Data Analysis Fundamentals using Excel

The main purpose of the course is to give participants the ability to add analysis capabilities to Excel spreadsheets and to provide participants with a foundation to learn more about advanced data analytics with Excel or Power BI.

Who Should Attend

This course is intended for anyone who wants to take the data analysis technologies in Excel beyond formulas and add more advanced capabilities such as dashboards, hierarchies, and relationships.

Course Prerequisites

Before attending this course, participants must have:

> Basic knowledge of the Microsoft Windows operating systems and its core functionality
> Advanced working knowledge of Excel spreadsheets including formulas

Course Objectives

After completing this course, participants will be able to:

> Create an Excel Report

> Create and Excel Table

> Create a Pivot Table and Pivot Chart

> Create a Dashboard and Analyse Data

> Create Hierarchies

> Create an Excel Data Model and Connect to External Data

Course Code: 10994a
Course Duration: 2 Days
SATV: Yes

Course Summary

Module 1: Reporting in Excel

Module 2: Excel Tables

Module 3: Pivot Tables and Pivot Charts

Module 4: Dashboards

Module 5: Hierarchies

Module 6: The Excel Data Model

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Course Outline

Module 1:   Reporting in Excel

This module explains how to create a report in Excel

> Filtering and Formatting Data
> Charts

Module 2:   Excel Tables

This module explains how to create data tables in Excel

> Excel Data Tables
> Summarising Data

Module 3:   Pivot Tables and Pivot Charts

This module describes pivot tables and pivot charts and how to work with them

> Pivot Tables
> Pivot Charts
> Editing Pivot Tables and Pivot Charts

Module 4: Dashboards

This module describes Excel dashboards, how to create them and the role in data analysis in Excel pivot tables

> Creating a Dashboard
> Data Analysis in Excel Pivot Tables

Module 5: Hierarchies

This module describes hierarchies and time data

> Hierarchies
> Time Data

Module 6: The Excel Data Model

This module explores the Excel data model and looks at ways of extending it

> Using and Excel Data Model
> External Data

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