



# Microsoft Excel Forecasting & Data Analysis

## Overview

This course is designed for confident Excel users who want to take their skills beyond formulas and charts. It's ideal for professionals who work with numbers—such as managers, analysts, business owners, finance teams, project leads, and anyone responsible for planning or decision making. If you already understand Excel basics and want to learn how to predict future outcomes, analyse trends, and turn raw data into meaningful insights, this course will give you the tools and confidence to do it.

## Duration

Full Day

## Course Objectives

- How to use Excel to make predictions about future numbers (like sales, costs, or other business data).
- How to check if your predictions are accurate and improve them over time.
- How to spot patterns and trends in your data.
- How to use Excel's built-in tools to make your work easier and more visual.

## Session 1 - Preparing Your Data

- Organise data using Tables
- Sort and filter data
- Check for missing values
- Enable Data Analysis ToolPak

## Session 2 - Forecasting Methods

- Trendlines
- Built-in Functions
- Linear Forecast

## Session 3 – Simple Methods

- Moving Average
- Repeat Last Value
- Detect seasonality

## Session 4 – Checking Accuracy

- Error Metrics
- Learn easy ways to see if your predictions are close to real results.
- functions to measure how far off your predictions are.
- Track and improve your forecasting over time.
- Highlighting errors with Conditional Formatting

## Session 5 – Visualising Forecasts

- Create Line Charts or Combo Charts
- Add Trendlines and Forecast Sheets
- Show accuracy with Error Bars

## Session 6 – Comparison Methods

- Side-by-side charts
- Correlation
- Using Data Tables
- Using Scenarios

## Session 7 – Use Excel tools to test different scenarios

- Compare different forecasting methods to find what works best for you.