

Frequently Asked Questions

Course Title: Program and Budget Analysis Using Microsoft Excel

Course #: 5182

Duration: 4 Days

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

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.

2. Who should attend?

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.

3. What will I learn how to do in this course?

- 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

4. What kinds of activities are included in this course?

Lecture, group discussions, class exercises, and exam.

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

5. Are there prerequisites for this course?

Suggested:

- [Budget Estimating Using Microsoft Excel](#)

6. Do I have to complete any prework for the course?

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

This course applies toward the DoD FM Certification Program.

8. Does this course count for credit toward a Management Concepts Certificate Program?

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](#)

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 32

NASBA Field of Study: Finance

NASBA Level: Intermediate

CEUs: 2.5

PDUs: 28

CLPs: 32

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10. What course(s) do you recommend after I complete this course?

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

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).