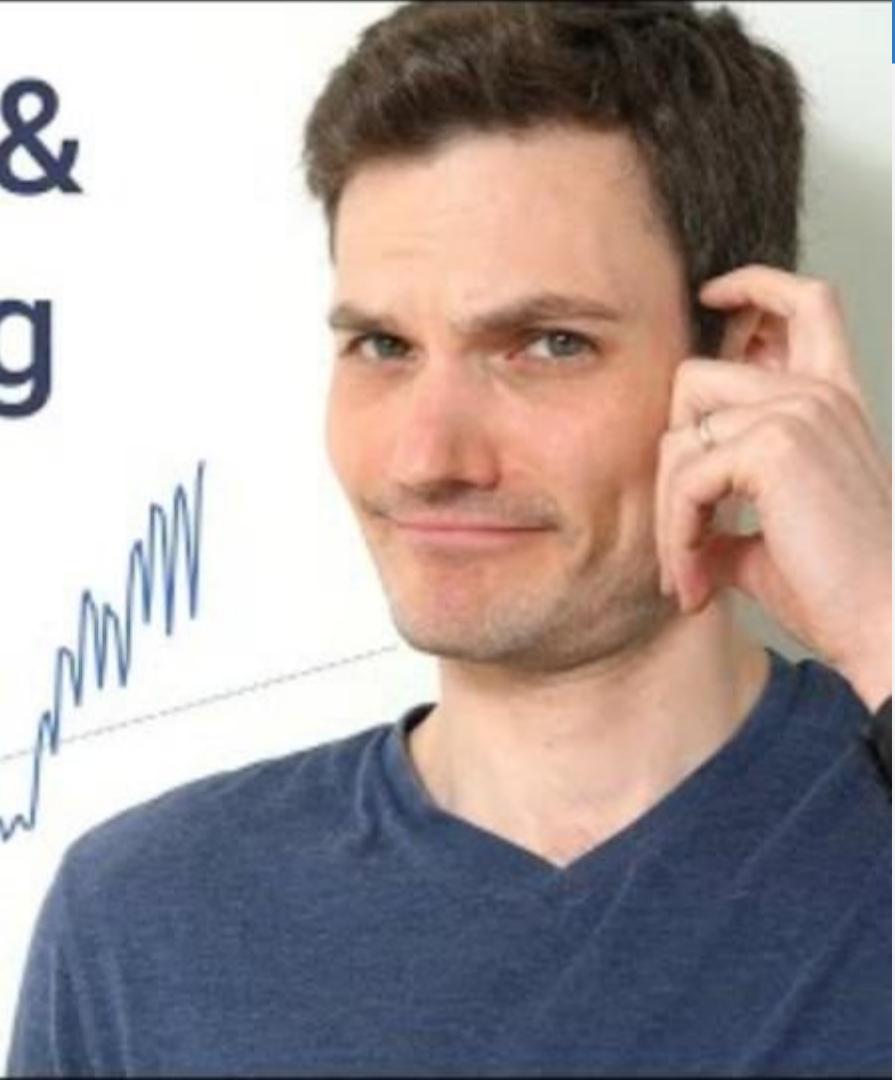
- Predict how changes in marketing budget affect revenue.



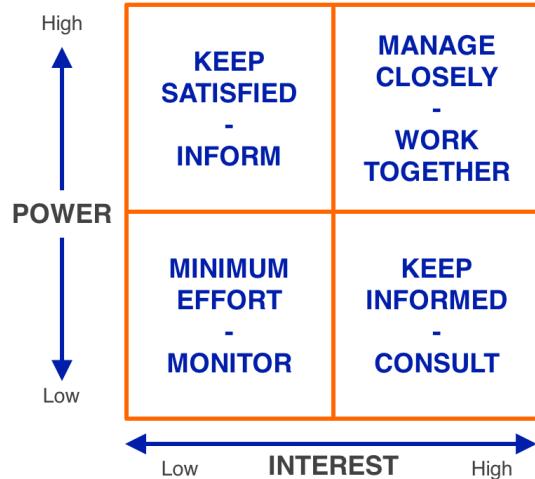
Moving Averages Example:

- Highlight long-term sales trends by averaging past performance data.

Trendlines & Forecasting



STAKEHOLDER MANAGEMENT & PRESENTING ANALYSIS



GROUP DISCUSSION

- Who and what are stakeholders?
- How do they differ in needs?
- How can we share reporting and via what mediums?



STAKEHOLDER MANAGEMENT

- **Identify Stakeholders:** Recognise who your stakeholders are and their influence on the project or business process.
- **Understand Expectations:** Align reporting and analysis based on what stakeholders expect to see.
- **Engagement Strategies:** Develop tailored communication approaches for each stakeholder group.



Importance of Data-Driven Analysis:

- **Informed Decision-Making:** Present analysis that supports stakeholders in making strategic decisions.
- **Actionable Insights:** Translate raw data into insights that are relevant and actionable for different audiences.

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STAKEHOLDER NEEDS

Customised Reporting:

- Tailor analysis to fit the technical understanding and business priorities of each stakeholder.
- Provide detailed reports for operational teams and concise summaries for executives.

Prioritising Stakeholder Interests:

- Identify which metrics matter most to each stakeholder (e.g., ROI for investors, KPIs for management).
- Address concerns that directly impact their roles and objectives.

Feedback Loops:

- Create opportunities for stakeholders to provide input or ask questions.
- Use feedback to refine analysis and improve clarity in future reports.



PRESENTING TO STAKEHOLDERS

Structuring Your Analysis:

- Start with a clear Executive Summary outlining the key findings and recommendations.
- Dive into the Supporting Data (graphs, charts, tables) that validate your conclusions.
- End with Next Steps or Call to Action based on the analysis presented.

Data Visualisation:

- Use visuals like charts, infographics, and dashboards to simplify complex data.
- Ensure visual aids highlight key trends and insights without overwhelming the audience.

Simplify the Complex:

- Break down complicated analyses into digestible pieces of information.
- Use analogies or relatable examples to help non-technical stakeholders grasp the findings.



COMMUNICATING TO STAKEHOLDERS

Adapt to the Audience:

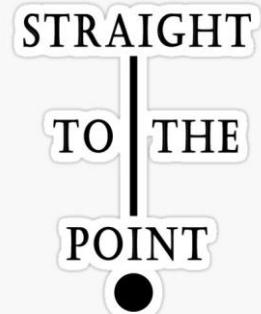
- Adjust the depth of analysis based on the knowledge level of the audience.
- For senior management, focus on high-level impacts; for technical teams, dive into granular details.

Storytelling with Data:

- Use a narrative approach to present your analysis, showing progression from problem identification to solution.
- Highlight the journey of how data leads to insight and decision-making.

Clarity and Precision:

- Be concise and avoid unnecessary jargon.
- Focus on clarity in language and visuals, ensuring everyone understands the implications of the analysis.





COMMUNICATING TO STAKEHOLDERS

Interactive Presentations:

- Encourage stakeholder engagement by asking for input or posing questions during the presentation.
- Use interactive tools (e.g., live polls, Q&A sessions) to make the analysis more engaging.

Handling Questions:

- Anticipate potential questions stakeholders may ask and prepare clear, data-backed answers. (prep what could be asked, be confident with your content)
- Ensure transparency by addressing concerns openly and explaining any assumptions or limitations in the analysis. (Address the elephant in the room, they will)

Follow-Up and Dissemination:

- After the presentation, share key materials (reports, data sets) through appropriate channels (email, shared platforms).
- Offer stakeholders the chance to review and ask follow-up questions post-presentation.

PUBLIC SPEAKING & PRESENTATIONS



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RESEARCH ACTIVITY - 15 MINUTES

- Research some best practices for communicating your analysis and public speaking.
- Paste bullet points into the collab board
- We'll then discuss as a team





Collaborate Board

COMMUNICATING
YOUR ANALYSIS

PUBLIC SPEAKING

Add Column

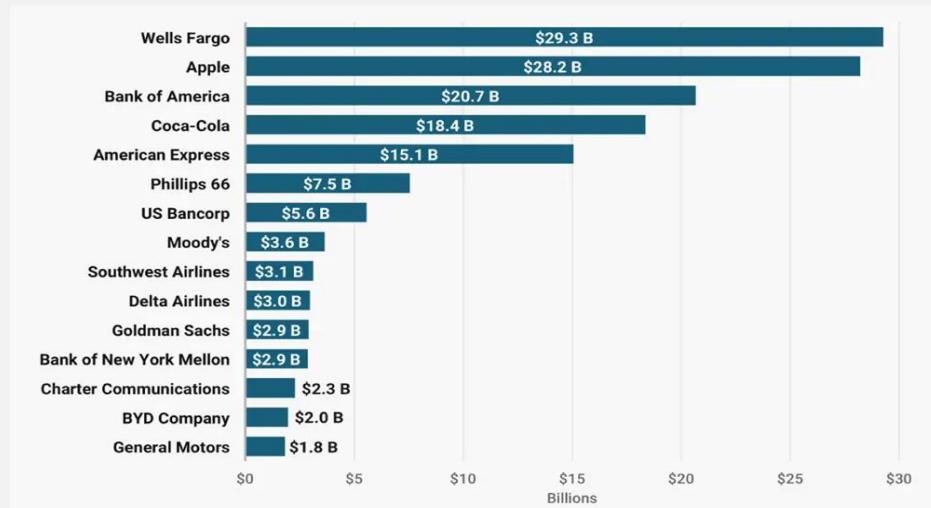
How to Edit

Click [Edit This Slide](#) in the plugin to make changes.

Don't have the Nearpod add-on? Open the "Add-ons" menu in Google Slides to install.



WHY PUBLIC SPEAKING?



HOW TO SPEAK PUBLICALLY

- All in the preparation, get your notes at the ready!
- Keep water close... but not too close, electrics
don't like it
- A picture speaks a thousand words
- Practice... practice... practice
- Record your delivery, watch for your fillers 'um'
'erm'
- Personality, you're not a robot
- Start with a hook, what problem was identified?





DO's
&
DON'Ts

WORKBOOK ACTIVITY - 40 MINUTES

Please complete Day 4, task 1 within your work booklet.

Once finished please send your work booklet to your trainer

If finished early, please support your peers, or watch [TED talks](#) on public speaking (after submitting your booklet)

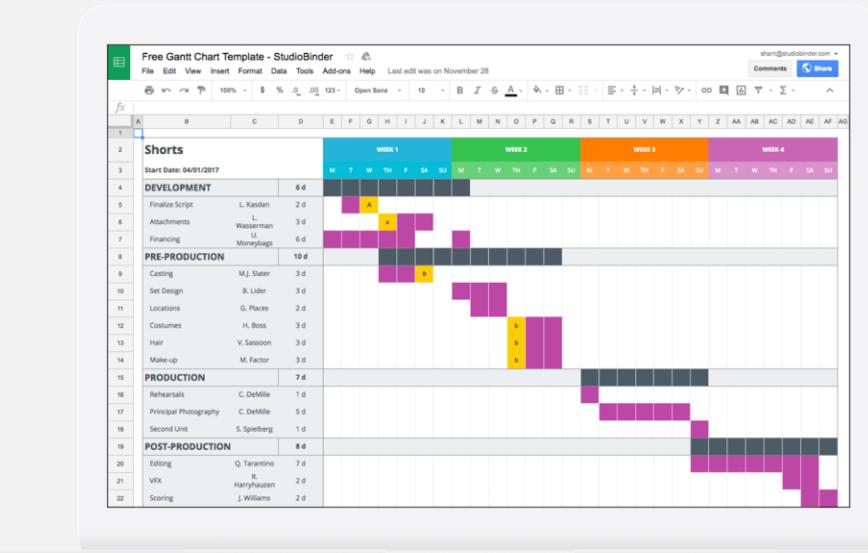
▼ Day 4: Task 1

You have been asked to deliver your analysis findings to the board of directors, within your analysis you have identified that customers are leaving your company at the 12-month point, this is typically when they receive their renewal price.

Conduct research and complete the below questions:

CANCEL YOUR 365 MEMBERSHIP!!

- If you signed up for the free trial, remember to cancel it so you are not charged.



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OBJECTIVES - RECAP

- **Intent:**

To understand the basics of predictive analysis and to be aware of stakeholder management, presentation skills and dissemination.

- **Implementation:**

Delivered using practical labs. Concepts explained through examples and exercises/quizzes

- **Impact:**

Gain the skills and confidence needed to understand data analysis processes and their types , preparing for more advanced studies or real-world applications. The impact measured through in-class mini-projects, labs & Quiz

NEXT STEPS

Further develop your Excel skills

1. <https://www.w3schools.com/excel/index.php>

2. <https://excel-practice-online.com/exercises/>

3. <https://excelexercises.com/lessons.html>

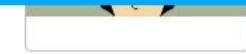
4. <https://www.automateexcel.com/formulas-functions/>

5. <https://www.youtube.com/watch?v=lH7HfwUFnYA&list=PLUaB-1hjhk8Hyd5NiPQ9CND82vNodIFF5>

6. <https://www.youtube.com/@KevinStratvert>

Get ready for your second training week

1. Install and play with [Tableau & PowerBI](#)
2. [Understand the Tableau platform](#)
3. [Understand the PowerBI platform](#)
4. Download data from [Kaggle](#) and create dashboard to build a portfolio.



▲ Instructions



How to Edit

Click [Edit This Slide](#) in the plugin to make changes.

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COURSE EVALUATION

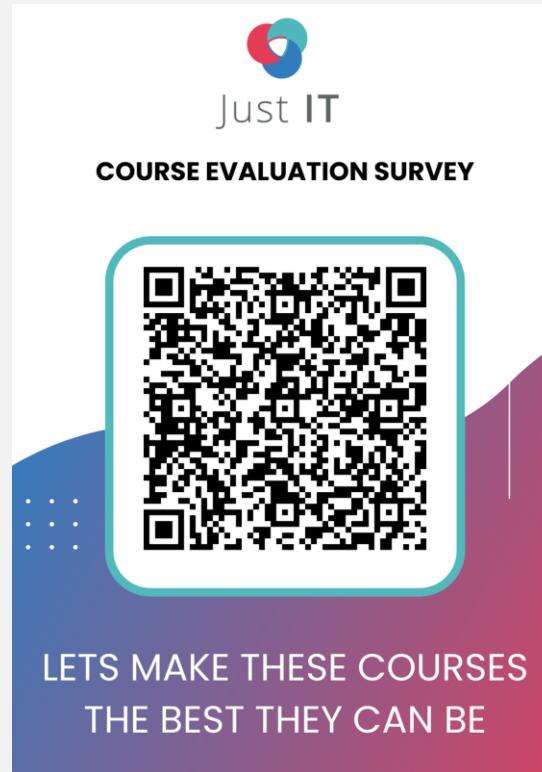
These courses are built for you and I want them to be the best they can be.

Any feedback would be greatly appreciated.

Thank you for all your hard work this week team!

Use your phone and scan the QR code

Or [click here](#).



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1. Learner Name *

Enter your answer

2. Trainer Name *

Dan Petrusow

3. Training Programme *

- Level 2 Digital & IT Skills
- Level 3 Social Media for E-Commerce
- IT Skills Bootcamp
- Software Skills Bootcamp
- Data Skills Bootcamp
- Career Support Session