

Practical data analysis using Microsoft Excel

(MR-PDAXL)

20–21 June 2013

Course Director: Ziets Botha

Objective

The aim of this course is to provide an overview of the statistical concepts required for the analysis of economic and financial data, combined with hands-on training in the use of the statistical and data analysis functions contained in Microsoft Excel.

Content

The following topics will be covered:

- Measures of location and variance of the population
- Statistical presentation
- Probability distributions
- From sample to population
- Statistical inference, including estimation and hypotheses testing
- Regression analysis
- Time-series analysis
- How to lie and mislead with statistics
- Overview of Microsoft Excel basics
- Linking worksheets
- Shortcut keys, tips and tricks
- Manipulating data: Line graphs, bar charts, pie charts and so on
- Mathematical and statistical functions and formulas
- Pivot tables
- Importing data from external sources.

Target group

This course is intended for researchers and/or analysts across the departments of the South African Reserve Bank, and African central banks and finance ministries.

Prerequisite

Participants are expected to have practical knowledge of Microsoft Excel. Although they do not have to be experts, applicants will have to demonstrate that they comply with a certain minimum level of competence. A self-test exercise will be distributed to all applicants before the course.

Format

This is an intensive, but well-balanced, two-day course presented by an economist who is an expert in the field of data processing and statistics. Informal discussions, case studies and computer-based applications form part of the training methodology. Owing to the use of computer-based learning, the number of course participants is restricted to 25. Please take note of the prerequisite for attending this course.

