

Program and Budget Analysis Using Microsoft Excel

Course Number: 5182

Length: 4 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Learn to effectively navigate Excel for more productive analyses and the ability to graphically represent data, aiding in organizational efforts to track expenditures and control budget execution. You will spend about 75% of your time working in Microsoft Excel to get the hands-on training to apply what you learn back on the job.

Intended Audience

This course is designed for all program and financial management personnel who want to learn about many of the data analysis tools available in Microsoft Excel to aid in creating more compelling analyses of their programs.

Client-Provided Facility Requirements

- 1 computer per student with Internet and Microsoft Office 2007 including Microsoft Excel with unrestricted rights to install the Analysis Toolpak or with Analysis Toolpak already installed on each computer
- Internet required for instructor computer

Course Learning Objectives

- Navigate the Excel ribbon
- Query databases using the *Filter* tool and the *Advanced Filter* tool
- Aggregate and display different attributes of a data set using the *PivotTable*®
- Use Excel's *Descriptive Statistics* tool to calculate statistical measures of central tendency, variation, and shape
- Use the *Histogram* tool to organize your data and create a frequency distribution
- Perform graphical analysis of data
- Use the *Rank and Percentile* tool to calculate a data item's rank and percentile ranking
- Use time series data and Excel's *Trendline* function to forecast future budgets, costs, and workloads
- Learn which trendline (linear, polynomial, logarithmic, or exponential) is the best to use based on the r-squared value
- Identify cost drivers using Excel's *Correlation* tool
- Develop simple linear and multiple linear regression models to develop forecasts and predictive equations using Excel's *Regression* tool

Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance

Program and Budget Analysis Using Microsoft Excel

- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Lesson 1: Getting Started: Warm-Up and Review
LUNCH	
AFTERNOON	Lesson 2: Querying and Analyzing Data
HOMEWORK	Read pages indicated in course agenda for lesson topics discussed during Day 2

DAY TWO	
MORNING	Lesson 2: Querying and Analyzing Data (continued)
LUNCH	
AFTERNOON	Lesson 3: Computing Statistics on Collected Data
HOMEWORK	Read pages indicated in course agenda for lesson topics discussed during Day 3

DAY THREE	
MORNING	Lesson 3: Computing Statistics on Collected Data (continued)
LUNCH	
AFTERNOON	Lesson 4: Time Series Analysis and Forecasting

DAY FOUR	
MORNING	Lesson 5: Correlation and Regression: Analyzing Costs and Performance
LUNCH	

Program and Budget Analysis Using Microsoft Excel

AFTERNOON	Lesson 5: Correlation and Regression: Analyzing Costs and Performance (continued)
	Course Exam

Learning Methods

Lecture, group discussions, class exercises, and exam.

Note: Approximately 75% of class time involves using Microsoft® Excel.

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Intermediate
- CPEs: 32

Professional Development Units (PDUs)

- Credits: 28

Continuous Learning Points (CLPs)

- Credits: 32

Third-Party Certification Relationship

This course applies toward the DoD FM Certification Program.

Management Concepts Certificate Program Relationship

This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Agile in Government Master Track](#)
- [FFMCP Budgeting Master Track](#)
- [FFMCP Financial Management Master Track](#)
- [Project Management Master Track](#)
- [Program Management Certificate Program](#)

Prerequisites

Program and Budget Analysis Using Microsoft Excel

Suggested

- [Budget Estimating Using Microsoft Excel](#)

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

The final exam must be completed with a grade of 70% or higher.

Follow-On Resources

- [Budget Execution](#)
- [Budget Formulation](#)
- [Budget Justification: Effective Preparation and Submission](#)
- [PPBE Workshop: Defense Planning, Programming, Budgeting, and Execution](#)

Program and Budget Analysis Using Microsoft Excel

Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/5182>



DON'T MISS OUT
Management Concepts Blog
Weekly Intel for the Federal Workforce

Subscribe