

# Microsoft Excel – Data Analysis and Statistic Calculations

Course code: MSEXST1

At the course participants meet advanced data analysis methods. All standard statistical - analytic functions are discussed especially the Analysis ToolPack Add-Inn which is used for demanding statistical analyses. Listeners learn how to work with tools such as a descriptive statistics, a properties correlation, a values prediction and a work with time series. The course also focuses on clear interpretation of found results.

| Affiliate  | Duration | Course price | ITB |
|------------|----------|--------------|-----|
| Praha      | 2        | 8 000 Kč     | 0   |
| Brno       | 2        | 8 000 Kč     | 0   |
| Bratislava | 2        | 340 €        | 0   |

The prices are without VAT.

## Course terms

| Date       | Duration | Course price | Type     | Course language | Location         |
|------------|----------|--------------|----------|-----------------|------------------|
| 18.12.2025 | 2        | 340 €        | Presence | CZ/SK           | GOPAS Bratislava |
| 19.01.2026 | 2        | 8 000 Kč     | Presence | CZ/SK           | GOPAS Praha      |
| 16.03.2026 | 2        | 8 000 Kč     | Presence | CZ/SK           | GOPAS Praha      |
| 11.05.2026 | 2        | 8 000 Kč     | Presence | CZ/SK           | GOPAS Praha      |

The prices are without VAT.

## Who is the course for

The course is for experienced users who work with data and want to analyze them. Participants meet advanced MS Excel 2007 tools.

## What we teach you

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## Required skills

Excellent knowledge of MS Excel. Participants should be able to work with functions, formulas and they should have an idea about data analysis principles.

## Course Outline

Analysis of extensive data volumes by helping PivotTable (PT) and PivotTable Chart Report.

- PT creation principles
- Total functions in PT
- Build-in functions for different data views in PT
- Calculated fields and items
- Data analysis and data understanding in PT

Basic data analysis

- Frequency analysis
- Histogram - frequency chart

**GOPAS Praha**  
Kodaňská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Brno**  
Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Bratislava**  
Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



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- Level characteristics (Mean, Median, Mode, Quantity)
- Variable characteristics (Variance, Deviation)
- Shape allocation characteristics (Kurtosis, Skewness)

## Dependence analysis

- Correlation
- Regression analysis (appropriate regression model, comparison of two different alternatives, judgment of regression model quality, estimates based on chosen regression model)
- Graphic dependence analysis
- Multi regression (more independent variables)

## Time series analysis

- Time series characteristics
- Basic time series description (differences, growth speed - chain, indexes)
- Time series modeling
- Time series decomposition (trend, seasonal, cyclic, random item of time series)
- Time series purge of seasonal component (moving average)
- Estimates based on time series model

### GOPAS Praha

Kodaňská 1441/46  
101 00 Praha 10  
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Nové sady 996/25  
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[info@gopas.cz](mailto:info@gopas.cz)

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[info@gopas.sk](mailto:info@gopas.sk)



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